

भारत सरकार

पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय
क्षेत्रीय कार्यालय, उत्तर मध्य क्षेत्र)

25 सुभाष रोड, देहरादून-248 001

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GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS &
CLIMATE CHANGE
REGIONAL OFFICE (NORTH CENTRAL ZONE)
25 SUBASH ROAD, DEHRADUN-248001
PHONE- 0135-2650809
FAX- 0135-2653010
Email- moef.ddn@gov.in

File No. RO-DDN/ESH/2/Recruit/11-2016/458

Date: 26.06.2020

To,

The Under Secretary to the Government of India,
Ministry of Environment, Forest & Climate Change,
Agni Wing, 3rd Floor,
Indira Paryavarna Bhawan,
Aliganj, Jor Bagh Road,
New Delhi-110003.

Sub: Filling up the post of Private Secretary, Assistants, and Upper Division Clerk on deputation basis in Regional Office (NCZ), MoEF&CC, Dehradun-reg.

Sir,

Please find enclosed the advertisement circular as per the provision of notified Recruitment Rules for filling up the post of Private Secretary, Assistants and Upper Division Clerk on deputation basis in Regional Office (NCZ), MoEF&CC, Dehradun and the details of the eligibility criteria and educational qualification for the posts to be filled up on deputation basis and the proforma for application at Annexure-II and Annexure-III.

It is requested to please direct the concerned Division to upload the (Annexure-I), (Annexure-II) and (Annexure-III) on the Ministry's website www.moef.gov.in immediately.

Yours faithfully,


(Dr. S.C. Katiyar)
Scientist 'E' & HOO

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FAX- 0135-2653010 , Email- moef.ddn@gov.in

No. RO-DDN/Estt./2/Recruit/11-2016/

Dated : 17.06.2020

Advertisement for filling up one post of Private Secretary, General Central Service Group-B Gazetted Ministerial, two posts of Assistant General Central Service Group-B, Non-Gazetted Ministerial and one post of Upper Division Clerk, General Central Service Group-C Non-Gazetted Ministerial by deputation including short term contract in the Regional Office (North Central Zone), Ministry of Environment, Forest & Climate Change, Dehradun (Uttarakhand).

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One post of Private Secretary, General Central Service Group-B Gazetted Ministerial in Level-7 of Pay Matrix (Rs. 49000-142400), two posts of Assistant General Central Service Group-B, Non-Gazetted Ministerial in Level 6 of Pay Matrix (Rs. 35400-112400) and one post of Upper Division Clerk, General Central Service Group-C Non-Gazetted Ministerial in Level 4 (Rs.25500-81100) are required to be filled up by deputation including short term contract in the Regional Office (North Central Zone), Ministry of Environment, Forest & Climate Change, Dehradun (Uttarakhand). The details of the Eligibility conditions and educational qualification for the posts to be filled up on deputation basis and the proforma for application can be seen at Annexure-II and Annexure-III of the vacancy circular in the website of the MoEF&CC , Govt. of India www.moef.gov.in. 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. The last date for receipt of application is 60 days from the date of advertisement in Employment News Paper.


(Dr. S.C. Katiyar)
Scientist E & HOO

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पर्यावरण वन और जलवायु परिवर्तन मंत्रालय
क्षेत्रीय कार्यालय, उत्तर मध्य क्षेत्र, 25 सुभाष रोड, देहरादून 2480
दूरभाष-0135-2650809 फैक्स-0135-2653010 ईमेल-moef.ddn@gov.in

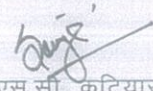
संख्या: आर0ओ0डी0डी0एन0/स्थापना/11-2016/

दिनांक: 17.06.2020

निजी सचिव, सामान्य केन्द्रीय सेवा ग्रुप-बी राजपत्रित के एक पद, सहायक सामान्य केन्द्रीय सेवा ग्रुप-बी गैर- राजपत्रित के दो पद, उच्च श्रेणी लिपिक सामान्य केन्द्रीय सेवा ग्रुप-सी गैर- राजपत्रित के एक पद को प्रतिनियुक्ति द्वारा जिसके अंतर्गत अल्पकालिक संविदा भी है, देहरादून में पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय के क्षेत्रीय कार्यालय (उत्तर केन्द्रीय क्षेत्र) में भरने हेतु विज्ञापन।

निजी सचिव, सामान्य केन्द्रीय सेवा ग्रुप-बी राजपत्रित के एक पद पे मैक्टिस स्तर 7 (रू0 44900-142400/-), सहायक सामान्य केन्द्रीय सेवा ग्रुप-बी गैर- राजपत्रित के दो पद पे मैक्टिस स्तर 6 (रू0 35400-112400/-), उच्च श्रेणी लिपिक सामान्य केन्द्रीय सेवा ग्रुप-सी गैर- राजपत्रित के एक पद पे मैक्टिस स्तर 4 (रू0 25500-81100/-) में प्रतिनियुक्ति द्वारा जिसके अंतर्गत अल्पकालिक संविदा भी है, क्षेत्रीय कार्यालय (उत्तर मध्य क्षेत्र), पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, देहरादून में भरने की आवश्यकता है। प्रतिनियुक्ति आधार पर भरे जाने वाले पदों के लिए पात्रता शर्तों का ब्यौरा तथा प्रार्थना पत्र का प्रपत्र पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की वेबसाइट www.moef.gov.in में रिक्ति परिपत्र के अनुबंध-II और III पर देखा जा सकता है। प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु सीमा प्रार्थना पत्र की प्राप्ति के लिए निहित अन्तिम तारीख को 56 (छप्पन) साल से अधिक नहीं होगी।

प्रतिनियुक्ति पदों के लिए विहित प्रपत्र में पूर्ण प्रार्थनापत्र इस कार्यालय में रोजगार समाचार पत्र में प्रकाशन के 60 दिनों के भीतर तक पहुँच जाना चाहिए।


(डॉ० एस.सी. कटियार)
वैज्ञानिक ई / कार्यालय अध्यक्ष

Annexure-II

Name of Post	Classification	Pay Band	Eligibility Conditions
Private Secretary	General Service Group-B Gazetted Ministerial	Level-7 (Rs. 49000-142400)	<p>Officers under the Central Government or State Government of Union territories or recognized research institutions or universities or public sector undertaking or semi-Government or statutory or autonomous organization:</p> <p>(i) Holding analogues post in regular basis in the parent cadre or Department or</p> <p>(ii) With five years regular services in posts Level-6 Rs. 35400-112400 in the Pay Matrix.</p> <p>Note 1:- The Departmental officers in the feeder category who are in the 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>Note 2: Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not ordinarily exceed three years. The maximum age limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years as on the closing date prescribed for receipt of application.</p>
Assistant	General Central Service Group-B Non-Gazetted Ministerial	Level-6 (Rs. 35400-112400)	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or statutory organization or Public Sector Undertaking or University or Recognised Research Institution:-</p> <p>(i) Holding analogous post on a regular basis; or</p> <p>(ii) with six year service in the grade rendered after appointment thereto on regular basis in the Pay Level-4 , Rs. 25500-81100/- in the Pay Matrix.</p> <p>Essential qualification: Bachelor's degree from a recognised University/Institute.</p> <p>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</p>

Annexure-II

			<p>for consideration for appointment by promotion.</p> <p>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 organisation/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 application.</p>
Upper Division Clerk	General Central Service Group-C Non-Gazetted Ministerial	Level-4 (Rs. 25,500-81,100)	<p>Officers of the Central Government holding analogous posts on regular basis.-</p> <p>(i) holding analogous posts on regular basis; or</p> <p>(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 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 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>

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ANNEXURE - III

APPLICATION FOR THE POST OF _____

Sl. No.	Particulars					
1.	Name (in BLOCK LETTERS)					
	Address - Residential					
	Address for Correspondence					
2.	Date of Birth					
3.	Date of retirement under Central Govt. Rules					
4.	Educational Qualifications					
5.	Particulars of the postings/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.					
	i) Additional academic qualifications ii) Professional training iii) 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: