Sub: Advertisement for engagement of staff on contractual basis in the National Green Tribunal, Principal Bench at New Delhi – reg.

Applications are invited from eligible candidates/retired government officials (Central/State/PSU) for engagement in the following posts on contractual basis for a period of three months which may be further extended depending upon the performance / requirement or as may be decided by the Competent Authority, as per the following criteria.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the posts &amp; Number</th>
<th>Eligibility</th>
<th>Age limit</th>
<th>Place of assignment</th>
<th>remuneration</th>
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</thead>
<tbody>
<tr>
<td>I.</td>
<td>Consultant - 04</td>
<td>Retd. From the office of Central / state Government / as per the requirement of assignment</td>
<td>Maximum of 62 years at the time of engagement</td>
<td>National Green Tribunal Principal Bench, New Delhi</td>
<td>To be decided by the Competent Authority</td>
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<td>II.</td>
<td>Private Secretary 05</td>
<td>Bachelor Degree from a recognised university * Dictation @100 wpm in English</td>
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<td>III.</td>
<td>Stenographer -05</td>
<td>Bachelor Degree from a recognised university * Dictation @100 wpm in English</td>
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<tr>
<td>IV.</td>
<td>Sr. Accountant - 02</td>
<td>(i) Bachelor Degree in Commerce (B.Com) from recognised university with (ii) three years experience in cash, account and budget work in a Government office or public sector undertaking or autonomous body or statutory body</td>
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<td>-do-</td>
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</table>
2. The terms and conditions for the above engagement shall be as follows:

i. The person engaged shall perform their service as assigned by the controlling officer from time to time.

ii. The working hours of the NGT from 9:30 AM to 5:00 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM with Saturday working.

iii. One casual leave shall be given in a month, to be availed with prior permission.

iv. In special circumstance, the duty of the consultant can be called for service on holidays or duties can be assigned beyond normal working hours. The consultants are required to mark biometric attendance.

v. The period of contractual engagement persons shall be decided by the Competent Authority, as per the requirement.

vi. National Green Tribunal, Principal Bench shall have the right to examine/review the service rendered by him.

vii. He shall perform his obligation with all necessary skills, diligence, efficiency and economy.

viii. During the term of service, he shall not engage in any private business of professional activity which could conflict with the interest of the Government.

ix. He shall treat all the information as confidential and use the same only for the purpose of the performance of service.

x. The service can be terminated at any point of time, without giving any notice.

xi. The engaged persons, if absent from duty for more than seven days without intimation and approval of leave, shall be liable to be dismissed from engagement without giving any notice.

3. The Competent Authority reserves the right either to make engagement or may proceed for engagement even though the candidates have applied for the posts.

4. Interested person may submit their bio-data with the particulars in the enclosed format along with relevant documents to the “Registrar General, National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi – 110001 on or before 10th September, 2018 (5:00 PM).

(Dr. Saurabh Kulshreshtha)
Registrar General

Copy to:

1. PPS to Hon’ble Chairperson
2. PA to Hon’ble Judicial & Expert Members
3. PA to Ld. Registrar General
4. Ld. Registrar of all Zonal Bench (Bhopal/Chennai/Kolkata/Pune)
5. Ld. Deputy Registrar, PB
6. AAO cum DDO, NGT
7. All Section In-charge, NGT, PB
8. Computer In-charge for uploading on the website
9. Guard file
10. Concerned Office File

[Stamp: National Green Tribunal]
APPLICATION FORM

POST APPLIED FOR

1. Name (in block letters)
   : ........................................

2. Fathers Name
   : ........................................

3. Sex ...................................(Male/Female)

4. Postal Address
   : ........................................

   Contact No. (Mobile & Landline)
   : ........................................

5. Permanent Address
   : ........................................

   (Alternative Contact No.)
   : ........................................

6. E-mail id
   : ........................................

7. Fax No.
   : ........................................

8. Date of Birth (Mention age as on 10.09.2018)
   Years   Months   Days
   :   :   :

9. Educational Qualification:

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Duration</th>
<th>Subjects</th>
<th>Percentage</th>
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10. Professional Qualification:

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<th>Exam Passed</th>
<th>Board/University</th>
<th>Years of Passing</th>
<th>Duration</th>
<th>Subjects</th>
<th>Percentage</th>
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11. Experience:

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<tr>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Ministry/Department</th>
<th>Subject handled (in brief)</th>
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12. Shorthand Speed: ...........................................

13. Any Other Information: ........................................................................................................

**DECLARATION**

I solemnly declare and affirm that the information given above is correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/selection/engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the Tribunal may deem fit and proper.

Date:........................

Place:........................

(Signature)