

भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय,
उत्तर केन्द्रीय क्षेत्रीय कार्यालय,
पिर्यसन रोड, वन अनुसंधान संस्थान परिसर,
पो०ओ० न्यू फॉरेस्ट, देहरादून-248006
दूरभाष: 0135-2750809,2753012
फैक्स: : 0135&2753010
ईमेल/Email-moef.ddn@gmail.com



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT,
FORESTS & CLIMATE CHANGE,
NORTH CENTRAL REGIONAL OFFICE,
Pearson Road, FRI Campus,
P.O. New Forest, Dehradun-248006
Phone: 0135-2750809, 2753012 Fax:2753010

No.RO-DDN/Estt./2/Recruit/4-2015/V-II/2295

Dated the 14 January, 2016.

VACANCY CIRCULAR

It is proposed to fill up the newly created posts listed in Annexure-I in the Regional Office, (North Central Zone) of the Ministry of Environment, Forests & Climate Change, at Dehradun from amongst officials of Central / State Government Departments & offices on deputation. The details of the eligibility conditions for the posts to be filled up on deputation basis and the proforma for the application can be seen at Annexure-II & III of the vacancy circular in the Website of the MoEF&CC, Govt. of India at moef.nic.in or can also be obtained from the North Central Regional Office, Dehradun.

The terms and conditions of the deputation will be governed, as laid down in Govt. 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 a period of one year and likely to extended further. 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 (3) years. The maximum age limit for appointment on deputation shall be not 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 their attested copies of ACR dossiers for the preceding five (5) years and vigilance clearance certificates to the Addl. PCCF, Regional Office, (North Central Zone) of the Ministry of Environment, Forests & Climate Change, Pearson Road, FRI Campus, P.O. New Forest, Dehradun-248 006.

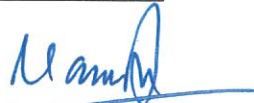
The complete application form in the prescribed format for deputation posts should reach this office on or before 10.03.2016. Applications without the recommendation of the parent department, incomplete applications and applications received after the prescribed date or without ACR dossiers / vigilance clearance will not be entertained.

(M.S. Negi)
Head of Office

Annexure-I

New posts created for Regional Office, (North Central Zone) of the Ministry of Environment, Forests & Climate Change, at Dehradun under the plan scheme of strengthening of Forestry Division – strengthening of Regional Offices 2014-15 (Plan).

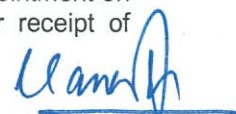
Sl. No.	Name of the Post	Scale of Pay + Grade pay	No. of Posts
1.	Principal Private Secretary to APCCF	Rs. 15,600 - 39,000 + GP Rs.6600/-	1
2.	Private Secretary (Sr 'PA')	Rs. 93,00-34800 + GP Rs.4600/-	1
3.	Assistant	Rs.9300 -34800 + GP Rs. 4200/-	2
4.	Section Officer	Rs.9300 -34800 + GP.Rs. 4600/-	1
5.	Upper Division Clerk	Rs.5200-20200 + GP Rs.2400/-	1


(M.S. Negi)
Head of Office

Annexure-II

Sl. No.	Name/No. of the Posts	Classification	Scale of Pay + Grade pay	Eligibility Conditions
1.	Principal Private Secretary to APCCF -01	General Central Service Group 'A' Gazetted Ministerial	Rs. 15,600 - 39,000 + GP Rs.6600/-	Any regular officer of CSS holding analogous posts or have rendered at least six years service in the grade of Private Secretary in grade pay of Rs.4800/-.*
2.	Private Secretary (Sr 'PA') -01	General Central Service Group 'B' Gazetted Ministerial	Rs. 93,00-34800 + GP Rs.4600/-	Officers under the Central / State Governments:- (a) i) Holding analogous post on regular basis or ii) with three years regular service in the post in the scale of Rs.9300-34800+GP Rs.4200/--(Pre-revised scale of Rs.5500-9000) or equivalent; or iii) with six years regular service in the post in the scale of Rs.9300-34800+GP Rs.4200/--(Pre-revised scale of Rs.5000-8000) or equivalent; or iv) with eight years regular service in the post in the scale of Rs.5200-20200+GP Rs.2800/- or equivalent; or v) with 13 years regular service in the post in the scale of Rs.5200-20200+GP Rs.2400/- or equivalent; or (b) Possessing a speed of 100 words per minute in Stenography (English / Hindi) *
3.	Section Officer-01	General Central Service Group 'B' Gazetted Ministerial	Rs.9300 -34800 + GP.Rs. 4600/-	Any regular officer of CSS holding analogous post or having 8 years regular service in Grade of Assistant in Grade pay of Rs.4200.*
4.	Assistant - 02	General Central Service Group 'B' Non-Gazetted Ministerial	Rs.9300 -34800 + GP Rs. 4200/-	Officers under the Central / State Governments:- (a) i) Holding analogous post on regular basis or ii) with three years regular service in the post in the scale of Rs.9300-34800+GP Rs.4200/--(Pre-revised scale of Rs.5000-8000) or equivalent; or iii) with six years regular service in the post in the scale of Rs.5200-20200+GP Rs.2800/- or equivalent; or iv) with 10 years regular service in the post in the scale of Rs.5200-20200+GP Rs.2400/- or equivalent;*
5.	Upper Division Clerk -01	General Central Service Group 'C' Non-Gazetted Ministerial	Rs.5200-20200 + GP Rs.2400/-	Officers of the Central Governments:- (a) i) holding analogous post on regular basis or ii) with 8 years regular service in the grade Lower Division Clerk or equivalent.*

* **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 be not exceeding fifty six years as on the closing date prescribed for receipt of application.



(M.S. Negi)
Head of Office

PROFORMA OF APPLICATION FORM FOR THE POST OF PRINCIPAL PRIVATE SECRETARY TO APCCF;
PRIVATE SECRETARY (SR. P.A.), SECTION OFFICER, ASSISTANT AND UPPER DIVISION CLERK.

Application for the post of _____ at (place) _____

1.	Name and Address (in block letters)			
2.	Date of Birth (in Christian era)			
3.	Date of retirement under Central/State Government Rules			
4.	Educational Qualifications			
5.	Whether educational and other qualifications required for the posts are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		Qualifications/ Experience Required	Qualifications/ Experience possessed by the Officer
	Essential		(1) (2) (3)	
	Desirable		(1) (2)	
6.	Please state clearly whether in the light of entries made by the above, you meet the requirement of the post.			
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient			
	Office/ Institution/ Organization	Post held	From	To
				Pay Structure
				Pay in the Pay Band
				Grade Pay
				Nature of duties (in detail)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	In case the present employment is held on deputation/contract basis please state:- (a) The date of initial appointment (b) Period of appointment on deputation /contract (c) Name of the parent office/organization to which you belong			
10.	Date of return from the last ex-cadre post, if any.			
11.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organizations (d) Government Undertaking (e) Universities/Institute (f) Others			
12.	Please state whether you are working in			

	the same department and are in the feeder grade or feeder to feeder grade	
13.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
14.	Total emoluments per month now drawn	
15.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).	
16.	Whether belongs to SC/ST	
17.	Remarks	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of Candidates

Address.....

Date.....

Telephone No.

Mobile No.....

Fax No.

Email Address

Signature of Employer

Name and Department with Office Seal

Phone No.

Fax No.