



भारत सरकार/ GOVERNMENT OF INDIA

क्षेत्रीय कार्यालय REGIONAL OFFICE

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय

MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

लुम्बतंगेन/ LUMBATNGEN, शिलॉंग/ SHILLONG- 793021

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Dated: 12-08-2024

### VACANCY CIRCULAR

Applications in the prescribed format are invited for filling up 2 (two) posts of Assistant and 1 (one) post of Junior Hindi Translator in the Regional Office of the Ministry of Environment, Forest & Climate Change, Shillong from amongst officials of Central /State Government Departments/ Union Territories/ Public Sector Undertakings or Recognized Research Institutions or Universities or Statutory or Autonomous Organizations on deputation basis. The eligibility criteria required for the posts can be seen at **Annexure-I**.

The terms and conditions of the candidates selected for appointment on deputation will be governed as per the conditions laid down in Government of India, Department of Personnel & Training O.M. No. 6/8/2009-Estt dated 17.6.2010 as amended from time to time.

The period of deputation will be initially for three years and is likely to be extended further as per the guidelines of DoPT. The Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same office or some other office/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date prescribed for receipt of applications.

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 their attached copies of ACR dossiers/APARs for the preceding Five years and Vigilance Clearance certificate, Integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last 10(ten) years, so as to reach the Dy. Inspector General of Forests (Central) & Head of Office, Ministry of Environment Forest & Climate Change, Regional Office, Lumbatngen, Shillong-793021.

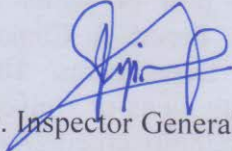
The receipt of complete application form in the prescribed format (**Annexure-II**) for deputation should reach this office within 45 (forty five) days from the date of publication of this advertisement in Employment News. Applications without the recommendations of the Parent office/ Department, incomplete applications and applications received after the prescribed date or without ACR dossiers /APARs/Vigilance clearance, Integrity certificate and certificate to the effect that no minor/major penalty has been imposed on the officer during the last 10(ten) years will not be entertained.

Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent department.

(Mrs. L.J. Syeimiong)  
Dy. Inspector General of Forest(C)

Copy to:

1. The Assistant Inspector General of Forest, (ROHQ), Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi- 110 003
  2. The Under Secretary to the Govt. of India (ROHQ), Ministry of Environment, Forest & Climate Change, 1<sup>st</sup> Floor, Agni Wing, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi- 110 003
  3. The Senior Technical Director, NIC, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, Aliganj, New Delhi- 110 003 with a request that the Circular may kindly be uploaded in the website of MoEF&CC.
  4. All Regional Offices, MoEF&CC, Govt. of India.
  5. All Central/State Government Offices located in Shillong.
- 6 Notice Board

  
Dy. Inspector General of Forest(C)

**ANNEXURE-I**

| Sl. No. | Name of the Posts       | Classification  | Pay Band                                    | Eligibility Conditions  |
|---------|-------------------------|---|---|---|
| 1.      | Assistant               | General Central Service Group 'B' Non-Gazetted, non-Ministerial | Level-6, Rs. 35400-112400 in the Pay Matrix | <p><b>Composite method (deputation (ISTC) plus promotion)</b></p> <p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertakings or University or Recognized Research Institution :</p> <p>(a)(i) Holding Analogous posts on a regular basis; (Or)<br/>(ii) with six years service in the grade rendered after appointment thereto on regular basis in the pay Level 5, Rs.29200-92300/- in the Pay Matrix or equivalent in the parent cadre/department; (Or)<br/>(iii) with ten years service in the grade rendered after appointment thereto on regular basis in the pay Level 4, Rs.25500-81100/- in the Pay matrix or equivalent in the parent cadre/department; and</p> <p>(b)possessing the following educational qualification :-<br/>Essential Qualification :-<br/>Bachelor's degree from a recognized University/Institute.</p> <p><b>Note 1:</b> The departmental Upper Division Clerk in Level-4 Rs.25500- 81,100/- in Pay Matrix with 10 years of regular service in grade will also be considered along with outsiders and in case he/she is selected for appointment to the post the same shall be deemed to have been filled up 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> |
| 2.      | Junior Hindi Translator | General Central Service Group 'B' Non-Gazetted, non-Ministerial | PB 2 Rs.9300-34800 plus Grade Pay 4200/-    | <p><b>Deputation (including Short term contract):</b> Officers under the Central Government or State Government or Union territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations,</p>   |

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|  |  |  | <p>(A) (i) holding analogous post on regular basis in the parent cadre or department; (Or)</p> <p>(ii) with six years service in the grade rendered after appointment thereto on a regular basis in pay band-2, Rs. 5200-20200/- with grade pay of Rs. 2800/- or equivalent in the parent cadre or department, (Or)</p> <p>(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in pay band-2, Rs. 5200-20200/- with grade pay of Rs. 2400/- or equivalent in the parent cadre or department; and</p> <p>(B) possessing the following educational qualification and experience:</p> <p>Essential:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Master's degree of a recognized university in English with Hindi as a compulsory or elective subject of as the medium of examination at the degree level; or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>Master's degree of a 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 a examination at the degree level; or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>And</p> <p>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.</p> <p><b>Note-1:</b> Period of deputation (including short-term contract) including period of deputation</p> |
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|  |  |  | <p>(including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or department of the Central Government shall ordinarily not exceeding three years. 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).</p> <p><b>Note-2 :</b> For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post (s) for which that grade pay or pay scales is the normal replacement grade without any up gradation.</p> |
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## ANNEXURE-II

APPLICATION FORM FOR THE POST OF .....

|    |  |           |      |    |                                   |  |
|----|--|-----------|------|----|-----------------------------------|--|
| 1. | Name & Address (in Block letters) with contact number/email address  |           |      |    |                                   | Affix Self attested Passport Size Photograph |
| 2. | Date of Birth  |           |      |    |                                   |  |
| 3. | Date of retirement under Central/State Govt. Rules   |           |      |    |                                   |  |
| 4. | Educational Qualification  |           |      |    |                                   |  |
| 5. | Details 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 revision took place and indicate the pre-revised scale.   |           |      |    |                                   |  |
| 7. | Total emoluments per month drawn in the actual scale of pay attached the post  |           |      |    |                                   |  |
| 8. | Additional information if any, which you would like to mention in support of your suitability for the post<br>i. Additional Academic qualification<br>ii. Professional Training<br>iii. Working experience over and above prescribed in the vacancy circular |           |      |    |                                   |  |

I do hereby declare that 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:

Date:

Candidate's Signature