



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change)
'Parivesh Bhawan' East Arjun Nagar, Shahdara,
Delhi-110032

Advt. No. 01/2018-Admin.(R)

Applications are invited for the following post:-

DEPUTATION BASIS:

01. **Private Secretary:** 05 Posts on deputation in the Level-7 in Pay Matrix (Rs. 44,900-1,42,400/-). **Eligibility:** Officers of the Central Government/State Governments/Union Territory Administrations or Central/State Autonomous or Statutory bodies, (a) (i) holding analogous post on regular basis; or (ii) having atleast 3/8 years of regular service in posts in the Level-6/Level-5 in pay matrix or equivalent; and (b) Possessing a Bachelor's degree and a minimum speed of 120 w.p.m in English shorthand and 40 w.p.m in English typing.

Note:- Period of deputation shall not ordinarily exceed three years. The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. *The maximum age limit for appointment by deputation should not be exceeding 56 years as on the closing date of receipt of application.* The applications of the eligible and willing officers alongwith their bio-data (duly signed by the concerned officers), attested copies of APAR dossier for the last 5 years, Integrity Certificate, Vigilance Clearance and statement of Major/Minor penalties, if any, imposed during the last ten years may be forwarded. Applications which are incomplete, not Through Proper Channel, without attested copies of APAR Dossier and other related documents, will not be considered. Applications must be accompanied by the self attested copies of certificates of proof of age, educational qualifications, work experience and claim of belongings to SC/ST/OBC/Persons with Disability, etc. failing to which the application will be treated as incomplete and summarily rejected

General Conditions:

1. Applications should be sent either in English or in Hindi and only in the prescribed proforma and the information/data must be provided under the respective item itself (neatly handwritten or typed out in A-4 size paper- 210 X 297 mm). Specific response [including yes/no/not applicable] to each item must be provided and no item shall be left blank, failure of which would render the application liable to be rejected. The candidates shall not make

any changes to the prescribed proforma on their own accord. Failure to comply with these instructions would render the application to be rejected.

2. Place of Posting: Anywhere in India.
3. Only Indian Nationals need to apply.
4. The Board reserves the right not to fill up the post, if it so decides.
5. No correspondence/representation will be entertained in regard to the call for interview and/or selection.
6. The crucial date for determining the age-limit shall be the closing date for receipt of applications.
7. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
8. The number of posts likely to increase or decrease.
9. Apply through proper channel. Candidate may send advance copy, however advance copy will be entertained only after receiving application through proper channel within 15 days from the last date of receipt of application.
10. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/her candidature will be summarily rejected or his/her employment terminated.
11. In case, the certificates are available in any other language other than Hindi or English, the translated copies of such certificates, duly attested, either in Hindi or English, should be sent along with the applications, failing which the same would not be treated as a proof and such applications will be rejected.

Prescribed application form along with recent passport size photographs, should reach The Senior Administrative Officer (Recruitment), Central Pollution Control Board, "Parivesh Bhawan", East Arjun Nagar, Shahdara, Delhi-110032, latest by 25.06.2018. Last date for the Applicants from Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram, Nagaland, Tripura, Sikkim, Ladakh, division of J&K State, Lahaul and Spiti-District & Pangi Sub-division of Chamba district of Himachal Pradesh, the Andman & Nicobar Islands or Lakshadweep will be 09.07.2018 for the applicants. Incomplete applications will not be considered. The name of the post must be superscribed on the envelope. *Prescribed application form can be downloaded from our website www.cpcb.nic.in*

Sr. Administrative Officer