



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest & Climate Change
क्षेत्रीय कार्यालय, देहरादून
Regional Office, Dehradun



25 सुभाष रोड, देहरादून-248001 / 25 SUBHASH ROAD, DEHRADUN -248001
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FileNo. IRO-DDN/Recruit/2022/ 551

Dated: 24.07.2023

VACANCY CIRCULAR

1. It is proposed to fill up the One (01) post of Assistant and One (01) post of Upper Division Clerk in Regional Office of the Ministry of Environment, Forests and Climate Change at Dehradun on deputation basis. Qualifications required for the posts can be seen at **Annexure-I** and **Annexure-II** respectively of the vacancy circular in the website of the MoEF&CC, Govt. of India at www.moef.nic.in or can also be obtained directly from the Regional office, MoEF&CC, Dehradun.
2. The terms and conditions of the candidates selected for appointment on deputation basis will be governed as per the conditions laid down in the Government of India, Department of Personnel & Training's OM No. 6/8/2009-Estt.(Pay-II), dated 17.6.2010, as amended from time to time.
3. The period of deputation will be initially for three years and is likely to be extended further up to five years as per the guidelines of DOP&T. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Office/ Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment of deputation shall not exceed 56 (Fifty six) years as on the closing date prescribed for receipt of application.
4. 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 copies of their ACRs/APARs for the preceding five (05) years and Vigilance Clearance Certificate so as to reach the office of the APCCF, Ministry of Environment, Forest and Climate Change, Regional Office, 25, Subhash Road, Dehradun -248001.
5. The receipt of complete application form in the prescribed format (**Annexure III**) for deputation post should reach this office on or before completion of 45 (Forty Five) days from the date of publication of vacancy. Applications received without the recommendation of the parent Office/Department or incomplete applications or applications received after the prescribed date or without ACR/APAR/dossiers/ Vigilance Clearance will not be considered.


(Dr. Krishnendu Mondal)
Scientist 'D' & Head of Office

Copy to :-

1. ✓ The Additional Director General (ROHQ), Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
2. The Under Secretary to the Government of India, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003.
3. Senior Technical Director, Ministry of Environment, Forests & Climate Change, 1st Floor, Agni Wing, Indira Paryavaran Bhawan, JorBagh Road, New Delhi – 110003 with request to place the advertisement on the Ministry's website www.moef.nic.in with the caption "Application invited for the post of Assistant and Upper Division Clerk in Regional Office, MoEF&CC, Dehradun on Deputation basis" under intimation to this office.
4. All Regional Offices & Sub-Offices of MoEF&CC, Government of India.
5. All Central Government offices located in Dehradun.

Annexure I

S.No	Name of the Post	Classification	Pay Level	Eligibility Conditions
1.	Assistant	General Central Service Group 'B', Non-Gazetted Ministerial.	Level – 6, Rs.35400-112400/- in the Pay Matrix	<p>Composite method [deputation (ISTC) plus promotion]: Officers of the Central government or State government or Union Territories or Autonomous or Statutory organisation or Public Sector Undertakings or University or recognised Research Institution.</p> <p>(a) (i) Holding analogous post on 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</p> <p>(b) Possessing the following educational qualification:- Essential qualification: Bachelor's degree from a recognised University/Institute.</p> <p>Note 1: The department 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-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.</p>

Annexure II

S.No	Name of the Post	Classification	Pay Level	Eligibility Conditions
2.	Upper Division clerk	General Central Service Group 'C', Non-Gazetted Ministerial.	Level -- 4, Rs.25500-81100/- in the Pay Matrix	<p>Deputation: Officers of the Central government,-</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) with eight years' regular service in the Grade of Lower Division Clerk 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.</p> <p>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-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be not 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>

**PROFORMA OF APPLICATION FORM FOR THE POST OF 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		
		(1)	(1)			
		(2)	(2)			
		(3)	(3)			
	Essential	(1)	(2)			
	Desirable					
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		Nature of duties (in detail)
				Pay in the Pay Band	Grade Pay	
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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacany 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 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.....

Email Address.....

Signature of Employer.....

Name and Department with Office Seal

Phone No. _____

