



भारत सरकार  
GOVERNMENT OF INDIA  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय  
MINISTRY OF ENVIRONMENT, FORESTS  
& CLIMATE CHANGE

Regional Office (WCZ)  
Ground Floor, East Wing  
New Secretariat Building  
Civil Lines, Nagpur - 440001  
E-mail: apccfcentral-ngp-mef@gov.in

892

F.No. Estt-54/RON/2015/NGP /3593

Dated :- 4/05/18

CIRCULAR

It is proposed to fill-up the posts listed in Annexure-I in West Central Zone, Regional Office of the Ministry of Environment Forest, & Climate Change, Nagpur from officials of Central/State Governments Department on deputation basis. Qualifications required for 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 laid down in the Government of India, Deptt. Of Personnel & Training OM No. 6-8/2009-Estt dated 17.06.2010 & MoEF&CC File No.6-1/2014-ROHQ dated 01.07.2015 as amended from time to time.

The period of deputation will be initially for three years and likely to be extended up to 5 years. The period of deputation including the period of deputation in the ex-cadre post held immediately preceding this appointment in the same office or other office/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment on deputation shall not be exceeding 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 the attached copies of ACR dossiers for the preceding five (5) years and vigilance clearance certificates so as to reach the Additional Principal Chief Conservator of Forests(West Central Zone), Ministry of Environment Forests & Climate Change, Regional Office, Ground Floor, East Wing, New Secretariat Building, Civil Lines, Nagpur-440 001.

The receipt of complete application form in the prescribed format for deputation post should reach this office on or before completion of 45 (Forty Five) days from the date of publication of advertisement in the Employment News. Applications received without recommendation of parent department, incomplete, receiving after due date or without ACR dossiers/vigilance clearance will not be entertained.

05/06/18/545/18/159686  
14/05/2018

File of the J.S. (MOS)  
Dy. No. 159686  
Date 11/5/18

E-157050/Kottel  
23/05/18

MP  
SCROT (H)  
Copty to :-

Komrajit Singh  
Head of Department  
Regional Office, Nagpur  
31/5/18

- Joint Secretary, Ministry of Environment, Forests & Climate Change, 1<sup>st</sup> Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Bahh Road, Aliganj, New Delhi-110 003 with request to place the advertisement on the Ministry's website 'www.moef.gov.in' with the caption "Application invited for various vacant posts in Regional Office (WCZ), Nagpur on Deputation basis" under intimation to this office.

It is requested to put up the circular on MoEFCC's website in the...

2. Director (ROHQ), Ministry of Environment, Forests & Climate Change, 1<sup>st</sup> Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003 with reference to letter dated 20<sup>th</sup> Feb., 2018 for information please.
3. Under Secretary to the Government of India, Ministry of Environment, Forests & Climate Change, 1<sup>st</sup> Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003.
4. All Regional Office of MoEF&CC. Government of India.
5. All Central Government offices located in Maharashtra.

Name of Post	Classification	Pay Band	Eligibility Conditions
Principal Private Secretary to APCCF	General Central Service Group –A Gazetted Ministerial	Rs.15600-39000 with GP 6600/-	Any regular officer of CSS/Central Govt. Offices, PSU Offices holding analogous posts or have rendered at least six year service in the Grade of Private Secretary in Grade pay of Rs. 4800/-
Private Secretary (Sr.PA)	General Central Service Group –B Gazetted Ministerial	Rs.9300-34800 with GP 4600/-	Any regular officer of CSS/Central Govt. Offices, PSU Offices holding analogous posts or have rendered at least eight year service in the Grade of Personal Assistant in Grade pay of Rs. 4200/-
Section Officer	General Central Service Group –B Gazetted Ministerial	Rs.9300-34800 with GP 4600/-	Any regular officer of CSS/Central Govt. Offices, PSU Offices holding analogous posts or have rendered at least eight year service in the Grade of Assistant in Grade pay of Rs. 4200/-
Assistant	General Central Service Group –B Non-Gazetted Ministerial	Rs.9300-34800 with GP 4200/-	Any regular officer of CSS/Central Govt. Offices, PSU Offices holding analogous posts or have rendered at least eight year service in the Grade of Upper Division Clerk in Grade pay of Rs. 2400/-
Jr. Hindi Translator	General Central Service Group –B non-gazetted non - Ministerial	PB-2 Rs.9300-34800/- plus Grade Pay Rs.4200/-	Officers under the Central Govt./State Govt./UT/Recognized Research Institution/Universities/PSUs/Semi Govt. or statutory or autonomous organization : <b>(A) (i)</b> Holding analogous post on regular basis in the parent cadre or department; or <b>(ii)</b> with six years' service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs.5200- 20200/- with Grade Pay of Rs.2800/- or equivalent in the parent cadre or department; or <b>(iii)</b> With Ten years' in the grade rendered after appointment thereto on a regular basis in PB-2, Rs.5200- 20200/- with Grade Pay of Rs. 2400/- or equivalent in the parent cadre or department; and <b>(B)</b> Possessing the following educational qualification and experience: <b>Essential :</b> Master's Degree of recognized University in Hindi with English or English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level or Master's Degree of recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level or Master's Degree of recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; And Recognized 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.

Name of Post	Classification	Pay Band	Eligibility Conditions
<b>Upper Division Clerk</b>	General Central Service Group – C Ministerial	Rs. 5200-20200 with GP 2400/-	Holding analogous posts on regular basis in Grade pay of Rs. 2400/- or Equivalent or have rendered at least eight year service in the Grade of Lower Division Clerk in Grade pay of Rs. 1900/-

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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	Education 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 statement 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.

Signature of the Candidate.

Place:

Date: