



भारत सरकार  
GOVERNMENT OF INDIA

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

उत्तर क्षेत्रीय कार्यालय, चंडीगढ़ / Northern Regional Office, Chandigarh



F.No. A-12024/1/2014-NRO

Dated: 21/09/2020

**CIRCULAR**

It is proposed to fill up the posts of Principal Private Secretary, Section Officer & Assistant as per details listed in Annexure-I in the Northern Regional Office at Chandigarh of the Ministry of Environment, Forests & Climate Change from amongst officials of Central/Central Govt. PSU's /State Government Departments on ad-hoc deputation. Qualification required for each of the posts can be seen at Annexure-II.


The terms & 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 and Training O.M. No. 6/8/2009-Estt. dated 17.6.2010 and MoEF&CC letter No. 6-1/2014-ROHQ dated 1.7.2015 as amended from time to time.

The period of deputation will be initially for two 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/four\* (3/4\*) 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 who can be relieved immediately after selection may be forwarded through proper channel along with their self attested copies of ACRs for the preceding five (5) years, cadre clearance, vigilance clearance, integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last ten years, so as to reach the Head of Office, Ministry of Environment, Forest & Climate Change, Northern Regional Office, Bays No. 24-25, Sector-31A, Chandigarh-160030.


The receipt of complete application form in the prescribed format for deputation posts should reach this office within 45 days from the date of publication in the newspaper (The Tribune). Applications without the recommendation of the parent Office/Department, incomplete applications or applications received after the prescribed date or without ACR dossiers/Vigilance Clearance will not be entertained.

\*applicable for PPS only.

  
(Dr. Vimal Kumar Hatwal)  
Scientist 'D' & Head of Office

**Copy to:**

1. The DIG (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
2. The Deputy Secretary (ROHQ), Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
3. The Deputy Secretary (Admn), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003.
4. The Senior Technical Director, NIC, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003 with a request that the circular may kindly be uploaded in the website of MoEF&CC.
5. All Regional Offices, MoEF&CC, Govt. of India.
6. Chief Secretary, State Governments of Punjab/Haryana/Himachal Pradesh/Uttarakhand & UTs of J&K/Ladakh/Chandigarh/NCT of Delhi.
7. All Central/State Government/UT Offices of Chandigarh.
8. Notice Board.

  
21/09/2020  
(Dr. Vimal Kumar Hatwal)  
Scientist 'D' & Head of Office

**Posts which are to be filled up on deputation basis in Regional Office, Chandigarh**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Scale of Pay &amp; Level</b>	<b>Number of vacant posts</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Principal Private Secretary	Rs.67700-208700 (Level-11)	1
2	Section Officer	Rs. 44900-142400 (Level-7)	1
3	Assistant	Rs. 35400-112400 (Level-6)	1

Sl.No.	Name of the Post	Classification	Pay Band	Eligibility Conditions
1.	Principal Private Secretary	General Central Service Group 'A' Gazetted Ministerial	Rs.67700-208700 (Level-11)	<p>Officers holding the post of Stenographer under the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations-</p> <p>i) Holding analogous posts on regular basis in the parent cadre or Department or</p> <p>ii) With six (6) years regular service in level-8, Rs. 47600-151100/- in the pay matrix or equivalent in the parent cadre or Department or</p> <p>iii) With seven (7) years regular service in level-7, Rs. 44900-142400/- in the pay matrix or equivalent in the parent cadre or Department.</p> <p><b>Note-1:</b> The Departmental Private Secretary in level 7 in the pay matrix (Rs.44900/-142400/-) in the concerned Regional Office with seven 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.</p> <p><b>Note-2:</b> 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.</p> <p><b>Note-3:</b> 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</p>

				of the Central Government shall ordinarily not exceed four years. <b>Note-4:</b> 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.
2.	Section Officer	General Central Service Group 'B' Gazetted Ministerial	Rs.44900-142400 (Level-7)	<p>Officers of the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous Organizations.-</p> <p>(a) (i) Holding analogous posts on a regular basis in the parent cadre or Department or</p> <p>(ii) with five years regular service in the level-6 (Rs. 35400-112400/-) in the pay matrix or equivalent in the parent cadre or Department and</p> <p>(b) Possessing the following education qualifications-</p> <p>(i) Bachelors' degree from a recognized University or Institute;</p> <p>(ii) Two years experience in accounts, administration, establishment work in a Government office or Public Sector Undertaking or Autonomous Body or Statutory Body.</p> <p><b>Note-1:</b> 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.</p> <p><b>Note-2:</b> 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 three years.</p>

				<p><b>Note-3:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
3.	Assistant	General Central Service Group-B non-gazetted non-ministerial	Rs.35400-112400 (Level-6)	<p>Officers of the Central Government or State Government or Union Territories or Autonomous organization or Public Sector undertakings or University or Recognized Research Institution:-</p> <p>i) Holding analogous posts on regular basis or</p> <p>ii) With six (6) 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 Matrix or</p> <p>iii) With ten (10) years service in the grade rendered after appointment thereto on regular basis in the pay Level-4, Rs. 25,500-81,100 in the Pay Matrix.</p> <p><b>Essential qualification:</b> Bachelor's degree from a recognized University/Institute.</p> <p><b>Note-1:</b> 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.</p> <p><b>Note-2:</b> 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 56 years as on the closing date of receipt of applications.</p>

## APPLICATION FOR THE POST OF \_\_\_\_\_

Sl. No.	Particulars					
1.	Name & address (IN BLOCK LETTERS)					
2.	Date of Birth					
3.	Date of retirement under Central Govt. Rules					
4.	Educational Qualifications					
5.	Date 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 the revision took place and indicate the pre-revised scale.					
7.	Total emoluments per month drawn in the actual scale of pay attached to the post					
8.	Additional information, if any, which you would like to mention in support of your suitability for the post vii) Additional academic qualifications viii) Professional training ix) Working experience over and above prescribed in the vacancy circular					

I do hereby declare that the 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.

**Candidate's Signature**

**Place:**

**Date:**