Government of India
Ministry of Environment, Forests & Climate Change,
North Eastern Regional Office,
Law-U-Sib Lumbatngen,
Near MTC Workshop, Shillong-793021,
टेली/Tel(0364)-253-7609,7340/7395/7278,

भारत सरकार
पर्यावरण , वन एवं जलवायु परिवर्तन मंत्रालय
पूर्वोत्तर क्षेत्रीय कार्यालय, शिलांग
लॉउ सीब लुम्बतंगेन
एम् टी सी के पास ,शिलांग -७९३०२१
फैक्स/Fax -0364-2536041/2536983

ईमेल/Email-ro.nez.shil@gmail.com/moefshil_09@rediffmail.com

सत्यमेव जयते

No. 13-22/2019/Estt/ 626-22 7th June, 2019

CIRCULAR

It is proposed to fill up the posts listed Annexure-I in the North Eastern Regional Office of the Ministry of Environment Forests and Climate Change, from amongst the officials of Central/State Government Departments on deputation. Qualifications required for each of the posts can be seen at Annexure –II.

The terms and conditions of the candidates selected for appointment on deputation regular basis will be governed by the rules as laid down in Government of India, Department of Personnel & Training OM No. 6/8/2009-Estt., dated 17.06.2010 & MoEF&CC File No. 6-1/2014/RoHQ, dated 1/7/2015 as amended from time to time.

The period of deputation will be initially for a period of one year and likely to be extended further. However, the period may be curtailed any time subject to availability of regular employee (either through promotion or direct recruitment). The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other office/department of the Central Government shall ordinarily not to exceed three (3) years. The maximum age limit for appointment on deputation shall not be exceeding 56 (fifty six) years as on the closing date prescribed for receipt of application.

Applications of officials who are eligible and are willing to be considered for appointment on deputation basis and who can be relieved immediately after selection may be forwarded through proper channel alongwith their self attested copies of ACR dossiers for the preceeding five (5) years, cadre clearance, vigilance clearance, integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last ten years, so as to reach the **Additional Director General (Central), Ministry of Environment Forests and Climate Change, North Eastern, Regional Office, Law-u-sib, Lumbatngen, Shillong – 793021.**

The receipt of complete application form in the prescribed format for deputation posts should reach this office with 45 days from the date of publication issued in Employment News. Applications without the recommendation of the parent office/Department, incomplete applications and applications received after the prescribed date or without ACR dossiers/vigilance clearance will not be entertained.

7/6/19

Deputy Inspector General of Forests
& Head of Office

I.T. (Cell)
Kind upload upload into MoEFCC web site.

ANIL KUMAR

Copy to:-

1. The Director (ROHQ), Ministry of Environment Forest and Climate Change, Government of India, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj , New Delhi – 110 003.
2. The Deputy Secretary (ROHQ) , Ministry of Environment Forest and Climate Change, Government of India, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, Jor Bagh Road, Lodhi Colony, New Delhi – 110 003.
3. Senior Technical Director, NIC, Ministry of Environment Forest and Climate Change, Government of India, Indira Paryavaran Bhawan, Jor Bagh Road, Lodhi Colony, New Delhi – 110 003 with a request that the Circular may kindly be uploaded in the website of MoEF&CC.
4. The Campaign Officer, DAVP, Soochana Bhawan, 10th Floor, PhaseIV, CGO Complex, Lodhi Road, New Delhi – 110003 with a request to publish in the Employment News.
5. All the Regional Offices, MoEF&CC, Government of India.
6. All Chief Secretaries, State Government.
7. All Central/State Government Offices …..

Annexure-I

Government of India
Ministry of Environment, Forests & Climate Change
Regional Office (NERO), Shillong
(Filling up of vacant post on Deputation Basis)

It is proposed to fill up the following posts in the Ministry of Environment, Forests & Climate Change at the Regional Office (North Eastern), Shillong from amongst the officials of Central Government or State Government (s) or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations on deputation as per following Pay Scales . Applications are invited within 45 days of publication of this advertisement.

1.	Principal Private Secretary	1 post (Level – 11 of the Pay Matrix)
2.	Section Officer	1 post (Level – 7 of the Pay Matrix)
3.	Personal Assistant	1 Post (Level -6 of Pay Matrix)
4.	Upper Division Clerk	1 post (Level – 4 of the Pay Matrix)
5.	Lower Division Clerk	2 post (Level – 2 of the Pay Matrix)

For details of posts, qualifications required terms and conditions, period of deputation, age limit,how to apply and last date, etc. please visit advertisement in Home Page of MoEF&CC's website www.moef.nic.in (www.moef.nic.in/tender-advertisements).

7/6/19

Head of Office
Regional Office, Shillong

ANNEXURE-II

Sl. No.	Name of the Posts	Classification	Pay Band	Eligibility Conditions
1.	Principal Private Secretary to APCCF	General Central Service Group 'A' Gazetted Ministerial	Level-11 Rs. 67700-208700	Offices holding the post of Stenographer under the Central Government or State Governments or Union territories or Public Sector Undetakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organisations, - (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years regular service in level-8, Rs. 47600-15110/- in the pay matrix or equivalent in the parent cadre or Department; or (iii) with seven years regular service in level-7, Rs.44900-142400/- in the pay matrix or equivalent in the parent cadre or Department. Note 1 – The Departmental Private Secretary in level-7 in the pay matrix (Rs. 44900-142400/-) in the concerned Regional office with seven years regular service shall be considered along with outsiders and if the Departmental candidate is selected for appointmentto the post, it shall be treated as having been filled by promotion. Note 2 – The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 3 – Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Governmentshall ordinarily not exceed four years. Note 4 – The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications

2.	Section Officer	General Central Service Group 'B' Gazetted Ministerial	Level-7 Rs. 44900-142400	Offices of the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations, - (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years regular service in level-6, Rs. 35400-112400/- in the pay matrix or equivalent in the parent cadre or Department; and (b) possessing the following education qualifications:- (i) Bachelor degree from a recognized University or Institute; (ii) Two years experience in accounts, administration, establishment work in a Government office or Public Sector Undertaking or Autonomous Body or Statutory Body. Note 1 – The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2 – Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. Note 3.- The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications

3	Personal Assistant	General Central Service Group 'B' Non Gazetted Ministerial	Level-6 Rs. 35400-112400	Offices of the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations, - (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with ten years regular service in level-4, Rs. 25500-81100/- in the pay matrix or equivalent. Note 1 – The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2 – Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications
3.	Upper Division Clerk	General Central Service Group 'C' Non-Gazetted Ministerial	Rs.5200-20200 with GP Rs. 2400/-	Any regular officer of CSS/Central Govt. Offices, PSU & State Govt. Offices holding analogous post on regular basis in grade pay 2400/- or equivalent or rendered at least eight years regular service in grade pay of Rs. 1900/-
4.	Lower Division Clerk	General Central Service Group 'C' Non-Gazetted Ministerial	Rs. 5200-20200 with GP Rs. 1900/-	Any regular officer of CSS/Central Govt. Offices, PSU & State Govt. Offices holding analogous post on regular basis in grade pay 1900/- or equivalent.

Annexure – III

APPLICATION FOR THE POST OF _____

Sl. No.	Particulars					
1.	Name and address (in BLOCK LETTERS)					
2.	Date of Birth					
3.	Date of retirement under Central Govt. Rules					
4.	Educational Qualifications					
5.	Date Employment in Chronological order					
	Office/Institution	Post held	From	To	Scale of Pay & existing basic pay	Nature of duties Experience (in detail)
6.	Are you in revised scale of pay? If yes, give the date from which the revision took place and indicate the pre-revised scale					
7.	Total emoluments per month drawn in the acute scale of pay attached to the post					
8.	Additional information, if any, which you would like to mention in support of your suitability for the post. (i)Additional academic qualifications (ii) Professional Training (iii)Working experience over and above prescribed in the vacancy circular					

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Candidate's signature

Place:

Date: