



भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जल वायु 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/2023/NGP/14170

Date: 16.04.2025

CIRCULAR

It is proposed to fill-up the posts listed in Annexure-I in Regional Office, Ministry of Environment, Forests & Climate Change, Ground Floor, East Wing, New Secretariat Building, Civil Lines, Opp. VCA ground, Nagpur-440001 from officials of Central/State Governments Departments /Union territories /Public Sector Undertaking or Recognized Research Institutions or Universities of Statutory of Autonomous Organization on deputation basis. Qualifications required for the posts can be seen at Annexure-1 to 5.

The terms and conditions of the candidates selected for appointment on deputation basis will be governed as laid down in the Government of India, Dept. Of Personnel & Training OM No. 6-8/2009-Estt dated 17.06.2010 & MoEF&CC File No.6-21/2010-ROHQ (Vol. I) dated 19.08.2016 as amended from 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 on 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 as to reach the Additional Director General (Central), Regional Office, (WCZ), Ministry of Environment, Forests & Climate Change, Ground Floor, East Wing, New Secretariat Building, Civil Lines, Opp. VCA ground, Nagpur-440001.

(Continued ...2...)

The receipt of complete application form in the prescribed format for deputation post should reach this office on or before completion of **55 (Fifty-Five)** days from the date of publication of advertisement in the Employment News. Applications received without recommendation of parent department, incomplete, receiving after due date or without ACR dossiers/vigilance clearance will not be entertained by this office.



Head of Office
Regional Office, Nagpur

Copy to: -


1. The Inspector General of Forest, (ROHQ), Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003.
2. Under Secretary to the Government of India, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003.
3. The Senior Technical Director, NIC, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhavan, Jor Babh Road, Aliganj, New Delhi-110 003 with request to upload the said detailed advertisement in the website of MoEF&CC under caption of "Recruitment of various posts on deputation basis in RO, MoEF&CC, Nagpur"
4. All Regional Office of MoEF&CC. Government of India.
5. All Central Government offices located in Maharashtra.

Name of Post	Classification	Pay Band	Eligibility Conditions
Principal Private Secretary (One Post)	General Central Service Group –A Gazetted Ministerial	Level-11 Rs. 67700-208700	<p>Officers holding the post of Stenographer under the Central Government or State Government or Union Territories or Public Sector Undertaking or Recognized Research Institutions. or Universities or Statutory or Autonomous Organization.</p> <ol style="list-style-type: none"> Holding analogues post in regular basis in the parent cadre or Department or Stenographers Grade-I in Level-6 Rs. 35400-112400/- in the Pay Matrix with five years of regular service in the grade. With seven regular service in Level-7. Rs. 44900-142400/- in the pay matrix or equivalent in the parent cadre or Department. <p>Note 1: The Departmental Private Secretary in Level-7 in the pay matrix Rs. 44900-142400/- 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 the direct line of promotion shall not be eligible for consideration for appointment on deputation, and similar, deputations 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-care post held immediately preceding this appointment in the same or some other organization/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>



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Section Officer (One Post)	General Central Service Group –B Gazetted Ministerial	Level-7 Rs.44900- 142400/-	<p>By deputation Officers of the Central Government of State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory or Autonomous Organizations</p> <p>I. (a)</p> <p>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) Possessing the following educational qualifications:</p> <p>i. Bachelor's Degree from a recognized University or Institute</p> <p>ii. 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>Note 1: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note: 2. 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>
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Assistant (Two Posts)	General Central Service Group-B Non- Gazetted Ministerial	Level-6 Rs.35400- 112400	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research Institution: -</p> <ol style="list-style-type: none"> Holding analogous post on a regular basis; or 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 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 Possessing the following educational qualification: - <p>Essential qualification: Bachelor's degree from a recognized University/Institute.</p> <p>Note 1: The departmental Upper Division Clerk in Level-4 , Rs.25500-81100/- in Pay Matrix with 10 years 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>Note 2: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-care 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 not be exceeding 56 years as on the closing date or receipt of applications.</p>
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Junior Hindi Translator (One Post)	General Central Service Group –B non-gazetted non - Ministerial	Level-6 Rs.35400-112400 Rs.4200/-	<p>Officers under the Central Government or State Government or Union territories or Recognized Research Institution or Universities of Public Sector undertaking or Semi-Government or statutory or autonomous organization:</p> <p>(A)</p> <p>(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 PB-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' in the grade rendered after appointment thereto on a regular basis in Level-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 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 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 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</p> <p>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; or</p> <p>Master's degree of 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 other as a compulsory or elective subject at degree level;</p> <p>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.</p>
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Note-1: Period of deputation (including short-term contract) including period of deputation (including short term contract) in another ex-cadre post immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not be exceeding three years. The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications).

Note-2: (i). For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st 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 scale extended based on the recommendations of the pay commission except where there has been merger of more than on pre-revised scale of pay into the one grade with a common grade pay or pay scale, and where this benefit will extended only for the posts(s) for which that grade pay or pay scales is the normal replacement grade without any up gradation.

ii) Studied more than one Indian language as a subject at senior secondary level.

iii) Knowledge of Sanskrit or any other Indian language, other than main subject.

Note: 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 or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 58 years as on the closing date of receipt of applications.


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Upper Division Clark (One post)	General Central Service Group-C Non- Gazetted Ministerial	Level-4 Rs.25500-81100	<p>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognized Research Institution.</p> <p>i) Holding analogous post on regular basis or ii) With eight years regular service in the grade of Lower Division Clark or equivalent.</p> <p>Note 1: 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>Note 2: Period of deputation including the period of deputation in another ex-care post held immediately preceding this appointment in the same or some other organization of department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have completed such qualifying or eligibility service.</p>
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Annexure-5**APPLICATION PROFORMA (For Deputation Applicant)**

Name of the Post Applied :	Paste your Recent Photograph
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(All annexures /enclosures should be sequentially arranged with page numbers and self-attestation of the candidate)

1. Name of the applicant (in BLOCK letters) :
आवेदक का नाम, स्पष्ट अक्षरों में
2. Date of Birth (In Christian era) :
जन्म तिथि (अंग्रेजी कैलण्डर के अनुसार)
3. Whether belongs to SC/ ST/ OBC/EWS :
क्या आप अनु. जाति/अनु. जनजाति/अ.पि.व./ईडब्ल्यूएस से संबंध रखते हैं
4. Service to which you belong :
आप किस सेवा के सदस्य हैं
5. (i) Date of Entry into Service :
सेवा में प्रविष्टि की तारीख
(ii) Date of Retirement on superannuation under Central / State Govt. :
केन्द्र / राज्य सरकारी सेवा से सेवा निवृत्ति की तारीख
6. Postal Address (with Telephone / Mobile No. & e-mail ID) :
डाक पता (दूरभाष / मोबाईल नं. और ई-मेल पता सहित)
7. Educational Qualifications :
शैक्षिक अहर्ताएं

S. No.	Examination Passed and Year of Passing	Division/ Grade/ Percentage of Marks	Duration of the Degree/ Diploma	Board/ University/ Institution	Subjects
01					

* महत्वपूर्ण – ए.सी.पी / एम.ए.सी.पी परियोजना के अंतर्गत अनुदत्त वेतन बैंड तथा ग्रेड वेतन, अधिकारी के व्यक्तिगत होने के कारण उल्लेख न करें। केवल नियमित आधार पर धारण किए गए पद का वेतन बैंड तथा ग्रेड वेतन उल्लेख करें। आवेदक को ए.सी.पी/एम.ए.सी.पी. परियोजना आधार पर दिए गए वेतन बैंड तथा ग्रेड वेतन का उल्लेख नीचे इस प्रकार करें :-

Office./ Institution कार्यालय / संस्था	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme ए.सी.पी./ एम.ए.सी.पी परियोजना के अंतर्गत मिल रहे वेतन, वेतन बैंड तथा ग्रेड वेतन	From कब से	To कब तक

9. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)
क्या आप पद के लिए अपेक्षित शैक्षिक एवं अन्य अहर्ताएं पूरा करते हैं (यदि कोई अहर्ताएं नियमों में निर्धारित अहर्ताओं के समतुल्य माना जाना है, तो उसके लिए क्या प्राधिकार है)

Qualifications / Experience required as mentioned in the advertisement / vacancy circular विज्ञापन / रिक्ति परिपत्र के अनुसार अपेक्षित अहर्ताएं/ अनुभव का विवरण	Qualifications / Experience possessed by the officers अधिकारी के आधिपत्य में अहर्ताएं / अनुभव का विवरण
Essential / अनिवार्य (A) Qualification / अहर्ताएं (B) Experience / अनुभव Desirable / वांछनीय (A) Qualification / अहर्ताएं (B) Experience / अनुभव	Essential / अनिवार्य (A) Qualification / अहर्ताएं (B) Experience / अनुभव Desirable / वांछनीय (A) Qualification / अहर्ताएं (B) Experience / अनुभव

10. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post
कृपया स्पष्ट रूप से बताएं कि आपके द्वारा दिए गए प्रविष्टियों के आधार पर, आप अपेक्षित अहर्ताएं एवं इस पद के लिए आवश्यक अनुभव रखते हैं

11. In case the present employment is held on deputation/ contract basis, please state :
यदि आप अभी प्रतिनियुक्ति/संविदा के आधार पर सेवारत हैं तो कृपया बताएं
- The date of initial appointment
नियुक्ति की प्रारम्भिक तिथि
 - Period of appointment on deputation / contract
प्रतिनियुक्ति/संविदा आधार पर सेवावधि
 - Name of the parent office / organization to which the applicant belongs

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification / work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details furnished by me are correct and true to the best of my knowledge and no material fact having a bearing has been suppressed / withheld.

मैंने रिक्ति परिपत्र / विज्ञापन में दिए गए सभी सूचनाओं को भली भाँति देखने के पश्चात ही अपना शैक्षिक अभिलेख एवं कार्य अनुभव जीवन वृत्त प्रस्तुत किया है। मुझे ज्ञात है कि सभी संबंधित दस्तावेजों की, जो मैंने प्रस्तुत किए हैं, का मूल्यांकन चयन समिति द्वारा किया जाएगा। मेरे द्वारा दिए गए सभी सूचनाएं / जानकारी मेरे ज्ञान से सत्य एवं सही हैं तथा मैंने ऐसी कोई महत्वपूर्ण सूचना / जानकारी का दमन नहीं किया है, जिसका मेरे इस पद में चयन के लिए वहन रखता हो।

Signature of Candidate
आवेदक के हस्ताक्षर

Date.....
दिनांक

Address
पता

Certificate to be given by the Department
विभाग / संगठन द्वारा दिए जाने वाला प्रमाण पत्र

It is certified that :

यह सत्यापित किया जाता है कि :

- (i) Information given above by the applicant, Shri/Smt. _____, designation _____, have been verified as per the service records and found correct.
 श्री / श्रीमती _____, पदनाम _____, द्वारा आवेदन पत्र में दिए गए समस्त सूचनाओं की आवेदक की सेवा अभिलेख के माध्यम से जाँच कर ली गई है और ठीक पाया गया है।
- (ii) The integrity of the applicant is beyond doubt.
 आवेदक की इमानदारी और सत्यनिष्ठा में कोई संदेह नहीं है।
- (iii) The applicant is clear from vigilance angle and no disciplinary / vigilance case is pending or contemplated against him/her.
 आवेदक की सतर्कता अनापत्ति सत्यापित की जाती है। उनके खिलाफ कोई अनुशासनात्मक या सतर्कता संबंधी मामला अर्निमित्त या अपेक्षित नहीं है।
- (iv) No major / minor penalty has been imposed on the applicant during the last 10 years.
 आवेदक को पिछले दस वर्षों में किसी बड़े या छोटे दंडों से दंडित नहीं किया गया है।
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
 आवेदक को उनके काडर नियंत्रण अधिकारी द्वारा आवेदन पत्र भेजने के लिए अनुमति प्रदान की गई है।
- (vi) The ACR / APAR Dossier (duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India or equivalent) for the last 05 years of the applicant is enclosed.
 आवेदक की पिछले पाँच वर्षों की गोपनीय रिपोर्टों की प्रतियाँ, हर पृष्ठ पर अवर सचिव / समतुल्य अधिकारी द्वारा सत्यापित कर, संलग्न की जाती है।
- (vii) The applicant will be relieved in time to report for duty, in the event of his selection for appointment on deputation (Including short term contract) basis in your department.
 आवेदक को, प्रतिनियुक्ति (अल्पकालिक संविदा) के आधार पर आपके विभाग में चयनित होने पर, समय से कार्यमुक्त किया जाएगा।

(Signature of the Head of the Office)

(विभागाध्यक्ष के हस्ताक्षर)

with designation and Seal

पदनाम एवं कार्यालय के मोहर सहित

Place / स्थान :

Date / तिथि :