



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

Advt. No. 05/2018-Admin.(R)

Applications are invited for the following posts:-

DIRECT RECRUITMENT

01. Assistant: 01 Post (UR) Person with disabilities i.e. OA, OL, OAL, B, LV, HH can also apply. Scale of Pay: Level-6 in Pay Matrix (Rs.35,400 - Rs.1,12,400/-). Age: upto 30 years. Educational Qualification & Experience : (a) Minimum a Bachelor's Degree from a recognized University. (b) Experience of not less than 3 years in conducting correspondence and office procedures in an organization/ institution of repute. (c) Shall pass a speed test of not less than 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (Time allowed — 10 minutes). Place of Posting: Lucknow.
02. Accounts Assistant: 03 Posts (2-UR, 1-OBC). Person with disabilities i.e. LV, HH, OL, BL, MW can also apply. Scale of Pay: Level-6 in Pay Matrix (Rs.35,400 - Rs.1,12,400/-). Age: upto 30 years. Educational Qualification & Experience: (a) Bachelor's Degree in commerce of a recognized University. (b) At least 3 years' experience in accounts, audit, cash handling or any other related work in an organization/ institution of repute. Place of Posting: Kolkata- One post, Lucknow- One post and Vadodara- One post.

DEPUTATION BASIS:

03. Private Secretary: 04 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. Place of Posting: Delhi- One post, Bhopal- One post, Lucknow- One post and Vadodara- One post.

04. Technical Supervisor: 03 Posts on deputation in the Level-6 in Pay Matrix (Rs. 35,400- Rs.1,12,400/-). 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 at least 5 years of regular service in the posts in the Level-5 in pay matrix or equivalent; and (b) Possessing a Diploma in Engineering in Electronics/Information Technology or Instrumentation and having experience of not less than 5 years in maintenance repairs of laboratory equipments/ instruments. Place of Posting: Delhi- One post, Kolkata- One post and Vadodara- One post.

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 along with 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. The candidates who apply for the deputation post will not be allowed to withdraw their candidature subsequently.

General Conditions for Direct Recruitment & Deputation :

1. Application should be sent either in English or in Hindi and in the prescribed proforma itself.
2. The number of posts likely to increase or decrease.
3. Although place of posting are mentioned in the Advertisement for each post but Board reserves the right to post the selected candidates anywhere in India.
4. Only Indian Nationals need to apply.
5. The Board reserves the right not to fill up the post, if it so decides.
6. No correspondence/representation will be entertained in regard to the call for written test/ interview/selection.
7. The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates in India.
8. The upper age limit for SC/ST/OBC/Persons with Disability/ Ex-Serviceman etc. shall be as per Rules.

9. Self-attested photocopy of Certificates/Testimonial is required to enclose with application. 10. Candidates 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. 11. Experience specified for the above posts shall be the experience acquired after obtaining the Essential Educational qualifications. 12. 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. The application forms for Direct Recruitment and Deputation are separate. Failure to comply with these instructions would render the application to be rejected. 13. 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. 14. 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. The Abbreviations used for PwD's are as OA- One Arm, OL-One Leg, OAL-One Arm & One Leg, BL-Both Leg, MW-Muscular Weakness, B-Blind, LV-Low Vision, HH-Hearing Impaired.

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 28.10.2018 (Sunday). 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 Andaman & Nicobar Islands or Lakshadweep will be 12.11.2018 for the applicants applying only against the Direct Recruitment posts i.e. Sl. No. 01-02. Incomplete applications will not be considered. The name of the post must be superscribed on the envelope. For applying more than one post, apply in a separate form & use separate envelope also. *Prescribed application form can be downloaded from our website www.cpcb.nic.in*

Sr. Administrative Officer