

भारत सरकार
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय
क्षेत्रीय कार्यालय उत्तर मध्य क्षेत्र
25 सुभाष रोड, देहरादून-248 001
दूरभाष: 0135-2650809
फैक्स&0135&2653010
ईमेल: moef.ddn@gov.in



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS &
CLIMATE CHANGE
REGIONAL OFFICE (NORTH CENTRAL ZONE)
25 SUBASH ROAD, DEHRADUN-248001
PHONE- 0135-2650809
FAX- 0135-2653010
Email- moef.ddn@gov.in

File No: RO-DDN/ESH/2/Recruit/11-2016 /638

Date: 16.07.2020

To,

The Deputy Inspector General of Forests (ROHQ),
Ministry of Environment, Forest & Climate Change,
Agni Wing, 3rd Floor, Indira Prayavaran Bhavan,
Aliganj, Jor Bagh Road,
New Delhi-110003.

Sub: Filling up the post of Private Secretary, Assistants and Upper Division Clerk on deputation basis in Regional Office (NCZ), MoEF&CC, Dehradun-reg.

Ref: This office's letter No. RO-DDN/ESH/2/Recruit/11-2014/458 dated 26.06.2020 (copy enclosed)

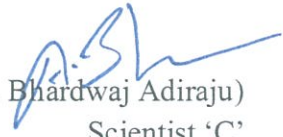
Sir,

With reference to the subject mentioned above, I am directed to refer to the letter under reference wherein it has been request to upload the advertisement circular for filling up the post of Private Secretary, Assistants and Upper Division Clerk on deputation basis in Regional Office (NCZ), MoEF&CC, Dehradun , as published in Employment Newspaper.

In this regard, it is requested to kindly find enclosed detailed Advertisement Circular and to direct the concerned division to upload the circular on the Ministry's website www.moef.gov.in immediately.

Encl: As stated.

Yours' faithfully,


(Dr. Bhardwaj Adiraju)
Scientist 'C'

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Dated : 16.07.2020

VACANCY CIRCULAR

1. It is proposed to fill up the posts listed in Annexure-I in the Regional Office (North Central Zone) of the Ministry of Environment, Forests and Climate Change at Dehradun from amongst officials of Central Government/ Central Government PSU's/State Government's Department on ad-hoc deputation. The details of the Eligibility conditions for the posts to be filled up on the deputation basis and the proforma for the application can be seen at Annexure-II and Annexure-III of the vacancy circular in the website of the MoEF&CC , Govt. of India at www.moef.nic.in or can also be obtained directly from the North Central Regional office, Dehradun.
2. The terms and conditions of the candidates selected for appointment on deputation basis will be governed as per the conditions laid down in the Government of India, Department of Personnel & Training's OM No. 6/8/2009-Estt., dated 17.6.2010 and OM No. 2/6/2016-Estt. (Pay-II) dated 17.02.2016 as amended from time to time.
3. The period of deputation will be initially for three years and is likely to be extended further up to seven years as per the guidelines of DOP&T. 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. 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 exceed three (03) years. The maximum age limit for appointment of deputation shall not exceed 56 (Fifty six) years as on the closing date prescribed for receipt of application.
4. 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 along with copies of their ACRs/APARs for the preceding five (05) years and Vigilance Clearance Certificate so as to reach the office of the APCCF, Ministry of Environment, Forest and Climate Change, Regional Office, (NCZ), 25, Subhash Road , Dehradun -248001 within 60 days of its publication.
5. Applications without the recommendation of the parent Office/Department or incomplete applications or applications received after the prescribed date or without ACR/APAR/dossiers/ Vigilance Clearance will not be considered.

Encl: As above.


(Dr. Bhardwaj Adiraju)
Scientist 'C'

VACANT POSTS TO BE FILLED UP

"Annexure-I"

Serial No.	Post Name	Number of Posts	Pay level
1..	Private secretary	01	Level-7 of the pay matrix (₹ 44900-142400/-)
2.	Assistant	02	Level- 6 of the pay matrix (₹ 35400-112400/-)
3.	Upper Division Clerk	01	Level- 4 of the pay matrix (₹ 25500-81100/-)

Annexure-II

Name of Post	Classification	Pay Band	Eligibility Conditions
Private Secretary	General Service Group-B Gazetted Ministerial	Level-7 Rs. 49000-142400	<p>Officers under the Central Government or State Government of Union territories or recognized research institutions or universities or public sector undertaking or semi-Government or statutory or autonomous organization:</p> <p>(i) Holding analogous post in regular basis in the parent cadre or Department or</p> <p>(ii) With five years regular services in posts Level-6 Rs. 35400-112400 in the Pay Matrix.</p> <p>Note 1:- The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years as on the closing date prescribed for receipt of application.</p>
Assistant	General Central Service Group-B Non-Gazetted Ministerial	Level-6 Rs. 35400-112400	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or statutory organization or Public Sector Undertaking or University or Recognised Research Institution:-</p> <p>(i) Holding analogous post on a regular basis; or</p> <p>(ii) with six year service in the grade rendered after appointment thereto on regular basis in the Pay Level-4 , Rs. 25500-81100/- in the Pay Matrix.</p> <p>Essential qualification: Bachelor's degree from a recognised University/Institute.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall</p>

		<p>not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of application.</p>
Upper Division Clerk	General Central Service Group-C Non-Gazetted Ministerial	<p>Officers of the Central Government holding analogous posts on regular basis.-</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.</p> <p>Note 1- The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 4: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service.</p>

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ANNEXURE - III

APPLICATION FOR THE POST OF _____

Sl. No.	Particulars	
1.	Name (in BLOCK LETTERS)	
	Address - Residential	
	Address for Correspondence	
2.	Date of Birth	
3.	Date of retirement under Central Govt. Rules	
4.	Educational Qualifications	
5.	Particulars of the postings/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 actual 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: