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Government of India
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

NOTIFICATION

New Delhi, Dated, the -----, 2026

G.S.R.... – In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of notification numbers GSR 157, dated the 31st May, 2018 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of the recruitment to the Group ‘B’ posts of Personal Assistant in the Group ‘B’ Posts under the Regional Offices, Ministry of Environment, Forest and Climate Change namely:-

1. **Short title and commencement-** (1) These rules may be called Regional Offices, Ministry of Environment, Forest and Climate Change (Personal Assistant, Group-‘B’) Recruitment Rules, 2026.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of posts, classification and Level in pay matrix-** The number of posts, its classification and **Level in the pay Matrix** attached thereto, shall be as specified in column (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age limit and qualifications, etc.-** Method of recruitment, age- limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the aforesaid Schedule.
4. **Disqualification-** Any person,-
 - (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

5. **Power to relax-** Where the Central Government is of the opinion that it is necessary or expedient so to do it may, by order, and for reasons to be recorded in writing and in consultation with the Union Public Service Commission relax any of the provisions of these with respect to any class or category of persons.
6. **Saving-** Nothing in these rules shall affect reservation, relaxation in age- limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backwards Classes, the Ex-servicemen, the Economically Weaker Section and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

RECRUITMENT RULES FOR THE POST OF 'PERSONAL ASSISTANT' IN REGIONAL OFFICE, MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE.

SCHEDULE

Name of Post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Personal Assistant	5* (2025) *Subject to variation dependent on workload in Regional Offices located at: * Bangalore-1 * Bhubaneswar-1 * Chandigarh-1 * Lucknow-1 * Shillong-1	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Level-6 (₹35,400-₹1,12,400/-)	Selection	Not applicable	Not applicable
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(8)	(9)	(10)	(11)	(12)	(13)	
Not applicable	Two years	By promotion failing which by deputation (including short-term contract)	Promotion: Stenographers Grade-II in Level-4, (₹25,500-₹81,100/-) in the Pay Matrix in the regional office with ten years regular service in the grade and have successfully completed mandatory training of 2-4 weeks in the relevant area as prescribed by the administrative Ministry. Note-1. Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/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 already completed such qualifying/eligibility service. Deputation (including short-term contract):- Officers under the Central Government or State Government or Union Territories or recognised research institutions or universities or public	Group 'B' Departmental promotion/selection Committee (for considering promotion and confirmation) consisting of :- (1) Additional Director General of Forests (FC), Ministry of Environment, Forest and Climate Change- Chairman; (2) Deputy Inspector General of Forests or Assistant Inspector General of Forests or Head of the Office of concerned Regional Office -Member; (3) Director/Deputy Secretary (Administration) Ministry of Environment Forest and Climate Change -Member; (4) Director/Deputy Secretary or Deputy Inspector General of Forests or Asst. Inspector	Consultation with Union Public Service Commission not necessary.	

			<p>sector undertakings or semi-Government or statutory or autonomous organisations:-</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years regular service in Level-4, (₹25,500-₹81,100/-) in the Pay Matrix or equivalent.</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.</p> <p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note-2: 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 to exceed five 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>	General of Forests, RoHQ, Ministry of Environment Forest and Climate Change -Member.	
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ANNEXURE-III

FORM TO BE FILLED BY THE MINISTRY/DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL & TRAINING AND THE UNION PUBLIC SERVICE COMMISSION FOR AMENDMENT OF APPROVED RECRUITMENT RULES.

1.	Name of the post	Personal Assistant		
2.	Name of Ministry/Department	Regional Office, Ministry of Environment, Forest & Climate Change		
3.	Reference No. in which commission's advice on recruitment rules was conveyed	Ministry of Environment, Forest & Climate Change, New Delhi Notification No..... dated		
Sl. No.	Schedule Details	Provision in the approved/existing rules	Revised provisions proposed	Reasons for the revision proposed
1.	Name of the Post	Personal Assistant	Personal Assistant	No Change
2.	Number of the posts	05	05	No Change
3.	Classification	General Central Service, Group 'B', Non-Gazetted, Ministerial.	General Central Service, Group 'B', Non-Gazetted, Ministerial.	No Change
4.	Level in the Pay Matrix	Level-6 (₹35,400-₹1,12,400/-)	Level-6 (₹35,400-₹1,12,400/-)	No Change
5.	Whether selection post or non-selection post	Selection	Selection	No Change
6.	Age limit for direct recruits	Not applicable	Not applicable	No Change
7.	Educational and other qualifications required for direct recruits	Not applicable	Not applicable	No Change
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable	Not applicable	No Change
9.	Period of probation, if any	Two years	Two years	No Change
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation (including short-term contract)	By promotion failing which by deputation (including short-term contract)	No Change
11.	In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or	Promotion: Stenographers Grade-II in Level-4, (₹25,500-₹81,100/-) in the Pay Matrix in the regional office with ten years regular service in the grade and have successfully completed mandatory training of 2-4 weeks in the relevant area as	Promotion: Stenographers Grade-II in Level-4, (₹25,500-81,100/-) in the Pay Matrix in the regional office with ten years regular service in the grade and have successfully completed mandatory training of 2-4 weeks in the relevant area as	No Change

absorption to be made	<p>prescribed by the administrative Ministry.</p> <p>Note-1. 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 already completed such qualifying or eligibility service. Deputation (including short-term contract):-</p> <p>Officers under the Central Government or State Government or Union Territories or recognised research institutions or universities or public sector undertakings or semi-Government or statutory or autonomous organisations:-</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years regular service in Level-4, (₹25,500-₹81,100/-) in the Pay Matrix or equivalent.</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.</p> <p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note-2: 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 to exceed three years. The maximum age limit for appointment by deputation</p>	<p>prescribed by the administrative Ministry.</p> <p>Note-1. Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/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 already completed such qualifying/eligibility service. Deputation (including short-term contract):-</p> <p>Officers under the Central Government or State Government or Union Territories or recognised research institutions or universities or public sector undertakings or semi-Government or statutory or autonomous organisations:-</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with ten years regular service in Level-4, (₹25,500-₹81,100/-) in the Pay Matrix or equivalent.</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.</p> <p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note-2: 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 to exceed five years. The maximum age limit for appointment by deputation</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p> <p>No Change</p> <p>As per DoPT OM No. DOPT-1716267027220 dated 28.03.2024, Consolidated Guidelines on deputation/foreign service for Central Govt. Employees.</p>
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		(including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.	(including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.	
12.	If a Departmental Promotion Committee exists, what is its composition	Group 'B' Departmental promotion Committee (for considering promotion and confirmation) consisting of: (1) Additional Director General of Forests (FC), Ministry of Environment, Forest and Climate Change- Chairman; (2) Conservator of Forests of concerned Regional Office -Member; (3) Director/Deputy Secretary (Administration) Ministry of Environment Forest and Climate Change -Member; (4) Director/Deputy Secretary, Regional Office (Head Quarters), Ministry of Environment Forest and Climate Change -Member.	Group 'B' Departmental promotion/selection Committee (for considering promotion and confirmation) consisting of: (1) Additional Director General of Forests (FC), Ministry of Environment, Forest and Climate Change- Chairman; (2) Deputy Inspector General of Forests or Assistant Inspector General of Forests or Head of the Office of concerned Regional Office - Member; (3) Director/Deputy Secretary (Administration) Ministry of Environment Forest and Climate Change -Member; (4) Director/Deputy Secretary or Deputy Inspector General of Forests or Asst. Inspector General of Forests, RoHQ, Ministry of Environment Forest and Climate Change -Member.	The Selection Committee has been proposed as per the existing nomenclature of the post.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Consultation with Union Public Service Commission not necessary	Consultation with Union Public Service Commission not necessary	No Change
