

National Green Tribunal  
Principal Bench  
Faridkot House, Copernicus Marg,  
New Delhi-110001

NGT/PB/59/Admn./2014/Vol.III/

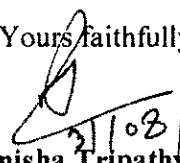
Dated: 28.08.2020  
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To,  
Ministry of Environment of Forest and Climate Change  
Level-V, Vayu Wing,  
Indira Paryavaran Bhavan,  
Jor Bagh Road,  
New Delhi—110003 [Attention: Sh. Ramesh Kumar, Under Secretary, PL Division]

**Sub: Posting/ Uploading of advertisement for direct recruitment to the post of Stenographer Grade-II on regular basis in National Green Tribunal in the website of MoEF&CC.**

Sir,  
Please find enclosed a copy of the advertisement for filling up the Post of **Stenographer Grade-II** by direct recruitment on regular basis in National Green Tribunal.

As decided by the Competent Authority, the last date of receipt of application form for the above said recruitment has been fixed for **30.09.2020**, hence it is requested that the said advertisement along with application form may kindly be uploaded at MoEF&CC website at the earliest.

Yours faithfully  
  
(Manisha Tripathy)  
Deputy Registrar

*Encl: as stated above*

**Copy to:**

1. PA to Ld. Registrar General, NGT (PB)
2. PA to Dy. Registrar
3. Economic Advisor/ Joint Secretary, PL Division, MoEF&CC IPB, Jor Bagh, New Delhi-110003
4. Under Secretary, Administration Division, MoEF&CC IPB, Jor Bagh, New Delhi-110003
5. Concern File
6. Guard File

**प्रधानन्यायापठ/ Principal Bench**  
**फरीदकोटहाउस, कॉपरनिकसमार्ग/ Faridkot House, Copernicus Marg**  
**नईदिल्ली/ New Delhi – 110001**  
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Advertisement NO. - NGT (PB) 59/Admn/2014/Vo/III/ 400 dated 26 .08.2020

Applications are invited from Indian Nationals in the prescribed proforma for direct recruitment to the post of **Stenographer Grade II** in the National Green Tribunal, Principal Bench at New Delhi and Zonal Benches at Bhubaneswar, Chennai, Pune and Kolkata :-

S. No.	Name of the Post	No. of Post	Age limit	Essential and other Qualifications required for recruits
01	Stenographer Grade-II Level-4 (Rs.25,500-81,100/-)	03 [01 UR, 01 UR (EWS) & 01 OBC]	21-27 Years	1) 12 <sup>th</sup> Class from a recognized Board 2) Skill Test Norms : <u>Dictation</u> : 10 mts. @ 80 w.p.m. <u>Transcription</u> : 50 mts. (Eng.) on computer.

**Note :** The posts are transferable to all Benches of National Green Tribunal i.e. New Delhi, Bhopal, Chennai, and Kolkata.

**General Instructions**

- 1) Number of vacancies may vary. The Competent Authority reserves right to either increase or decrease the number of posts at any stage and either to make recruitment or may not proceed for recruitment even though candidates have applied for the post.
- 2) Recruited candidates will get Pay at levels mentioned against each Post as per 7<sup>th</sup> CPC Pay matrix and benefits as per application of Government of India Rules. The selected candidates will be appointed on probation for two years as per NGT Rules. The said period shall include successful completion of mandatory induction training of two weeks duration.
- 3) For reservation, Model Reservation Roster (MRR) will be followed.
- 4) Age limit is relaxable for Govt servants upto 40 years in accordance with instructions or orders issued by the Central Government from time to time. A candidate seeking reservation / relaxation benefits must ensure that he/she possesses a genuine case / community certificate in Central Govt. format on the date of eligibility. It is noted that candidature will remain provisional till the veracity of the concerned documents are verified / reviewed by the appointing authority.
- 5) Self attested copies of certificates pertaining to Education qualification starting from matriculation level / Experience / NOC (if applicable) / Caste / PwD / EWS if applicable (issued by competent Authority) must be enclosed with the application before sending.
- 6) The crucial date for determining the age limit shall be closing date for receipt of applications.
- 7) The applications should be forwarded through proper channel / concerned department as case may be. Applications in hard copies of relevant certificates / degree. The Candidates in service may send advance application on condition the requisite "NOC" may be submitted at the time of skill test / interaction / final selection.
- 8) The prescribed Educational Qualifications are minimum and mere possession of the same does not entitle candidates to be called for screening test / skill test / interaction. The applications may be shortlisted according to the criteria as may be prescribed by the Competent Authority for the purpose, including weightage to be given to higher qualification and experience.

- 9) The decision of NGT in all matters related to eligibility, acceptance or rejection of the applications, in selection, conduct of examination and allotment of examination centre will be final and binding on the candidate and no request / representation will be entertained in this regard.
- 10) Incomplete/unsigned application / application without photograph / application not in pre-proforma and those received in NGT after closing date will be rejected without assigning any reason.
- 11) The candidate must fill their name, date of birth, father's name as given in matriculation Certificate otherwise their candidature may be cancelled.
- 12) Candidates should give their own functional mobile number and valid and active email id. NGT will not entertain any request for change of mobile number & email address after submission of application. Contact details such as email, mobile number, Correspondence & permanent address etc must be correct and active during the recruitment cycle. Post receipt of applications, there will be no written communication from NGT. All details must be uploaded on the website and the candidates must visit the website regularly to get an update of the ever changing activities related to recruitment process.
- 13) The application, on the prescribed format, duly filled in, complete in all respects alongwith self attested certificates should be sent by speed post, so as to reach the "Registrar General, National Green Tribunal, Prithvi Bench, Faridkot House, Copernicus Marg, New Delhi – 110001 on or before 30 September, 2020 positively. The envelope containing the application must mention the name of the post applied for.



(Ashish)  
Registrar G

National Green Tribunal/राष्ट्रीयहरितअधिकरण

Principal Bench/प्रधानन्यायपीठ

Faridkot House/Copernicus Marg/फरीदकोटहाउस, कॉपरनिकसमार्ग,

New Delhi/नईदिल्ली-110001

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**APPLICATION FORM FOR RECRUITMENT ON REGULAR BASIS FOR THE POST OF  
STENOGRAPHER GRADE - II IN NATIONAL GREEN TRIBUNAL**

NOTICE DATED : 26/08/202

POST APPLIED FOR .....

1. Name (in block letters) : .....
2. Father's / Husband's Name : .....
3. Gender /Sex : .....
4. Postal Address (for correspondence) : .....
- (i) Contact No. (Mobile & Landline) : .....
- (ii) Alternative Contact No : .....
5. Permanent Address : .....
6. E-mail id : .....
7. Nationality : .....
8. Date of Birth (as on - 09 -2020) : .....

Paste recent passpo  
size photo

Years

Months

Days

9. Category (whether belong to SC/ST/OBC/PH/Ex-Serviceman/EWS).....  
(Certificate to be enclosed)

10. State of Domicile: .....

11. Experience (If any ) ( certificates to be enclosed) .....

12. If employed (Yes/No).....

13. If yes Name of the employer and date of issuance/ apply of NOC.....

14. Present Pay Band/ Grade Pay :.....

15. Any other information( attach separate sheet if required).....

**16. Educational Qualification (Attested copies of relevant certificates /degrees to be attached)**

Exam Passed	Board/ University	Year of passing	Subjects	Division / Class	Percentage

17. Experience: (details of employment in chronological order stating with present post, listing in reverse if needed enclose a separate sheet duly authenticated by your signature in the form: given below)

Post held	From	To	Scale of Pay/ consolidated pay / remuneration	Ministry/ Department	Nature of work/Duties

*\* Applicants not holding the post in Pay band/Grade Pay as per Central Government pay scale should indicate the equivalent pay scale vis a vis Central Government pay scales.*

DECLARATION

18. I solemnly do hereby affirm and declare that the information given above is correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/ selection/ engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the Tribunal may deem fit and proper.

19. That I fulfill the requisite conditions in terms of age, and other qualification as per advertisement for the post applied for i.e.....

.....  
(Signature of the Candidate)

Full Name:.....

Date:.....

Place:.....