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Commission for Air Quality Management in National Capital Region and Adjoining Areas  
17th Floor, Jawahar Vyapar Bhawan,  
(STC Building), Tolstoy Marg, New Delhi – 110001

September, 2023

Sub: Filling up various posts in the Commission for Air Quality Management in NCR and Adjoining Areas on deputation basis

The Commission for Air Quality Management in National Capital Region and Adjoining Areas, a Statutory Body constituted under the Commission for Air Quality Management in National Capital Region and Adjoining Areas Act, 2021 invites applications from eligible and suitable candidates for filling up of the following posts on deputation basis:-

Sl. No.	Name of the Post	No. of Posts	Qualification and Experience required for the post	Remarks
1.	Section Officer Level-8 (Rs.47600-151100)	1	1. Bachelor's degree from a recognized university; a. Holding analogous post in government or statutory bodies or Public Sector Undertakings. Or b. Five years regular service in level 7 (Rs. 44900-142400) in the pay matrix or eight years regular service in level 6 (Rs. 35400-112400) in the pay matrix in government or statutory bodies or Public Sector Undertakings. 2. Minimum three years' experience in the field of administration or finance or accounts or protocol in government or statutory bodies or Public Sector Undertakings.	
2.	Assistant Section Officer Level-7 (Rs.44900-142400)	5	1. Holding analogous post in government or statutory bodies or Public Sector Undertakings. Or Five years regular service in level 6 (Rs. 35400-112400) in the pay matrix or 8 years regular service in level 5 (Rs. 29200-92300) in the pay matrix or 10 years regular service in level 4 (Rs. 5200-20200) in the pay matrix. 2. Three years' experience in the field of administration or finance or accounts in government or statutory bodies or Public Sector Undertakings.	
3.	Senior Principal Private Secretary Level -12 (Rs78800-209200)	1	1. Bachelor's degree from a recognized university; a. Holding analogous post in government or statutory bodies or Public Sector Undertakings. Or b. Five years regular service in level 11 (Rs. 67700-208700) in pay matrix.	

			<p>Or</p> <p>c. Ten years regular service in level 10 (Rs. 56100-177500) in the pay matrix or level 9 (Rs. 53100-167800) in the pay matrix or combined in the government or statutory bodies or Public Sector Undertakings.</p> <p>2. Possessing a speed of 120 words per minute in stenography (English) and conversant in MS Word or Excel or Power Point and other relevant computer functions.</p>	
4.	Principal Private Secretary Level -11 (Rs.67700-208700)	2	<p>1. Bachelor's degree from a recognized university;</p> <p>a. Holding analogous post in government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>b. Five years regular service in level 10 (Rs. 56100-177500) in the pay matrix or level 9 (Rs. 53100-167800) in the pay matrix or combined in the government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>c. Six years regular service in level 8 (Rs. 47600-151100) in the pay matrix in the government or statutory bodies or Public Sector Undertakings.</p> <p>2. Possessing speed of 120 words per minute in stenography (English), conversant in MS Word or Excel or Power Point and other relevant computer functions.</p>	
5.	Private Secretary Level -8 (Rs.47600-151100)	3	<p>1. Bachelor's degree from a recognized university;</p> <p>a. Holding analogous post in government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>b. Five years regular service in level 7 (Rs. 44900-142400) in the pay matrix or eight years regular service in level 6 (Rs. 35400-112400) in the pay matrix in the government or statutory bodies or Public Sector Undertakings.</p> <p>2. Possessing of 120 words per minute in stenography (English or Hindi), conversant in MS Word or Excel or Power Point and other relevant computer functions.</p>	
6.	Personal Assistant Level -7 (Rs.44900-142400)	4	<p>1. Holding analogous post in government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>Five years regular service in level 6 (Rs.</p>	

			<p>35400-112400) in the pay matrix or eight years regular service in level 5 (Rs. 29200-92300) in the pay matrix or ten years regular service in level 4 Rs. 25500-81100) in the pay matrix in the government or statutory bodies or Public Sector Undertakings.</p> <p>2. Possessing a speed of 100 words per minute in stenography (English/Hindi), conversant in MS Word or Excel or Power Point and other relevant computer functions.</p>	
7.	Senior Accounts Officer Level -9 (Rs.53100-167800)	1	<p>1. Bachelor's degree from a recognized university;</p> <p>a. Holding analogous post in government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>b. Three years regular service in level 8 Rs. 47600-151100) in the pay matrix or seven years regular service in level 7 Rs. 44900-142400) in the pay matrix or eight years regular service in level 6 (Rs. 35400-112400) in the pay matrix in the government or statutory bodies or Public Sector Undertakings.</p> <p>2. Minimum three years' experience in the field of finance and accounts in government or statutory bodies or Public Sector Undertakings.</p>	
8.	Assistant Accounts Officer Level -7 (Rs.44900-142400)	1	<p>1. Holding analogous post in government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>Five years regular service in level 6 (Rs. 35400-112400) in the pay matrix or eight years regular service in level 5 (Rs. 29200-92300) in the pay matrix in the government or statutory bodies or Public Sector Undertakings.</p> <p>2. Minimum three years' experience in the field of finance and accounts in the government or statutory bodies or Public Sector Undertakings.</p>	
9.	Legal Advisor Level -13 (Rs.123100-215900)	1	<p>Bachelor's degree in Law from a recognized university;</p> <p>a. Holding analogous post of Indian Legal Services or Judicial Service or other Legal Service in the government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p> <p>b. Five years regular service in level 12 (Rs. 78800-209200) in the pay matrix of Indian Legal Services or other Legal Service in the government or statutory bodies or Public Sector Undertakings.</p> <p>Or</p>	Apart from Deputation, Short term contract is also a mode of recruitment for the post

			c. Ten years regular service in level 11 (Rs. 67700-208700) in the pay matrix of Indian Legal Services or other Legal Service in the government or statutory bodies or Public Sector Undertakings.	
10.	Deputy Legal Advisor Level -11 (Rs.67700-208700)	1	Bachelor's degree in Law from a recognized university; a. Holding analogous post of Indian Legal Services or Judicial Service or other Legal Service in the government or statutory bodies or Public Sector Undertakings. Or b. Five years regular service in level 10 (Rs. 56100-177500) in the pay matrix or level 9 (Rs. 53100-167800) in the pay matrix or combined of Indian Legal Services or other Legal Service in the government or statutory bodies or Public Sector Undertakings.	
11.	Junior Translator(OL) Level -6 (Rs.35400-112400)	1	1. Bachelor's degree from a recognized university with Hindi and English as main subjects; a. Holding analogous post in government or statutory bodies or Public Sector Undertakings. etc. Or b. Six years regular service in level 5 (Rs. 29200-92300) in the pay matrix or eight years regular service in level 4 (Rs. 25500-81100) in the pay matrix in the government or statutory bodies or Public Sector Undertaking.	

2. **Age limit:** The maximum age for appointment on deputation shall not exceed fifty-six (56) years as on the closing date of receipt of the applications.

3. **Period and other terms and conditions of deputation:**

3.1 For the post at S. No. 9 above i.e. Legal Advisor in Level -13 (Rs123100-215900) in the pay matrix the mode of recruitment is also short term contract, apart from Deputation.

3.2 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in other Organization or Department of the Central Government shall ordinarily not exceed five years.

3.3 The terms and conditions of deputation, including the pay and allowances, leave etc. shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 as amended from time to time and other relevant orders/guidelines issued in this regard from time to time.

4. Eligible and willing employee of the Government/Statutory bodies/PSUs may apply for these posts in prescribed format as per Annexure-I to the notice, along with duly verified photocopies of the ACRs/APARs for the last five (5) years

5. Duly filled up separate application form is to be sent/submitted in case a candidate is applying for more than one post.
6. Application/Advance copy of application may be sent **within sixty days from the date of publication of Notice in the Employment News to the Under Secretary (Admin), Commission for Air Quality Management in National Capital Region and Adjoining Areas, 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi – 110001** and may also be emailed to [cagm-ncr@gov.in](mailto:cagm-ncr@gov.in) . The advance applications will be considered only after receiving the same through proper channel.
7. Cadre Controlling Authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection alongwith the following documents **within sixty days from the date of publication of Notice in the Employment News.**
- (i) Attested copy of application in prescribed Proforma –Annexure I.
  - (ii) Cadre Clearance Certificate from the Controlling Authority.
  - (iii) Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years Annexure II.
  - (iv) Vigilance Clearance/Integrity Certificate (Annexure II).
  - (v) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (Annexure II).
8. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct (Annexure II).
9. Applications received after the last date/incomplete application shall not be entertained.
10. Candidates will not be allowed to withdraw their candidature subsequently.
11. The Commission reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

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Annexure -I

Application form for the Deputation Posts in the Commission for Air Quality Management in NCR and Adjoining Areas

1. Post Applied for	
2. Name and Address (in Block Letters)	
3. Date of Birth (in Christian era)	
4. i) Date of entry into service	
ii) Date of retirement under Central / State Government Rules	
5. Educational Qualifications	
6. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).	
Qualification / Experience required as mentioned in the advertisement / vacancy circular	Qualification / experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.	
<b>7.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>	

8. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basic	From	To	*Pay band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MCAP Scheme	From	To

9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi - Permanent or Permanent.			
10. In case the present employment is held on deputation/contract basis please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
10.1 Note: In case of Officers already/on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			

<p><b>10.2 Note:</b> Information under Column 10 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization.</p>		
<p><b>11.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p><b>12. Additional details about present employment:</b> Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Other</p>		
<p><b>13.</b> Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>		
<p><b>14.</b> Total emoluments per month now drawn</p>		
Pay Level as per 7 <sup>th</sup> CPC	Basic Pay Drawn	Total Emoluments
<p><b>15.</b> In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay / Interim relief / other Allowances etc. (with break-up details)	Total Emoluments
<p><b>16. A) Additional Information,</b> if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement).</p>		



<p><b>16. B) Achievements:</b></p> <p>The candidates are requested to indicate information with regard to :</p> <p>(i) Research publications and reports and special projects.  (ii) Awards/Scholarships/Official Appreciation.  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization.  (v) Any research/innovative measures involving official recognition.  (vi) Any other information.</p>	
<p><b>17.</b> Please state whether you are applying for deputation or Short Term Contract</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**Annexure-II**

**Certification by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms.\_\_\_\_\_.
- (ii) His/her integrity is certified.
- (iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as case may be).

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority with Seal)**