



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
Regional Office
Kendriya Sadan, IVth Floor, E& F Wings, 17th Main Road,
IIInd Block, Koramangala, Bangalore - 560 034,
Tel.No.080-25635901/902, E.Mail: rosz.bng-mef@nic.in



No.4.2(1)/Admn/

Dated : 09.11.2023

VACANCY CIRCULAR

It is proposed to fill-up a tentative vacancy of Private Secretary in the Integrated Regional Office of Ministry of Environment, Forest and Climate Change, Bangalore from amongst officials of Central/State Government Departments/Union territories/Public Sector Undertakings or Recognized Research Institutions or Universities of Statutory or Autonomous Organisations on deputation basis. The eligibility criteria required for each of the posts can be seen at Annexure.

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 OM No. 6/8/2009-Estt dated 17.6.2010 as amended from time to time.

The period of deputation will be initially for a period of three years and is likely to be extended further up to seven years as per the guidelines of DoPT. The period of deputation including the period of deputation in another 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 (3) 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 applications.

The Departmental Stenographers Grade I holding the post of Personal Assistant in Level 6 in the Pay Matrix (Rs.35400 – 1,12,400/-) in the concerned Integrated Regional office with five years regular service shall be considered along with outsiders and if the Departmental Candidate is selected for appointment to the post, it shall be deemed to be appointed by promotion.

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 for the preceding five (5) years and vigilance clearance certificate so as to reach the Head of Office, Ministry of Environment, Forest and Climate Change, Integrated Regional Office, 4th Floor, E&F Wings, 17th Main Road, II Block, Kendriya Sadan, Koramangala, Bangalore – 560 034.

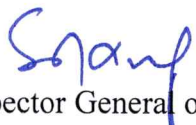
The receipt of complete application form in the prescribed format (Annexure-II) for deputation posts should reach this office on or before completion of **30 (Thirty)** days from the date of publication of this advertisement in Employment News. Applications without the recommendation of the Parent Office / Department, incomplete applications and applications received after the prescribed date or without ACR dossiers / vigilance clearance will not be considered.

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

Dy. Inspector General of Forests (C)

ANNEXURE

Name of Post	Classification	Pay Band / Level	Eligibility Conditions
Private Secretary	General Central Service Group B Gazetted Ministerial	Level-7 Rs.44900 – 1,42,400/-	<p>Composite Method (Deputation including short-term contract) plus promotion:</p> <p>Officers under the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Statutory or Autonomous Organisations</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or Department or</p> <p>(ii) Stenographers Grade I in Level 6 Rs.35400-112400/- in the Pay Matrix with five years of regular service in the grade</p> <p>Note 1: The Departmental Stenographers Grade I holding the post of Personal Assistant in Level 6 Rs.35400-112400/- in the Pay Matrix in Level-7 in the pay matrix Rs.44900-142,400/- in the Pay Matrix having the experience prescribed for deputation shall also be considered for the post, and if he or she is selected to the post, he or she shall be deemed to be appointed on promotion.</p> <p>Note 2 : The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 3 : The period of deputation (including short term contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/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>


 Dy. Inspector General of Forests (C)

APPLICATION FORM FOR THE POST OF.....

1. Name in Block letters :
2. Address (Residential).....
3. Address for Correspondence.....
.....
4. Date of Birth :
5. Date of retirement under Central Govt. Rules.....
6. Educational Qualification :
7. Particulars of the postings/Employment in chronological order:

Office / Institution	Post Held	From	To	Pay Band and existing basic pay	Nature of duties Experience in detail

8. Are you in revised scale of pay? If yes, Give the date from which the revision took place and indicate the pre-revised scale.....
9. Total emoluments per month drawn in the actual scale of pay attached to the post.....
10. Additional information, if any which you would like to mention in support of your suitability for the post:
 - a) Additional academic qualifications.....
 - b) Professional Training.....
 - c) Working experience over the 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 fake 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 to the decision of the Competent Authority.

Place :

Date :

Signature of the Candidate