



HRcT ARcfTR  
GOVERNMENT OF INDIA  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय  
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE  
क्षेत्रीय कार्यालय  
REGIONAL OFFICE  
Ground Floor, East Wing, New Secretariat Building  
Civil Lines, Nagpur - 440001  
E-mail: apccfcentral-ngp-mef@gov.in

F.No. Estt-235/RON/2015/NGP/119-6

Dated: 2<sup>nd</sup> August, 2023

To  
The Inspector General of Forest (ROHQ),  
Ministry of Environment, Forest and Climate Change  
Indira Paryavaran Bhawan  
Aliganj, Jor Bagh Road,  
New Delhi -110003

Sub: Filling up the post of Principal Private Secretary, Section Officer, Assistant, Jr. Hindi Translator, Upper Division Clerk on deputation basis in Regional Office, MoEF&CC, Nagpur –reg

Sir,

I am directed to refer to the Ministry Notification dated: 26<sup>th</sup> June, 2023 regarding constitution of Regional Offices and their Sub-Offices of the Ministry of Environment, Forest and Climate Change.

In this context, please find enclosed herewith the detailed Vacancy Circular No. 01/2023 for filling up the post of Principal Private Secretary, Section Officer, Assistant, Jr. Hindi Translator and Upper Division Clerk on deputation basis in Regional Office, MoEF&CC, Nagpur.

In view of the above it is requested to upload the said Vacancy Circular No. 01/2023 on the Ministry's Web Portal < [www.moef.nic.in/advertisement](http://www.moef.nic.in/advertisement) > for circulation.

Yours faithfully,

  
(Surender Gugloth)

Scientist-E/Head of Office

Encl: As above



सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय  
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F.No. Estt-235/RON/2015/NGP/11976

Dated : 2<sup>nd</sup> August, 2023

**VACANCY CIRCULAR No. 01/2023**

Applications in the prescribed format are invited for filling up the following posts at the Regional Office, Ministry of Environment Forest and Climate Change, Nagpur (Erstwhile Integrated Regional Office, MoEFCC, Nagpur), purely on deputation basis from among the officers/officials 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. Qualifications required for the posts can be seen at **Annexure 1 to 5** respectively.

The terms and condition of the conditions of 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.6-21/2010-ROHQ (Vo.LI) dated 19.08.2016 as amended form 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 of 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 to reach the Dy. Director General of Forests (Central) Ministry of Environment Forest & Climate Change, Regional Office, New Secretariat Building, Civil Lines, Nagpur, 440001.

The receipt of complete application form in the prescribed format (Annexure-1) for deputation should reach this office **within 45 days from the date of publication of this advertisement in Employment News**. Applications without the recommendations of the Parent office/ Department,

( P.T.O.)

incomplete applications and applications received after the last date or without ACR dossiers /APARs/Vigilance clearance will not be entertained. The Candidates after joining the post on deputation basis would be liable to serve the Organization for the said period and would not be relieved before the expiry of the deputation period. Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent departments.



(Surender Gugloth)

Scientist-E /Head of Office

Regional Office, MoEF&CC, Nagpur

Encl As above

Copy to :-

- 1) The Inspector General of Forest, ROHQ, Ministry of Environment , Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi – 110 003
- 2) The Senior Technical Director, NIC, Ministry of Environment , Forest and Climate Change, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi – 110 003 with a request that the Circular may kindly be uploaded in the website of MoEF&CC.
- 3) All Regional Offices of MoEF&CC, Govt. of India.
- 4) All Ministries/Departments of Govt. of India, Mumbai Maharashtra.
- 5) The CDDO, Forest Survey of India, Seminary Hills, Nagpur
- 6) Notice Board.

**ANNEXURE-1**

Name of the Post	Classification	Pay Band/Level	Eligibility Conditions
Principal Private Secretary	General Central Service Group-A Gazetted Ministerial	Level-11 Rs. 67,700- Rs. 2,08,700/-	<p><b>Composite Method (Deputation including short-term contract) plus promotion:</b></p> <p>Officers holding the post of Stenographer 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            (ii) with six years regular service in Level-8 Rs.47600-151100/- in the pay matrix or equivalent in the parent cadre or Department or            (iii) with seven years regular service in Level-7 Rs.44900-142400/- in the pay matrix or equivalent in the parent cadre or Department.</p> <p>Note 1: The Departmental Private Secretary in Level-7 in the pay matrix Rs.44900-142,400/- in the concerned Regional office with seven years regular service shall be considered along with outsiders and if the Departmental Candidate is selected for appointment in the post, it shall be treated as having been filled 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.</p> <p>Note 4 : 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>

*[Handwritten Signature]*

## ANNEXURE-2

Name of the Post	Classification	Pay Band/Level	Eligibility Conditions
Section Officer	General Central Service Group-B Gazetted Ministerial	Level-7 Rs44900-142400	<p><b>By deputation</b></p> <p>Officers of the Central Government or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous Organizations</p> <p>1) (a) i. Holding analogous posts on regular posts on regular basis in the parent cadre or Department or</p> <p>ii. With five years regular service in the level 6 (Rs.35400-112400) in the Pay Matrix or equivalent in the parent cadre or Department.</p> <p>(b) <b>Possessing the following educational qualifications: -</b></p> <p>iii. Bachelors' Degree from a recognized University or Institute</p> <p>iv. Two years experience in accounts, administration, vigilance establishment work in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body.</p> <p>2) <b>Note 1:</b> The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>3) <b>Note: 2.</b> Period of deputation including the period (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years.</p>



Name of the Post	Classification	Pay Band/Level	Eligibility Conditions
Assistant	General Central Service Group Non-gazetted Ministerial	Level 6 Rs. 35400- 112400/- in the Pay matrix	<p><b>By deputation :</b> Officers under 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 post on a regular basis or (ii) with six years service in level-5, Rs.29200-92300/- in the Pay Matrix or equivalent after appointment thereto on a regular basis in the parent cadre/department or (iii) with ten years' service in level-4, Rs.25500-81100/- in the Pay Matrix or equivalent after appointment thereto on a regular basis in the parent cadre/department; and (b) Possessing the following educational qualification : Essential qualification : Bachelor's degree from a recognized University/Institute.</p> <p>Note 1: The Departmental officers in the feeder category 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.</p> <p>Note 2 : 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 be exceeding 56 years as on the closing date prescribed for receipt of application.</p>



## ANNEXURE-4

Name of the Post	Classification	Pay Band/Level	Eligibility Conditions
Junior Hindi Translator	General Central Service Group Non-gazetted Ministerial	PB-2 Rs. 9300-34800/- Plus Grade Pay Rs. 4200/-	<p><b>By deputation including short term contract</b></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>(A) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) 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 (iii) 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</p> <p>(B) Possessing the following educational qualification and experience: Essential: 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 Note 1 : Period of deputation (including short</p>



			<p>term contract) including period of deputation (including short-term contract) in another ex cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceeding three years. The maximum age-limit for appointment on deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of the application).</p> <p>Note 2 : For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay such extended base 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 upgradation.</p>
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## ANNEXURE-5

Name of the Post	Classification	Pay Band/Level	Eligibility Conditions
Upper Division Clerk	General Central Service Group Non-gazetted Ministerial	Level-4 Rs. 25,500- 81,100/-	<p><b>On deputation :</b> 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 or</p> <p>(ii) Eight years regular service in Grade of Lower Division Clerk or equivalent</p> <p>Note: 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 be exceeding 56 years as on the closing date prescribed for receipt of application</p>



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

**Integrity Certificate**

After scrutinizing the service records of Shri/Smt/Ms..... working as....., it is certified that there is no doubt about his/her integrity.

Name and Designation of the Officer  
With Stamp  
(to be signed by the Officer)  
Not below the rank of  
Deputy Secretary level

**Major/Minor Penalties Certificate**

This is certified that no major/minor penalties have been imposed on Shri/Smt/Ms.....working as ..... During the last ten years.

Name and Designation of the Officer  
With Stamp  
(to be signed by the Officer)  
Not below the rank of  
Deputy Secretary level

**Vigilance Clearance Certificate**

This is to certify that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt. .... working as ..... He/She is clear form Vigilance angle.

Name and Designation of the Officer  
With Stamp  
(to be signed by the Officer)  
Not below the rank of  
Deputy Secretary level

**Cadre Clearance Certificate**

This is to certify that the competent authority has granted Cadre Clearance to Shri/Smt..... for applying to the post of A.O. on deputation basis.

Name and Designation of the Officer  
With Stamp  
(to be signed by the Officer)  
Not below the rank of  
Deputy Secretary level