

NATIONAL GREEN TRIBUNAL

(Principal Bench)

Faridkot House, Copernicus Marg, New Delhi-110001

No. NGT (PB) 20/RR/2014 dated 07.06.2014

Applications are invited from Indian nationals in the prescribed proforma for **direct recruitment** to following posts in the National Green Tribunal, at its Principal Bench at New Delhi and four Zonal Benches at Bhopal, Chennai, Pune and Kolkata :-

S. No.	Name of the Post	No. of Post	Age limit	Education and other Qualification
1.	Private Secretary in PB-2 Rs. 9,300-34,800 + (GP-4800)	11 (8 GEN, 2 OBC & 1 SC) (3 at New Delhi 2 at Chennai, 2 at Bhopal, 2 at Pune, & 2 at Kolkata)	21-40 years	Essential : (1) Officers possessing Bachelor's degree from recognized University holding post of Court Master/Stenographer Grade "C" with at least two years regular service in the grade pay of Rs. 4600 in PB-2 (Rs. 9300 - 34800) [pre-revised 6500-200-10500] in Central/ State Government/Courts/Tribunals and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English). (2) Computer Training Course of at least 6 months duration from recognised institution. Desirable : Degree in Law
2.	Assistant in PB- 2 Rs. 9300-34800 + (GP-4200)	1 (GEN) (at Chennai)	21-30 years	Essential : (1) LLB / Degree in Law (Regular Course) from a university recognised by the Bar Council of India with minimum 55% marks (2) Computer Training Course of at least 6 months duration from recognised institution. Desirable : Preference will be given to candidates possessing a degree with Environmental Studies/Science as one of the subject; or Having 2 years working experience in the field of environment
3.	Hindi Translator in PB-2 Rs. 9300-34800 + (GP-4200)	5 (4 GEN & 1 OBC) (1 at New Delhi 1 at Chennai, 1 at Bhopal, 1 at Pune, & 1 at Kolkata)	23-32 years	Essential : (1) Master's Degree in Hindi or English with English or Hindi as a compulsory or elective subject or as medium of examination at Degree level from a recognised University with minimum 55% marks. (2) Recognised Diploma or Certificate course in translation from Hindi to English and vice-versa or two year experience of translation work from Hindi to English and vice-versa in Central Government or State Government including Government of India undertakings.
4.	Stenographer Grade-D in PB-1 Rs. 5200-20200 + (GP-2400)	6 (3 GEN & 3 OBC) (2 at Chennai, 2 at Bhopal, 1 at Pune, & 1 at Kolkata)	21-27 years	Essential : (1) Graduation from a recognized University with at least 55% marks. (2) Skill Test Norms : Dictation : 10 mts @ 80 w.p.m. Transcription : 65 mts (Eng.); (On manual Typewriter); or 50 mts (Eng.); (on computer) (3) Computer Training Course of at least 6 months duration from a recognized institution.

Notes : 1. Number of vacancies is likely to vary.

2. For reservation, Model Reservation Roster (MRR) will be followed.

3. Upper age relaxable for Govt. servants upto 40 years.

4. Upper age limit for Sch. Castes, Sch. Tribes, OBCs and other special categories of persons is relaxable in accordance with instructions or orders issued by the Central Government issued from time to time.

5. The crucial date for determining the age limit shall be closing date for receipt of applications

6. Separate application may be submitted for each post applied for.

For details, re. eligibility / criteria, and other information, please refer to the website of the National Green Tribunal (www.greentribunal.gov.in). The last date of receipt of applications is **31.07.2014**. The applications on prescribed proforma may be sent to the **Registrar General, National Green Tribunal, Faridkot House, Copernicus Marg, New Delhi-110001** in a closed envelope with the words "Application for the post of "Private Secretary", "Assistant", "Hindi Translator" or "Stenographer Grade-D", as the case may be, written on top of it, so as to reach by **31.07.2014** positively.

(Sanjay Kumar)
Registrar General, NGT

NATIONAL GREEN TRIBUNAL(PRINCIPAL BENCH)
Faridkot House, Copernicus Marg, New Delhi-110001

APPLICATION FORM FOR DIRECT RECRUITMENT-ADVERTISEMENT DATED 07.06.2014
(Proforma for application for the post of Private Secretary, Assistant, Hindi Translator & Stenographer Grade-D)

Note: (i) *Separate application should be submitted for each post applied for.*

(ii) *Joint application submitted for more than one post shall be rejected.*

(iii) *In case of serving official, application should be accompanied by "NOC" from the concerned department.*

(iv) *Incomplete, unsigned, and the applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate.*

Post Applied For.....

1. Name
(in block letters) :

2. Fathers Name :

3. Bench :

(Please state your preference for Benches viz. Delhi, Bhopal, Chennai, Pune, Kolkata)

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
31.07.2014)

Years

Months

Days

9. Educational Qualification:

Exam Passed	Board/ University	Year of Passing	Duration	Subjects	Percentage

10. Professional Qualification:

Exam Passed	Board/ University	Years of Passing	Duration	Subjects	Percentage

11. Details of proficiency in computer (Please enclose Certificate for Computer Training Course of at least 6 months duration from a recognized institution)

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12. Shorthand Speed :(w.p.m.) 13. Typing Speed on Computer :..... (w.p.m.)

14. Whether belong to
SC/ ST/ OBC/ PH/
Ex-Serviceman :

15. Any Other
Information
.....
.....

16. Please state briefly how you find yourself eligible and suitable for the appointment as
in the NGT
.....
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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.

(Signature)

Date:.....

Place:.....