

राष्ट्रीय हरित अधिकरण /National Green Tribunal
प्रधान न्यायपीठ /Principal Bench
फरीदकोट हाउस, कॉपरनिक्स 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 7 th 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
OR

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.

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