भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE
क्षेत्रीय कार्यालय/ **Regional Office**
1st Floor, Additional Office Block for GPOA, Shastri Bhawan,
Haddows Road Nungambakkam, Chennai –600006

F.no.A-14011/ROCHN/Recrt-PS/2025/ (EFile) /1239

दिनांक/Dated the 9th September 2026

Vacancy Circular No.02/2026

Applications in the prescribed format are invited for filling up the following post at the **Sub office Hyderabad located at 6th Floor, Aranya Bhawan, Saifabad, Hyderbad-500004** under Regional Office, Ministry of Environment Forest and Climate Change, Chennai, purely on Deputation basis.

I. **Private Secretary – One Post (On deputation)**

1.Name of the Post : Private Secretary -1 Post [General Central Service, Group 'B' Gazetted, Ministerial.]

2.Scale of Pay :Level 7 [Rs. Rs.44,900 – Rs.142400]

3. Eligibility :

Offices under the Central Government or State Government or Union Territories or recognized research institutions or universities or public sector undertakings or semi-Government or statutory or autonomous organisation: -

(i) Holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years regular service in posts in Level-6, Rs. 35400-112400/- in the Pay Matrix.

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, deputationist shall not be eligible for consideration for appointment by promotion.

Note-2. – Period of deputation (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 organisation or department of the Central Government shall ordinarily not to exceed 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.

Other Terms & Conditions

1. The terms and conditions of the candidates selected for appointment on deputation basis will be governed, as laid down in Govt. of India, DoPT O.M No.6/8/2009-Estt dated 17.6.2010 & OM No.DOPT-1716267027220 dated 28.03.2024, as amended from time to time.
2. The period of deputation will be initially for a period of**three years at Sub Office Hyderabad**. The maximum age limit for appointment of deputation shall not be exceeding 56 (fifty six) years as on the closing date of receipt of application. The headquarters of the post is presently at Hyderabad, but the services may be utilized in any part of India in the exigency of public service.
3. 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/APARs for the preceding Five years and Vigilance Clearance certificates so as to reach **The Deputy Director General of Forests (Central) Regional Office, Ministry of Environment Forest and Climate Change, 1st Floor, Additional Office Block for GPOA, Shastri Bhawan, Haddows Road Nungambakkam, Chennai –600 006.**
4. The receipt of complete application form in the prescribed format (Annexure-I) for deputation should reach the above office **within 45 days** from the date of publication of this advertisement in Employment News. Applications without the recommendations of the Parent office/ Department, incomplete applications and applications received after the last date or without ACR dossiers /APARs/Vigilance clearance will not be entertained.
5. 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.
6. Only candidature of those employees who can be spared on deputation for the specified period shall be forwarded by their parent department.

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Date: 09-09-2026 17:24:02

(एस.युवराज /S. YUVARAJ)

उप वन महानिदेशक& कार्यालयाध्यक्ष/

Deputy Inspector General of Forest (C) & Head of Office.

प्रति/Copy to,

1. The Assistant Inspector General of Forests, ROHQ, Ministry of Environment Forest and Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi-110 003.
2. 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/ Sub Offices of MOEF&CC, Govt. of India
4. All Ministries/Departments of Govt. of India, Shastri Bhawan, Chennai for circulation.
5. The CDDO, WCCB, Rajaji Bhawan, Chennai
6. Notice Board.

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पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE

क्षेत्रीय कार्यालय/ **Regional Office**

1st Floor, Additional Office Block for GPOA, Shastri Bhawan, Haddows Road Nungambakkam, Chennai –600 006

F.no.A-14011/ROCHN/Recrt-PS/2025/ (EFile)/ 1238

Dated the 9th September 2026

Vacancy Circular No.02/2026

It is proposed to fill up the following post at the **Sub Office, Hyderabad**, located at **6th Floor, Aranya Bhawan, Saifabad, Hyderabad – 500 004**, under the Regional Office, Ministry of Environment, Forest and Climate Change, Chennai from amongst officials of the Central/State Governments **on a purely deputation basis**. Applications are invited **within 45 days** from the date of publication of this advertisement.

S. No.	Name of the Post	No. of Post	Level in Pay Matrix / Pay Band & Grade Pay
1.	Private Secretary	01 Post	Level-7 in the Pay Matrix as per CCS (Revised Pay) Rules, 2016 (₹44,900 – ₹1,42,400)

Other details regarding eligibility criteria such as educational qualifications, terms and conditions of deputation, age limit, period of deputation, etc., are available in the detailed **vacancy circular** hosted on the Ministry's website: https://moef.gov.in.

The maximum age limit for appointment on deputation shall not exceed **56 years** as on the **closing date of receipt of applications**. The application in the prescribed proforma (Annexure available on the Ministry's website), complete in all respects, may be sent to the following address:

The Deputy Director General of Forests (Central),
Regional Office,
Ministry of Environment Forest and Climate Change,
1st Floor, Additional Office Block for GPOA, Shastri Bhawan,
Haddows Road Nungambakkam, Chennai –600 006.

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Date: 09-09-2026 17:21:04

(एस.युवराज /S. YUVARAJ)

उप वन महानिदेशक& कार्यालयाध्यक्ष/

Deputy Inspector General of Forest (C) & Head of Office.

Annexure –I

Application for the post of **'PRIVATE SECRETARY' (on Deputation)'**

1.	Name & Address (in Block letters) with contact number/email address					Affix Self attested Passport Size Photograph
2.	Date of Birth					
3.	Date of retirement under Central Govt. Rules					
4.	Educational Qualification					
5.	Details of Employment in chronological Order					
	Office/ Institution	**Post Held**	**From**	**To**	**Scale of Pay & existing basic pay**	Nature of Duties/ Experience in Detail
6.	Are you in revised scale of pay? If yes give the date from which revision took place and indicate the pre-revised scale					
7.	Total emoluments per month drawn in the actual scale of pay attached the post					
8.	Additional information if any, which you would like to mention in support of your suitability for the post i. Additional Academic qualification ii. Professional Training iii. Working experience over and above prescribed in the vacancy circular					

I do hereby declare that statements 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 false 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 by the decision of the competent authority.

Candidate's Signature

Place:
Date: