

Ministry of Environment, Forests and Climate Change
Northern Regional Office, Bays No. 24-25,
Sector 31-A, Chandigarh-160030

Applications are invited for filling up the following posts on deputation basis in the Northern Regional Office, Ministry of Environment, Forests and Climate Change, Chandigarh.

1. **Principal Private Secretary - (1 Post)**
 Scale of Pay - Rs.15600-39000 + Grade Pay Rs. 6600/-
 Any regular officer of C.S.S. holding analogous post or have rendered at least six years service in the grade of private secretary in Grade pay of Rs. 4800/-
2. **Section Officer - (1 Post)**
 Scale of Pay - Rs. 9300-34800+Grade Pay Rs. 4600/-
 Any regular official of C.S.S. holding analogous post or having 8 years regular service in Grade of Assistant in Grade pay of Rs. 4600/-
3. **Assistant - (1 Post)**
 Scale of Pay - Rs. 9300-34800 + Grade Pay - Rs. 4200

Officers under the Central / State Governments

- (i) Holding analogous posts on regular basis or
- (ii) With three years regular service in posts in the scale of Rs. 9300-34800, Grade Pay-Rs. 4200 (Old Pay Scale - Rs. 5000-150-8000) or equivalent or
- (iii) With six years regular service in posts in the scale of Rs. 5200-20200, Grade Pay-Rs. 2800 (Old Pay Scale - Rs. 4500-125-7000) or equivalent or
- (iv) With ten years regular service in the scale of Rs. 5200-20200 Grade Pay - Rs. 2400 (Old Pay Scale - Rs. 4000-100-6000) or equivalent

Note:-

1. The departmental officers in the feeder grade 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.
2. It is requested that name of willing and eligible candidates who can be spared may be recommended by concerned Ministries/Department/Offices to this office within 60 days from the date of advertisement. Their up-to-date CR dossiers for last five years should also be sent along with applications. While forwarding the applications, it may be confirmed that no disciplinary/vigilance case is pending or contemplated against the officials concerned. Applications should be addressed to **Shri Surendra Kumar, Head of Office at above cited address.**
3. The pay of the selected official will be regulated in accordance with Department of Personnel and Training's O.M. No. 2/1287-Est. (Pay-II), dated 29.4.1988 as amended from time to time.
4. The period of deputation including the period of deputation 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 shall not exceed fifty six years as on the closing date prescribed for receipt of application.

APPLICATION FORM

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 i) Additional academic qualification 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.

Place : _____ Candidate's Signature
 Date : _____

Certificate to be given by the Head of Office of the applicant:-

1. It is certified that particulars furnished by the official are correct.
2. It is certified that no disciplinary case is either pending or contemplated against the applicant and he is clear from vigilance angle.
3. It is certified that no major or minor penalty has been imposed on the candidate during his service career.

Dated : _____ (Head of Office)

50/48/Central Government/Recruitment/Other/45-above/Deputation/Other than Delhi

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