



सत्यमेव जयते

भारत सरकार / 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 - 0135-2650809, ईमेल / E-mail - moef.ddn@gov.in

FileNo. IRO-DDN/Recruit/2022/913

Dated: 12.10.2023

VACANCY CIRCULAR

It is proposed to fill up the posts of Junior Hindi Translator & Upper Division Clerk as per details listed in **Annexure I** in Regional Office, Ministry of Environment, Forests and Climate Change at Dehradun from amongst the officials of Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution on deputation basis. The eligibility criteria required for each of the posts can be seen at **Annexure II**.

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 & Training's OM No. 6/8/2009-Estt.(Pay-II), 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. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Office/ Department of the Central Government shall ordinarily not to exceed three (03) years. The maximum age limit for appointment of deputation shall not exceed 56 (Fifty six) years as on the closing date prescribed for receipt of application.

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 self attested copies of ACRs/APARs for the preceding five (05) years, cadre clearance, vigilance clearance, integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the official during the last ten years, so as to reach the Head of Office, Ministry of Environment, Forest and Climate Change, Regional Office, 25, Subhash Road, Dehradun -248001.

The receipt of complete application form in the prescribed format (**Annexure III**) for deputation post should reach this office within 45 (Forty Five) days from the date of publication in the Employment News. Applications received without the recommendation of the parent Office/Department or incomplete applications or 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.

(Dr. Krishnendu Mondal)
Scientist 'D' & Head of Office



Copy to :-

1. ✓ The DIG (ROHQ), Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
2. The Deputy Secretary (Admn), Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
3. The Under Secretary to the Government of India, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
4. Senior Technical Director, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, 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 Assistant and Upper Division Clerk in Regional Office, MoEF&CC, Dehradun on Deputation basis" under intimation to this office.
5. All Regional Offices & Sub-Offices of MoEF&CC, Government of India.
6. All Central Government offices located in Dehradun.



(Dr. Krishnendu Mondal)
Scientist 'D' & Head of Office

Annexure I

Posts which are to filled up on deputation basis in Regional Office, Dehradun

<u>S.No.</u>	<u>Name of the Post</u>	<u>Scale of Pay & Level</u>	<u>Number of Vacant Posts</u>
1.	Junior Hindi Translator	Rs. 35400-112400/- (Level-6)	1
2.	Upper Division Clerk	Rs.25500- 81100/- in (Level-4)	1

Annexure II

S.No.	Name of Post	Classification	Pay Band	Eligibility Conditions
1.	Junior Hindi Translator	General Central Service Group – B non- Gazetted non-Ministerial	Level-6 (Rs. 35400-112400) Rs.4200/-	Deputation (including short-term contract): Officers under the Central Government or State Government or Union territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or statutory or autonomous organizations: (A) (i) Holding analogues 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; or and (B) Possessing the following educational qualification and experience: Essential: Master's degree of a recognised 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 recognised 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 recognised 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 a examination at the degree level; or Master's degree of a recognised University in

			<p>any subject other than Hindi or English with English medium and Hindi as a compulsory of elective subject or as the medium of examination at the degree level; or Master's degree of a recognised University in any subject other than Hindi or English with Hindi as a 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 Recognised 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.</p> <p>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 organisation 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 fifty six years as on the closing date of receipt of applications).</p> <p>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 recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation 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 posts(s) for which the grade pay or pay scales is the normal</p>
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				replacement grade without any upgradation.
2.	Upper Division clerk	General Central Service Group 'C', Non-Gazetted Ministerial.	Level – 4, Rs.25500-81100/- in the Pay Matrix	<p>Deputation: Officers of the Central Government,-</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 probation period for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service.</p>

**PROFORMA OF APPLICATION FORM FOR THE POST OF ASSISTANT AND UPPER DIVISION
CLERK**

Application for the post of _____ at (place) _____

1.	Name and Address (in block letters)						
2.	Date of Birth (in Christian era)						
3.	Date of retirement under Central/State Government Rules						
4.	Educational Qualifications						
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, state the authority for the same)	Qualifications/ Experience Required (1) (2) (3) (1) (2)	Qualifications/ Experience possessed by the Officer				
	Essential						
	Desirable						
6.	Please state clearly whether in the light of entries made by the above, you meet the requirement of the post.						
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.						
	Office/ Institution/ Organization	Post Held	From	To	Pay structure		Nature of duties (in detail)
					Pay in the Pay Band	Grade Pay	
8.	Nature of present employment i.e. 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. Please state whether 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 regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacany circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.	Whether belongs to SC/ST	
17.	Remarks	

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

Signature of Candidates

Address.....

Date.....

Telephone No.....

Mobile No.....

Email Address.....

Signature of Employer.....

Name and Department with Office Seal

Phone No. _____