



सत्यमेव जयते

भारतसरकार/GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest & Climate Change
क्षेत्रीय कार्यालय, देहरादून
Regional Office, Dehradun

25 सुभाष रोड, देहरादून-248001 / 25 SUBHASH ROAD, DEHRADUN -248001

दूरभाष / PHONE - 0135-2713009, ईमेल / E-mail - moef.ddn@gov.in



File No. IRO-DDN/Recruit/2022/1504

Date: 22.09.2026

Vacancy Circular - 2026

Applications in the prescribed format are invited for filling up the post of Principal Private Secretary (PPS) at the Regional Office, Ministry of Environment Forest and Climate Change, Dehradun, purely on Deputation basis.

I. Principal Private Secretary (On Deputation Basis) 01 Post:

1. Name of the Post: Principal Private Secretary (PPS)
2. Scale of Pay: Level 11 in the Pay Matrix of CCS Revised Pay Rules, 2016 [Rs.67700-208700]
3. Officers holding the post of Stenographer under the Central Government or State Government or Union territories or Public Sector undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations:
 - (i) Holding analogous posts on regular basis in the parent cadre or Department (or)
 - (ii) with eight years regular service in the level 8 in the pay matrix (Rs.47600-151100) or equivalent in the parent cadre or Department (or)
 - (iii) with nine years regular service in Level-7 in the pay matrix (Rs.44900-142400) 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 nine years regular service shall be considered along with outsiders and if the Departmental candidate is selected for appointment to 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) 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 four years.

Note 4: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

4. The terms and conditions of the candidates selected for appointment on deputation basis will be governed, as laid down in Govt. of India, DoPT O.M No.6/8/2009-Estt dated 17.6.2010, as amended from time to time.



5. The period of deputation will be initially for a period of three years. The maximum age limit for appointment of deputation shall not be exceeding 56(fifty-six) years as on the closing date of receipt of application.
6. 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 certificates so as to reach the Dy. Director General of Forests (Central), Regional Office, Dehradun, Ministry of Environment, Forest & Climate Change, 25 Subhash Road, Dehradun, Uttarakhand- 248001.
7. The receipt of complete application form in the prescribed format (Annexure-II) for deputation should reach this office within 45 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 last date or without ACR dossiers /APARs/Vigilance clearance will not be entertained.
8. The Candidates after joining the post on deputation basis would be liable to serve the organization for the said period and would not be relieved before the expiry of the deputation period.
9. Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent department.

- WL

Smt. Neelima Shah, IFS
AIGF(C) & Head of Office

Copy to:

1. The Additional Director General (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
2. The Under Secretary to the Government of India, Ministry of Environment, Forest & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
3. Senior Technical Director, Ministry of Environment, Forest & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003 with request to publish the advertisement on the Ministry's website www.moef.gov.in with the caption "Application invited for the post of Principal Private Secretary to DDGF(C) in Regional Office, MoEF&CC, Dehradun on Deputation basis" under intimation to this office.
4. All Regional Offices of Ministry of Environment, Forest & Climate Change, Government of India.



सत्यमेव जयते

भारतसरकार/GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest & Climate Change
क्षेत्रीय कार्यालय, देहरादून
Regional Office, Dehradun
25 सुभाष रोड, देहरादून-248001 / 25 SUBHASH ROAD, DEHRADUN -248001
दूरभाष / PHONE - 0135-2713009, ईमेल / E-mail - moef.ddn@gov.in



File No. IRO-DDN/Recruit/2022/1504

Date: 22.09.2026

रिक्ति परिपत्र 2026

पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय, देहरादून के क्षेत्रीय कार्यालय में प्रधान निजी सचिव (पीपीएस) के पद को पूर्णतः प्रतिनियुक्ति के आधार पर भरने के लिए निर्धारित प्रारूप में आवेदन आमंत्रित किए जाते हैं।

I. प्रधान निजी सचिव (प्रतिनियुक्ति पर) पद (01) - (पीपीएस)

1. पद का नाम: प्रधान निजी सचिव (पीपीएस)
2. वेतन का पैमाना: संशोधित वेतन नियम, 2016 [₹67700 - 208700] के वेतन मैट्रिक्स में स्तर 11
3. केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्रों या सार्वजनिक क्षेत्र के उपक्रमों या मान्यता प्राप्त अनुसंधान संस्थानों या विश्वविद्यालयों या सांविधिक या स्वायत्त संगठनों के अधीन आशुलिपिक के पद पर आसीन अधिकारी:
 - (i) जो मूल कैडर या विभाग में नियमित आधार पर सदृश पद धारण किये हो. अथवा
 - (ii) जिन्होंने मूल कैडर या विभाग या समकक्ष में वेतन मैट्रिक्स में स्तर-8 (₹47600-151100) में आठ वर्ष नियमित सेवा की हो: अथवा
 - (iii) जिन्होंने मूल कैडर या विभाग या समकक्ष में वेतन मैट्रिक्स में स्तर-7 (₹ 44900-142400) में नौ वर्ष की नियमित सेवा की हो

टिप्पण-1: संबंधित क्षेत्रीय कार्यालय में वेतन मैट्रिक्स (₹44900-142400) के स्तर- 7 में कार्यरत विभागीय निजी सचिव, जिनकी नौ साल की नियमित सेवा पूरी हो चुकी है, उन्हें बाहरी उम्मीदवारों के साथ ही विचार के लिए शामिल किया जाएगा। यदि इस पद पर नियुक्ति के लिए विभागीय उम्मीदवार का चयन होता है, तो इसे पदोन्नति (promotion) के माध्यम से भरा गया माना जाएगा।

टिप्पण-2: फ्रीडर कैटेगरी के वे विभागीय अधिकारी जो सीधे प्रोन्नति की लाइन में हैं, वे प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे; और इसी तरह, प्रतिनियुक्ति पर आए अधिकारी प्रोन्नति के ज़रिए नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पण-3: इस नियुक्ति से ठीक पहले केंद्र सरकार के किसी संगठन या विभाग में किसी अन्य 'एक्स-कैडर' पद पर प्रतिनियुक्ति (जिसमें शॉर्ट-टर्म कॉन्ट्रैक्ट भी शामिल है) की अवधि साधारणतया चार वर्ष से अधिक नहीं होगी।

टिप्पण 4: प्रतिनियुक्ति (जिसमें शॉर्ट-टर्म कॉन्ट्रैक्ट भी शामिल है) के ज़रिए नियुक्ति के लिए अधिकतम आयु सीमा, आवेदन मिलने की आखिरी तारीख को 56 साल से ज्यादा नहीं होनी चाहिए।

4. प्रतिनियुक्ति पर नियुक्ति के लिए चुने गए उम्मीदवारों की शर्तें और नियम भारत सरकार के DoPT O.M. नंबर 6/8/2009-Estt (दिनांक 17.6.2010) के अनुसार होंगे, जिसमें समय-समय पर संशोधन किया गया है।
5. प्रतिनियुक्ति की अवधि शुरू में तीन साल की होगी। आवेदन मिलने की आखिरी तारीख तक प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु सीमा 56 (छप्पन) वर्ष से अधिक नहीं होनी चाहिए।

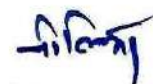


6. जो अधिकारी प्रतिनियुक्ति पर नियुक्ति के लिए योग्य और इच्छुक हैं और जिन्हें चुने जाने के तुरंत बाद रिलीव (कार्यमुक्त) किया जा सकता है, उनके आवेदन उचित माध्यम से भेजे जाएं। आवेदनों के साथ पिछले पांच वर्षों के ACR डॉसियर/APAR और विजिलेंस क्लीयरेंस सर्टिफिकेट की कॉपी भी संलग्न होनी चाहिए। ये आवेदन 'उप महानिदेशक (वन) (केंद्रीय), क्षेत्रीय कार्यालय, देहरादून, पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, 25 सुभाष रोड, देहरादून, उत्तराखंड - 248001' को भेजे जाने चाहिए।

7. प्रतिनियुक्ति के लिए निर्धारित प्रारूप (अनुलग्नक-II) में पूर्ण आवेदन पात्र की प्राप्ति रोजगार समाचार में विज्ञापन की प्रकाशन की तारीख से 45 दिनों के भीतर इस कार्यालय पहुँच जानी चाहिए। मूल कार्यालय/विभाग की सिफारिशों के बिना आवेदन, अपूर्ण आवेदन एवं अंतिम तिथि के पश्चात प्राप्त आवेदन या एसीआर डोजियर/एपीआर/सतर्कता मंजूरी के बिना आवेदन पर विचार नहीं किया जायेगा।

8. प्रतिनियुक्ति के आधार पर पद पर शामिल होने के बाद उम्मीदवार उक्त अवधि के लिए संगठन में सेवा करने के लिए उत्तरदायी होंगे और प्रतिनियुक्ति अवधि की समाप्ति से पहले उन्हें कार्यमुक्त नहीं किया जाएगा।

9. केवल उन्हीं कर्मचारियों की उम्मीदवारी, जिन्हें निर्दिष्ट अवधि के लिए प्रतिनियुक्ति पर छोड़ा जा सकता है, उनके मूल विभाग द्वारा अग्रेषित की जाएगी।



नीलिमा शाह (भा.व.से.)

सहायक वन महानिरीक्षक (के)/ कार्यालयप्रमुख

प्रतिलिपि:

1. अतिरिक्त महानिदेशक (RoHQ), पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, इंदिरा पर्यावरण भवन, जोरबाग रोड, नई दिल्ली - 110003।
2. अवर सचिव, भारत सरकार, पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, पहली मंजिल, अग्नि विंग, इंदिरा पर्यावरण भवन, जोरबाग रोड, नई दिल्ली - 110003।
3. वरिष्ठ तकनीकी निदेशक, पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, पहली मंजिल, अग्नि विंग, इंदिरा पर्यावरण भवन, जोरबाग रोड, नई दिल्ली - 110003 से अनुरोध है कि वे इस कार्यालय को सूचित करते हुए मंत्रालय की वेबसाइट www.moef.gov.in पर यह विज्ञापन प्रकाशित करें: "MoEF&CC, देहरादून के क्षेत्रीय कार्यालय में उप महानिदेशक वन (के) के प्रधान निजी सचिव के पद के लिए प्रतिनियुक्ति के आधार पर आवेदन आमंत्रित हैं।"
4. भारत सरकार, पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय के सभी क्षेत्रीय कार्यालय।

BIO-DATA/CURRICULUM VITAE

Paste a Passport
size Photograph

1.	Post applied for	
2.	Name and Address (in Block Letters)	
3.	Date of Birth	
4.	Contact No. & Email Address	
5.	i) Date of entry into service	
	ii) Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
7.1	In the case of Degree and Post Graduate Qualifications Elective / main subjects and subjects and subsidiary subjects may be indicated by the candidate	
8.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
9.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office/Institution	Post held on regular basis	From	To	* Pay Scale/Pay Band with Grade Pay/ Level in the pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

--	--	--	--	--	--

* **Important:** Pay Band with Grade Pay and Level in the pay matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band with Grade Pay and Level in the pay matrix drawn under ACP/MACP Scheme	From	To

10.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent		
11.	In case the present employment is held on deputation/contract basis, please state-		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
11.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate		
11.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
13.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization		

	d) Government Undertaking e) Universities f) Others	
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
15.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
16. Total emoluments per month now drawn		

Basic Pay and Level of the Pay Matrix		Total Emoluments
17.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Scale of Pay and rate of increment		Dearness Pay interim relief/other Allowances etc., (with break-up details)
		Total Emoluments
18.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
19.	Please state whether you are applying for deputation/absorption basis	
20.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer / Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed, (as the case may be).

Countersigned

(Employer / Cadre Controlling Authority with Seal)