राष्ट्रीय हरित अधिकरण /National Green Tribunal
प्रधान न्यायपीठ /Principal Bench
फ़रीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi-110001
दूरभाष /Phone: 011-23435241, ईमेल /Email: rg.ngt@nic.in

Advt. No. NGT/PB/16/Admn/2016/Vol.IX/32 Dated: 22 January 2026

VACANCY CIRCULAR

National Green Tribunal, Principal Bench, New Delhi, proposes to fill up following posts on **deputation basis**, as per details given below: -

S. No.	Name of the posts	No. of posts	Level in Pay Matrix as per 7th CPC	Place of Posting
1.	Principal Private Secretary	01	Level-11 (Rs.67700-208700)	1- Principal Bench
2.	Private Secretary	13	Level-8 (Rs.47600-151100)	NGT, PB, Delhi - 4 NGT, WZB Pune -2 NGT, EZB, Kolkata - 2 NGT, CZB, Bhopal -2 NGT, SZB, Chennai - 3

1. **Educational Qualification & Criteria for Principal Private Secretary**:

Officers possessing a Bachelors degree from a recognized university and holding:
A. (1) Analogous post on regular basis in Central Government or State Government or courts or tribunals;

OR

(2) Post in Central Government or State Government or courts or tribunals with six years regular service in pay band-2, Rs. 9300-34800/- with grade pay of Rs. 4800/- i.e Level 8 in the Pay Matrix

OR

Seven years of regular service in grade pay of Rs. 4600/- i.e, Level 7 in the Pay Matrix

OR

Ten years of regular service in grade pay of Rs. 4200/- i.e, Level 6 in the Pay Matrix

B. possessing speed of 100 words per minute in short hand (English/Hindi)

Essential: Working knowledge of Computer Operations
Desirable: Computer Training course of Six months' duration from a recognized institution.

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

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 organization or department of the Central Government shall ordinarily be three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

NGT, EZB, KOLKATA
Receipt No. NGT/EZB/1201/68
Date 02/02/2026

2. **Educational Qualification & Criteria for Private Secretary:**

Officers possessing a Bachelor degree from recognised university and holding:

(a) analogous post on regular basis in the Central Government or State Government or courts or tribunals;
OR

(b) the post of Court Master or Stenographer Grade-I with six years regular service in pay band-2, Rs. 9300-34800/- with grade pay Rs 4200/- i.e. Level -6 in the Pay Matrix and possessing a speed of 100 words per minute in shorthand and 40 words per minute in type writing (English) in Central Government or State Governments or courts or tribunals.

Essential: Computer Training Course of six months' duration from a recognised institute.

Desirable: Degree in law.

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

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 be three years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

(Please refer to NGT Recruitment Rules, 2011 and G.S.R.1362 (E) dated 02.11.2017 of MoEF&CC, Govt. of India notification which is available on the National Green Tribunal website. (https://greentribunal.gov.in)

General Conditions

1. The Competent Authority reserves the right either to fill up the posts or not to proceed for appointment without assigning any reason thereof.

2. The general terms and conditions of deputation in terms of OM No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time as notified by the DoPT, Govt. of India shall be applicable.

3. Interested candidates may submit their application in the prescribed proforma (enclosed) along with relevant documents towards educational qualification, experience copies of ACRs of the last five years, vigilance clearance, integrity certificate etc, in the envelope superscribing "Application for the post of....." on the Right-Hand corner of the envelope to "**Registrar General, National Green Tribunal, Principal Bench, Faridkot House, Copernicus Marg, New Delhi – 110001 "by hand"** on or before **09/03/2026 (5.00 PM) or** by Registered Post/ Speed Posts so as to reach this Tribunal on or before **09/03/2026 (5.00 P.M).** The applicant must ensure that the application should reach to the Tribunal before the date and time as mentioned in the Advertisement.

4. Applications received after 09/03/2026 (5.00 P.M) will not be entertained or considered without assigning any reason thereof.

(Vineeta Warsi)
Registrar General

Copy to:

1. Ld. Registrar General of High Courts
2. Ld. Registrars of all the zonal benches (Bhopal, Chennai, Kolkata & Pune) - for circulation among the Govt. offices and for local publication in the regional newspapers.
3. Ld. Registrars of all the Tribunals
4. Director, (P&L Div.), MoEF&CC, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi-110003
5. Ld. Deputy Registrar, NGT, PB, New Delhi
6. Ld. Assistant Registrar, NGT, PB, New Delhi
7. The Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, Government of India, IPB, Jor Bagh, New Delhi
8. PS to Hon'ble Chairperson, NGT
9. PA to Hon'ble Judicial and Hon'ble Expert Members
10. PA to Registrar General, NGT, PB, New Delhi
11. All the Ministries/Departments of Govt. of India
12. Finance Department, Government of Delhi with the request to circulate the vacancy among all the Departments of Govt. of Delhi
13. Computer In-charge for uploading on the website of NGT
14. Guard File

(Vineeta Warsi)
Registrar General

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APPLICATION FORM FOR RECRUITMENT ON DEPUTATION BASIS IN NATIONAL GREEN TRIBUNAL

Note: *(i) The application should be forwarded through proper channel/ the concerned department, with copies of the ACRs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.*

(ii) Incomplete, unsigned, and the applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate.

Paste recent passport size photograph

Post applied for_____

1. Name (in block letters) : .....
2. Fathers Name : .....
3. Postal Address :.....
   .....
   .....
4. Contact No. : .....
   Alternative Contract No. : .....
5. Permanent Address :
   .....
   .....
   .....
6. E-mail id : .....

7. Fax No. : .....

8. Date of Birth : .....

(Mention age as on last date of application) Years ☐ Months ☐ Days ☐

9. Date of Superannuation : .....

10. Present Post : .....

11. Present Pay Band/ Grade Pay : .....

12. Educational Qualification:

Exam Passed	Board/ University	Year of Passing	Duration	Subjects	Percentage

13.Professional Qualification:

Exam Passed	Board/ University	Years of Passing	Duration	Subjects	Percentage

14.Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below):

Office/Instt./ Organisation	Post held	Period		Nature of appointment (Regular/Ad hoc/Deputation)	Scale of Pay/Basic Pay/Pay Band with Grade Pay*	Nature of Duties
		From	To			

Applicants not holding the posts in Pay Band/Grade Pay as per Central Government pay scale should indicate the equivalent pay scale vis-à-vis Central Government pay scales (with proof)

15. In case the present employment is held on deputation, please state

a) The date of initial employment : .....

b) Period of appointment on deputation with address: .....

.....

.....

c) Name of parent office/organization to which you belong

.....

.....

16. Whether belong to SC/ ST/ OBC/ PH/ Ex-Serviceman SC ☐ ST ☐ OBC ☐ PwD ☐ EWS ☐ Ex- Serviceman ☐

17. Any Other Information .....

.....

DECLARATION

18. I solemnly declare and affirm that the information given above is correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview/ selection/ engagement, my candidature may be treated as cancelled and, I shall be liable for any action as the Tribunal may deem fit and proper.

19. That I fulfil the requisite conditions in terms of age, Pay Band & GP, regular service, and other qualification for the post applied for i.e. .....

(Signature with date)

Name: .....

Date:.....

Place:.....

Recommendation of competent authority

(i) Service particulars furnished by the applicant are verified from service records and are found correct. Attested copies of ACRs for the past five years are annexed.

(ii) There is no vigilance case pending or contemplated against the officer.

(iii) If the officer is selected, he/she shall be relieved within 15 days of receipt of appointment letter.

(Signature of competent authority)