



भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
क्षेत्रीय कार्यालय, चंडीगढ़ / Regional Office, Chandigarh



No. A-12024/1/2014-NRO



Dated: 26-07-

VACANCY CIRCULAR

It is proposed to fill up the following vacant posts in the Regional Office, Ministry of Environment, Forest & Climate Change, Chandigarh from amongst officials of the Central Government or State Government or Union Territories or Autonomous/Statutory Organizations or Public Sector Undertakings or Universities or Recognized Research Institutions, as applicable under the respective Recruitment Rules, on **deputation (including short-term contract)/composite method**, as detailed below:

Sr. No.	Name of the Post	No. of Posts	Pay Level (7th CPC)
1.	Personal Assistant	01	Level-6
2.	Assistant	01	Level-6
3.	Stenographer Grade II*	01	Level-4

*The vacancy of Stenographer Grade II has arisen due to the regular incumbent being on deputation and is proposed to be filled on deputation in accordance with the relevant Recruitment Rules.

2. The eligibility conditions and other qualifications prescribed for the above posts are enclosed as Annexure-I.
3. The terms and conditions of appointment on deputation, including pay, allowances and other service conditions, shall be regulated in accordance with the instructions issued by the Department of Personnel & Training from time to time, as amended.
4. The period of deputation shall initially be two years, extendable in accordance with the extant rules and instructions. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or any other Organisation/Department of the Central Government, shall be regulated as per the extant DoPT instructions. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.
5. Applications (in prescribed format i.e. Annexure-II) of eligible and willing officers, who can be spared immediately in the event of selection, may be forwarded through proper channel along with:
 - self-attested copies of APARs/ACRs for the preceding five years;
 - Cadre Clearance;
 - Vigilance Clearance;
 - Integrity Certificate; and
 - a certificate indicating that no major/minor penalty has been imposed during the last ten years (or a Nil Certificate, as applicable),
 so as to reach the Head of Office, Ministry of Environment, Forest & Climate Change, Regional Office, Bays No. 24-25, Sector-31A, Chandigarh-160030.
6. The applications in the prescribed proforma should reach this office within 45 days from the date of publication of this Vacancy Circular in Employment News. Applications received after the prescribed date or without the recommendation of the parent Department/Office or without the requisite certificates/documents shall not be considered.
7. Only the applications of those officials who can be spared on deputation for the prescribed period, in the event of their selection, should be forwarded by the respective parent Department/Organisation.
8. In respect of the post of Stenographer Grade-II, the selected officer shall be liable to be reverted to his/her parent cadre in the event of the return of the regular incumbent before completion of the approved tenure of deputation, in accordance with the Recruitment Rules.

(Dr. Raja Ram Singh)

DIGF(C)/ Head of Office

Copy to:

1. The Assistant Inspector General (AIG), Regional Office Headquarters, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi – 110003.
2. The Deputy Secretary (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
3. The Deputy Secretary (Admn), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
4. The Senior Technical Director, NIC, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003 with a request to upload the circular on the website of MoEF&CC.
5. All Regional Offices, Ministry of Environment, Forest & Climate Change.
6. All Ministries/Departments of the Government of India located in Chandigarh/Mohali/Panchkula- as per list.
7. All Offices of the Government of Punjab, Government of Haryana and Union Territory Administration, Chandigarh-as per list.
8. The Chief Secretaries of the Governments of Punjab, Haryana, Himachal Pradesh and Uttarakhand, and the Union Territories of Jammu & Kashmir, Ladakh, Chandigarh and the National Capital Territory of Delhi – as per list- with a request to circulate the Vacancy Circular amongst eligible officers under their administrative control.
9. Guard File/Notice Board.

(Dr. Raja Ram Singh)
DIGF(C)/ Head of Office

Annexure-I

Sr. No.	Name of the Post	Classification	Pay Band	Eligibility Conditions
1.	Personal Assistant	General Central Service Group 'B' Non-Gazetted Ministerial	Rs.35400-112400 (Level-6)	By promotion failing which by deputation (including short term contract) Deputation (including short-term contract):- Officers under the Central Government or State Government or Union Territories or recognized research institutions or universities or public sector undertakings or semi-Government or statutory or autonomous organizations:- (i) Holding analogous post on regular basis in the parent cadre or department or (ii) with ten years regular service Level-4, (25,500-81,100/-) in the Pay Matrix or equivalent. 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 not be eligible for consideration for appointment by promotion. Note-2:- 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. 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 Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not

				exceeding fifty-six years as on the closing date of receipt of applications.
--	--	--	--	--

-

-

2.	Assistant	General Central Service Group 'B' Non-Gazetted Ministerial	Rs.35400-112400 (Level-6)	Composite method [deputation (ISTC) plus promotion]: Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution. a. i) Holding analogous post on regular basis; or ii. With six (6) years' service in Level-5, Rs.29200-92300/- in the Pay Matrix or equivalent after appointment thereto on a regular basis in the parent cadre/department; or iii. With ten (10) years service in Level-4, Rs. 25500-81100/- in the Pay Matrix or equivalent after appointment thereto on a regular basis in the parent cadre/department; and b) Possessing the following educational qualification: - Essential qualification: Bachelor's degree from a recognized University/Institute. Note-1: The departmental Upper Division Clerk in level-4, Rs. 25500-81100/- in Pay Matrix with 10 years regular service in grade will also be considered along with outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled-up by promotion. 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 organization/department of the Central Government shall ordinarily not to 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 applications.
----	-----------	--	---------------------------	--

-

-

3.	Stenographer Grade II	General Central Service Group 'C' Non-Gazetted Ministerial	Rs.25500-81100 (Level-4)	Deputation (Including Short-Term Contract) against a deputation vacancy. Eligibility:
----	-----------------------	--	--------------------------	---

				Officials of the Central Government holding analogous posts on a regular basis and possessing the qualifications prescribed for direct recruitment to the post of Stenographer Grade II Qualifications: i. 12th class pass or equivalent qualification from a recognized Board or university. ii. Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes (English) 65 minutes (Hindi) (On computer)
--	--	--	--	--

-

-

-

-

-

Annexure-II

APPLICATION FOR APPOINTMENT ON DEPUTATION
Post Applied For: _____

Sr. No.	Particulars		Details			
1.	Name of the Applicant (in Block Letters)					
2.	Father's/Husband's Name					
3.	Date of Birth					
4.	Date of Retirement under Central Government Rules					
5.	Present Office/Organization with complete address					
6.	Present Post held and whether the post is held on regular basis					
7.	Educational Qualifications					
8.	Details of service in chronological order (Attach a separate sheet, if required)					
	Office/Institution	Post held	From	To	Pay Level/Pay Scale & Basic Pay	Nature of Duties/ Experience (in detail)
9.	Whether in the revised pay structure? If yes, indicate the date from which the revision took place and the corresponding pre-revised pay scale.					
10.	Present Pay Level/Pay Matrix and Basic Pay					
11.	Total emoluments per month presently drawn					
12.	Additional information, if any, which the applicant wishes to furnish in support of his/her suitability for the post, including:					

	(i) Additional Academic Qualifications (ii) Professional Training (iii) Experience over and above the prescribed eligibility conditions (iv) Any other relevant information	
13.	Contact Details (Mobile No. & E-mail ID)	

Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false, incorrect or incomplete, or if I am found ineligible at any stage, my candidature/appointment is liable to be cancelled without assigning any reason. I further declare that I have carefully read the Vacancy Circular and satisfy myself that I fulfil all the prescribed eligibility conditions for the post.

Place:
Date:

Signature of the Applicant

(Name: _____)