VACANCY CIRCULAR

1. It is proposed to fill up the vacant postsof Principal Private Secretary, Level -11(Rs. 67700 - 208700), No. of Post -01(One), Assistant, Level -6 (Rs.35,400 - 1,12,400), No. of post -01(One) and Upper Division Clerk, Level -4 (Rs. 25,500 - 81,100), No. of Post -01(One), listed in **Annexure-I** in the Regional office of the Ministry of Environment Forest and Climate Change Bhubaneswar from amongst officials of Central Government or State Government or Union territories or Govt. Undertakings or Govt. Research Institutions or Universities on deputation. The details of theeligibility conditions for the posts to be filled up on the deputation basis and the proforma for the application can be seen at **Annexure –II** of the vacancy circular on the website of the MoEF&CC, Govt. of India at www.moef.nic or can also be obtained from the RegionalOffice,MoEF&CC, Bhubaneswar.

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 & Trainings OM No.6/8/2009-Estt., dated 17.6.2010, as amended from time to time.

3. The period of deputation will be initially for three years and is likely to be extended up to five years as per guidelines of DOP&T. The period of deputation including the period of deputation in another ex-cadre post held immediatelypreceding the appointment in the same or some other Office/Department of the Central Government shall ordinarily not exceeded four years for the post of Principal Private Secretary and three years for the post of Private Secretary and Upper Division Clerk. The Maximum age limit for approximant of deputation shall not exceeded 56 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 ACRs/APARs for the preceding five years and Vigilance Clearance Certificate so as to reach this office on the address -The DDGF, Ministry of Environment, Forest and Climate Change, Regional Office, A/3, Chandrasekharpur, Bhubaneswar, ODISHA, PIN - 751023.

5. The Receipt of complete application from in the prescribed format for deputation post should reach this office on or before completion of 45 days from the date of publication of this advertisement in Employment News. Applications received without the recommendation of the parent Office/Department or incomplete applications received after the prescribed date or without ACR/APAR/dossiers/Vigilance Clearance will not be considered.

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

Copy to:-

1.The Additional Director General(FC), Ministry of Environment, Forest & Climate Change, IndiraParyavaran Bhawan, Jorbagh Road,NewDelhi-110003.

2. The Inspector General, ROHQ, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road,NewDelhi-110003.

3. The Under Secretary(ROHQ) to The Government of India, Ministry of Environment, Forest& Climate Change, 1stFloor, AgniWing Indira Paryavaran Bhawan, Jorbagh Road New Delhi-110003.

4. Senior Technical Director, Ministry of Environment, Forest & Climate Change ,1st Floor, Agni Wing,Indira ParyavaranBhawan, Jorbagh Road. New Delhi- 110003 with request to place the advertisement on the Ministry's website www.moef.nic.in with the caption "Application invited for the post of Principal Private Secretary, Assistant and Upper Division Clerk in the Regional Office,MoEF&CC,Bhubaneswar on deputation basis" under intimation to this office.

5. All Regional Offices of MoEF&CC, Government of India.

ANNEXURE - I

Posts which are to be filled up on deputation/promotion basis in Regional Office, Bhubaneswar

Sl No.	Name of Post	Classification	No. of Post to be filled up in deputation basis	Pay Band	Eligibility Conditions
1.	Principal Private Secretary	General Central Service Group – 'A', Gazetted , Ministerial	1	Level-11(Rs.67700-208700)	As Per Recruitment Rules (enclosed as Annexure III)
2.	Assistant	General Central Service Group – 'B', Non- Gazetted , Ministerial	1	Level - 6 (Rs. 35,400 - 1,12,400)	
3.	Upper Division Clerk	General Central Service Group-'C', Non- Gazetted , Ministerial	1	Level-4(Rs. 25,500-81100)	

ANNEXURE - II

PROFORMA OF APPLICATION FROM FOR THE POST OF
PRINCIPAL PRIVATE SECRETARY,ASSISTANT AND UPPER DIVISION CLERK

Application for the post of_____at (place)_____

1	Name and Address (in block letters)		
2	Date of Birth (in Christina era)		
3	Date of retirement under Central/State Government Rules		
4	Educational Qualification		
5	Whether educational and other qualifications required for the posts are satisfied(if any qualification has been treated as equivalent to the one prescribed in the rules,states the authority for the same) Essential Desirable	Qualifications/Experience Required (1) (2) (3) (1) (2)	Qualifications/Experience Possessed by the Officer

6	Please state clearly whether in the light of entries made by the above, your meet the requirement of the post.					
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the above space below is insufficient					
Office/ Institution / Organization	Post Held	From	To	Pay structure		Nature of duties(in details)
				Pay in the Pay Band	Grade Pay	
8	Nature of present employment Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9	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 you belong					
10	Date of return from the last ex-cadre post, if any					
11	Additional details about present					

	employment. Pleasestatewhether working under (indicate the name of your employer against the relevant column) (a) Central Government (b)State Government (c)Autonomous Organizations (d) Government Undertaking (e) Universities/Institute (f) Others		
12	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade		
13	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.		
14	Total emoluments per month now drawn		
15	Additional information. if any which you would like to mention in support of your suitability for the post. (This among other things may provide information with regards to (i) additional academic qualification (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 sufficient)		
16	Whether belongs to SC/ST		
17	Remarks		

I have carefully gone through the vacancycircular/advertisement and I am aware that the Curriculum vitae duly supported by document submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate
Date_____
Address_____
Telephone/Mobile Phone_____
E Mail Address_____

Sign of Employer_____
Name and Department with Office seal
Phone No._____

ANNEXURE - III

RECRUITMENT RULES (RR)

Name of the Post	Classification	Level in pay matrix	Method of requirement whether by direct requirement or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods	In case of requirement by promotion or deputation or adsorption, grades from which promotion or deputation or absorption to be made
(1)	(3)	(4)	(10)	(11)
Principal Private Secretary	General Central Service Group 'A' Gazetted, Ministerial	Level-11, Rs. 67,700 – 2,08,700/-	By composite method [Deputation (including short-term contract) plus promotion]	**Composite method [Deputation (including short-term contract) plus promotion]:** 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 Organization,- (i) holding analogous posts on regular basis in the parent cadre Department, or (ii) With six years regular service in level-8 , Rs 47600-151100/- in the pay matrix or equivalent in the parent cadre or Department, or (ii) With seven years regular service in level – 7, Rs 44900 – 142400/- in the pay matrix or equivalent in the parent cadre or Department. **Note.1-** The Departmental Private Secretary in level 7 in the pay matrix(Rs 44,900/-1,42,400/-) in the concerned Regional Office with seven years regular serve shall be considered along with outsider 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 Officer 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 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 exceed four years Note.4. – The Maximums 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.
Assistant	General Central Service Group 'B' Non-Gazetted, Ministerial	Level-6 (Rs. 35400 – 112400/-)	50% By promotion failing which by deputation including short-term contract, 50% by deputation including short-term contract.	**Promotion:** Upper Division Clerk in Level-4, Rs.25,500-81,100/- in the Pay Matrix in the respective Regional Office with ten (10) years regular service and have successfully completed mandatory training of 2-4 weeks in the area and from the institute as prescribed by the Administrative Ministry. **Note:** Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provide they are not short of the requisite qualifying/eligibility service by more than half of such qualifying /eligible service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already

				completed such qualifying/ eligibility service. **DEPUTATION (ISTC):** 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:- (i) Holding analogous posts on a regular basis, or (ii) With six years service in the grade rendered after appointment thereto on regular basis in the pay Level-5, Rs.29,200-92,300/- in the Pay Marix, or (iii) With ten years service in the grade rendered after appointment thereto on regular in the pay Level-4, Rs.25,500-81,100/- in the Pay Matrix. **Essential qualification**: Bachelor's degree from a recognized University/Institute **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: 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 fifty-six (56) years as on the closing date of receipt of applications.
Upper Division	General Central	Level-4, Rs. 25500	Promotion failing which by deputation	**Promotion:** Lower Division Clerk, level-2,

Clerk	Service Group 'C' Non-Gazetted, Ministerial	– 81100/-		Rs. 19900-63200 in the pay Matrix with eight years of service in the grade rendered after appointment thereto on regular basis in the respective Regional Office. **Deputation:** Officers of the Central Government, - (i) holding analogous posts on regular basic; or (ii) With eight years regular service in the grade of Lower Division Clerk or equivalent. 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. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. 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. Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. 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 or two years, whichever is less, and have successfully completed for promotion to the next higher grade along with theirs juniors who have completed such qualifying or eligibility service.