

National Green Tribunal
Southern Zone Bench
Kalas Mahal, Chennai - 600 005

No.NGT/SZ/Estt/08/2015

Date: 13.04.2023

Notification

Sub: Advertisement for engagement of one Office Assistant on contractual basis for National Green Tribunal, Southern Zone Bench at Chennai - reg.

With approval of the Competent Authority vide No. NGT/PB/44/Admn./2015-Vol-IV/149 dt. 01.02.2023, applications are invited from eligible candidates for engagement of one post of Office Assistant purely on contractual basis initially for a period of THREE MONTHS which may be further extended depending upon the performance/requirement or as may be decided by the competent Authority as per the following eligibility criteria:

Sl. No.	Name of the posts & Number	Eligibility	Age Limit	Remuneration
1.	Office Assistant-1 (one)	Essential 1. Graduation in any stream from recognized University. 2. English typing skill. 3. Computer knowledge. Desirable: 1. Candidates having work experience in court/ tribunals. 2. L.L.B / B. L. degree	21 to 45 years	To be decided by the competent Authority depending upon the qualification, experience and knowledge.

2. The terms and conditions for the above engagement shall be as follows:

- i. The person engaged shall perform their duties as assigned by the controlling officer from time to time.
- ii. The working hours of the NGT shall be from 9:30 AM to 5:00 PM with lunch break of 30 minutes from 1:30 PM to 2:00 PM with Saturday working (except 2nd Saturday).
- iii. One casual leave shall be given in a month, to be availed with prior permission.
- iv. In special circumstances, they can be called for service on holidays or duties can be assigned beyond normal working hours. They are required to mark the biometric attendance.
- v. The period of contractual engagement shall be decided by the Competent Authority as per the requirement.
- vi. National Green Tribunal, shall have the right to examine/review the service rendered by him/her.
- vii. He/She shall perform his/her obligation with all necessary skills, diligence, efficiency and economy.
- viii. During the term of service, he/she shall not engage in any private business or professional activity which could conflict with the interest of the Government.

- ix. He/She shall treat all the information as confidential and use the same only for the purpose of the performance of service.
- x. The service can be terminated at any point of time, without giving any notice and assigning any reason thereof.

3. The competent Authority reserves the right to either increase or decrease the number of posts at any stage and either to make engagement or may not proceed for engagement even though the candidates have applied for the posts.

4. Interested persons may submit their bio-data with particulars in the **enclosed format** along with relevant documents only by post to the **“Registrar, National Green Tribunal, Southern Zone Bench, Kalas Mahal, PWD Estate, Chepauk, Chennai- 600005”** on or before 03.05.2023.



(N. Vijayakanth)
Registrar
NGT (SZB), Chennai

Copy to:

1. PPS to Hon'ble Chairperson, NGT(PB), New Delhi
2. PA to Hon'ble Judicial Member & Hon'ble Expert Member, NGT(SZB)
3. Registrar General, NGT(PB), New Delhi
4. Registrar of all Zonal Benches
5. The Hon'ble Principal District & Sessions Judge, District Court, Chennai to publish on the notice board.
6. The Pay & Accounts Officer, Ministry of Environment, forest & Climate Change, Government of India, IPB, Jor Bagh, NEW Delhi.
7. DCA cum DDO, NGT, PB, New Delhi
8. For uploading on the NGT's website
9. Concerned File
10. Guard file



(N. Vijayakanth)
Registrar
NGT (SZB), Chennai