



भारत सरकार/ GOVERNMENT OF INDIA
 क्षेत्रीय कार्यालय REGIONAL OFFICE
 पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
 MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
 लुम्बतंगेन/ LUMBATNGEN, शिल्लोंग/ SHILLONG- 793021
 E-mail: ro.nez.shil@gmail.com/moefro.shillong@gov.in



No.13-22/2019/ESTT/VOL-II/

1920/1920-25

Dated: As per e-Sign

VACANCY CIRCULAR

Applications in the prescribed format are invited for filling up One post of Private Secretary (Group 'B' Gazetted Ministerial) and One post of Junior Translator (Group 'B' Non-Gazetted Non-Ministerial) in the Regional Office of the Ministry of Environment, Forest & Climate Change, Shillong from amongst officials of Central /State Government Departments/ Union Territories/ Public Sector Undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations on deputation basis. The eligibility criteria required for the posts can be seen at **Annexure-I**.

The terms and conditions of the candidates selected for appointment on deputation will be governed as per the conditions laid down in Government of India, Department of Personnel & Training O.M. No. 6/8/2009-Estt dated 17.6.2010 as amended from time to time.

The period of deputation will be initially for three years and is likely to be extended further as per the guidelines of DoPT. The Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same office or some other office/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date prescribed for receipt of applications.

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 their attached copies of ACR dossiers/APARs for the preceding Five years and Vigilance Clearance certificate, Integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last 10(ten) years, so as to reach the Dy. Inspector General of Forests (Central) & Head of Office, Ministry of Environment Forest & Climate Change, Regional Office, Lumbatngen, Shillong-793021.

The receipt of complete application form in the prescribed format (**Annexure-II**) for deputation should reach this office within 45 (forty-five) days from the date of publication of this advertisement in Employment News. Applications without the recommendations of the Parent office/ Department, incomplete applications and applications received after the prescribed date or without ACR dossiers /APARs/Vigilance clearance, Integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last 10(ten) years will not be entertained.

Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent department.

Digitally signed by
 LAETITIA JEAN SYIEMIONG
 Date: 30-09-2026
 16:24:05

(Mrs. L. J. Syeimiong)
 Dy. Inspector General of Forest (C) & HoO

Copy to:

1. The Assistant Inspector General of Forest, (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi- 110 003.
2. The Under Secretary to the Govt. of India (ROHQ), Ministry of Environment, Forest & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi- 110 003.
3. The Senior Technical Director, NIC, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi- 110 003. with a request that the Circular may kindly be uploaded in the website of MoEF&CC
4. All Regional Offices, MoEF&CC, Govt. of India.
5. All Central/State Government Offices located in Shillong.
6. Notice Board.

Digitally signed by
LAETITIA JEAN SYIEMIONG
Date: 30-09-2026
16:25:49

Dy. Inspector General of Forest(C) & HoO

ANNEXURE-I

Sl. No.	Name of the Posts	Classification	Pay Band	Eligibility Conditions
1.	Private Secretary	General Central Service Group 'B' Gazetted, Ministerial	Level-7, Rs. 44900-142400 in the Pay Matrix	Composite method; deputation (ISTC) plus promotion Deputation (including short-term contract): Officers of the Central Government or State Government or Union Territories or Recognized Research Institution or University or Public Sector Undertakings or Semi-Government or Statutory organization or autonomous organisations:- (i) holding analogous post on regular basis in the parent cadre or department; or (ii) Stenographers Grade-I in Level-6, Rs. 35400-112400/- in the Pay Matrix with five years of regular service in the grade. Note 1: The departmental Stenographer Grade-I holding the post of Personal Assistant in Level-6 Rs. 35400-112400/- in the Pay Matrix having the experience prescribed for deputation shall also be considered for the post, and if he or she is selected to the post, he or she shall be deemed to be appointed 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/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 not be exceeding fifty-six years as on the closing date of receipt of applications.

2.	Junior Translator	General Central Service Group 'B' Non- Gazetted, Non- Ministerial	Pay Band- 2 Rs.9300-34800 + GP Rs.4200/-	Deputation (including Short term contract): Officers of the Central Government or State Government or Union Territories or Recognized Research Institution or University or Public Sector Undertakings or Semi-Government or Statutory organization or autonomous organisations:- (A) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in pay band-2, Rs.5200-20200/- with grade pay of Rs.2800/- or equivalent in the parent cadre or department; or (iii) With ten years' service in the grade rendered after appointment thereto on a regular basis in pay band-2, Rs.5200-20200/- with grade pay of Rs.2400/- or equivalent in the parent cadre or department; and (B) Possessing the following educational qualification and experience: Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or Master's degree of a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; or
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				Master's degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; And Recognized diploma or certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Note-1: 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 organizations or department of the Central Government shall ordinarily not exceeding 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). Note-2 : For the purpose of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scales is the normal replacement grade without any up gradation.
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ANNEXURE-II

APPLICATION FORM FOR THE POST OF

1.	Name & Address (in Block letters) with contact number/email address		Affix Self attested Passport Size Photograph
2.	Date of Birth		
3.	Date of retirement under Central/State Govt. Rules		
4.	Educational Qualification		
5.	Details of 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 revision took place and indicate the pre-revised scale.		
7.	Total emoluments per month drawn in the actual scale of pay attached the post		
8.	Additional information if any, which you would like to mention in support of your suitability for the post i. Additional Academic qualification ii. Professional Training iii. Working experience over and above prescribed in the vacancy circular		

I do hereby declare that 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.

Place:
Date:

Candidate's Signature