

File No. 08/13/2024-LiFE Cell  
Government of India  
Ministry of Environment, Forest and Climate Change  
(LiFE Cell)

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**Sub: Advertisement for the engagement of Consultant “A” and Consultant “B” in the LiFE Cell of the Ministry of Environment, Forest and Climate Change – regarding.**

Applications are invited for the engagement of three (3) Consultants (Consultant “A” - 01 and Consultant “B” - 02) in the LiFE Cell of the Ministry of Environment, Forest and Climate Change on the basis of payment of a consolidated monthly remuneration of Rs.60,000/- (for Consultant “A”) and Rs.80,000/- (for Consultant “B”). The following guidelines are to provide and regulate the manner and procedure for engagement of the three (03) Consultants (Consultant “A” and Consultant “B”) in the LiFE Cell:

2. **Period of engagement:** The initial tenure of engagement for a person as Consultant “A” or Consultant “B” would be up to a period of three years (1+1+1) (subject to performance and presence of the professional in the Division being highly useful). Continuation of the Consultant beyond three years for upto additional two years will be considered on case to case basis with the approval of Competent Authority. As the posts are temporary in nature and purely contractual, in no case any request for promotion of any Consultant shall be entertained.

3. The engagement of Consultants is of temporary (non-official) nature and can be cancelled at any time by the Ministry, without assigning any reason. MoEF&CC shall have powers to terminate any or all the Consultants at any time without assigning any reason(s), with the approval of Secretary, EF&CC. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

4. **Eligibility:** The qualifications, experience and remuneration of Consultants are as under:

Name of the Post	Qualifications and Experience	Remuneration per month (INR)
Consultant “A”/ 01	<b>Essential:</b> i. Masters’ Degree in Science or Bachelor’s Degree in Engineering/Technology as	60,000/- (Sixty Thousand Only)

	<p>the minimum qualification with good knowledge of M.S. Office and</p> <p>ii. Experience in the relevant field for a period of more than 3 and upto 5 years</p> <p><b>Desirable:</b></p> <p>i. Having hands on experience in managing MIS Portal.</p> <p>ii. Proficiency in HTML, CSS, JavaScript.</p> <p>iii. Knowledge of web development frameworks, backend technologies, Content Management Systems, Database Management.</p> <p>iv. Knowledge of Web Design and UX/UI, Web Analytics, Web Security etc.</p>	
Consultant "B"/ 02	<p><b>Essential:</b></p> <p>i. Masters' Degree in Science or Bachelor's Degree in Engineering/Technology as the minimum qualification with good knowledge of M.S. Office and</p> <p>ii. Experience in the relevant field for a period of more than 5 years and upto 10 years</p> <p><b>Desirable:</b></p> <p>i. Having hands on experience in managing MIS Portal.</p> <p>ii. Experience in Data Analysis/Data Management.</p>	Rs 80,000/- (Eighty Thousand Only)

	<p>iii. Experience in Content Creation as learning Resource Material.</p> <p>iv. At least three year of Experience in Environmental science, environmental policy, sustainable development, International environmental law, climate change, or renewable energy.</p>	
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Exposure to Government of India working environment and experience in monitoring, coordination, convening of meetings, etc. would be considered as added advantage subject to fulfillment of essential qualification.

5. **Age Limit:** The maximum age limit for engagement of Consultant “A” and Consultant “B” shall be 65 years as on 01.01.2025.

6. **Procedure:**

(a) Advertisement (**Annexure-II**) for inviting applications in the prescribed format (**Annexure-I**) for engagements of three (3) Consultants (Consultant “A” and Consultant “B”) would be published on the MoEF&CC’s website and in two National Dailies (in English and Hindi).

(b) All applications received in response to the vacancies advertised will be scrutinized and shortlisted by the LiFE Cell as per requirement and vis-a-vis these guidelines. Thereafter, the LiFE Cell would submit a proposal before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate(s), along with one candidate as reserve for each vacancy.

(c) The CEC would be serviced by the LiFE Cell and constituted as per the extant Guidelines of MoEF&CC for engagement of Consultants issued vide O.M. No. A.65013/7/2018-P.II dated 22.09.2020 and related instructions/ amendments.

(d) After receiving the recommendations of the CEC, the LiFE Cell shall obtain the approval of Secretary, EF&CC for engaging the three Consultants (Consultant “A” and Consultant “B”).

7. **Allowance:** Consultants (Consultant “A” and Consultant “B”) shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.

**8. Leave:** Consultants (Consultant "A" and Consultant "B") shall be eligible for 8 days leave in a single year of consultancy. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. Consultants (Consultant "A" and Consultant "B") shall not draw any remuneration in case of his/ her absence beyond 8 days in a year (calculated on pro-rata basis). Unavailed leave in tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the 08 leaves.

**9. Annual Increment:** The quantum of annual increment to Consultants (Consultant "A" and Consultant "B") shall be between 0% to 8% in their remuneration, depending upon quality of performance that may be determined judiciously by the Divisional Head, on case to case basis.

**10. Admissibility of TA/DA:** No TA/DA shall be admissible for attending interview/ joining the assignment or on its completion. Normally, Consultants (Consultant "A" and Consultant "B") will not be allowed foreign travel at Government expenses. Under exceptional circumstances, Secretary, EF&CC may allow foreign travel in public interest. Consultants (Consultant "A" and Consultant "B") will be allowed TA, DA and Hotel Accommodation in connection with the official work as per the provisions of SR 190. Travel Allowance would be allowed for journey by train in 2<sup>nd</sup> AC, travel charges through taxi on actual basis for travel within the city, food bill up to Rs. 500.00 per day and hotel charges up to Rs. 2,000 per day, subject to the actual expenditure.

**11. Attendance and working days:** (a) The working hours of the Consultants shall be same as regular Government employees working in MoEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of LiFE Cell. (b) The attendance shall be marked in the biometric system by the Consultants, unless instructed by the Administration Division of the Ministry to mark attendance manually under exceptional circumstances.

**12. Notice Period:** In the event of the Ministry deciding to terminate the services of any Consultant or if any Consultant wishes to get relieved from his/her services in the Ministry, the Ministry/Consultant concerned shall provide, at least thirty (30) days prior, written notice of the termination/resignation to the Consultant concerned/ Ministry, as the case may be. During the notice period, the Consultant shall continue to provide all services in full and in a proper manner and shall cooperate with the Ministry and put his/her best efforts to safeguard the interests of the Ministry.

**13. Conflict of Interest:**

a. Every Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services

of Consultants (Consultant “A” and Consultant “B”) are found to be in conflict with the interests of the Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.

- b. During the period of assignment with the MoEF&CC, each Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know the same.
- c. Selected candidates shall provide integrity certificate by any two references known to them.
- d. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any Court, pending against him/her.
- e. The candidates shall submit their education qualification and experience details along with the supporting documents.

**14. Other Conditions of Service:**

- a. The appointment of Consultants (Consultant “A” and Consultant “B”) would be on full time basis and they would not be permitted to take any other assignment during the period of Consultancy with the MoEF&CC.
- b. The Consultants (Consultant “A” and Consultant “B”) shall not, except with the previous sanction of MoEF&CC in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical (s), either in his/her own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this Consultancy assignment.
- c. Official (Government) email id and access to intranet system would be provided to Consultants with the approval of the Divisional Head, in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the Consultants will also be kept in view.

15. The engagement shall also be governed by the extant Guidelines of MoEF&CC for engagement of Consultants issued vide OM No. A.65013/7/2018-P.II dated 22.09.2020 and related instructions/ amendments.

**16.** Eligible and willing candidates may submit their applications in the prescribed Proforma attached at **Annexure-I**, along with supporting documents

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within 21 days from the date of publishing of the advertisement in the newspaper,  
by email to **life-moefcc@gov.in**.

The Under Secretary,  
Life Cell  
Ministry of Environment, Forest and Climate Change  
2<sup>nd</sup> Floor, Vayu Wing, Indira Paryavaran Bhawan,  
Jor Bagh Road, Aliganj, New Delhi-110003.  
Ph: 011-20819367

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**Annexure-I**

**Application Format for appointment as Consultant in the Ministry of Environment, Forest and Climate Change**

<b>Post applied for : CONSULTANT _____</b>  <i>(submit separate applications for each post)</i>	Photo
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1. **Name:**
2. **Father's Name:**
3. **Date of Birth:**
4. **Domicile:**
5. **Nationality:**
6. **Mailing Address (with Mobile No. and email address):**
7. **Permanent Address:**
8. **Present Post Held:**
9. **Govt. Experience (Central/State/PSU), if any:**
10. **Essential Educational Qualification:**

Sl. No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class and % of Marks obtained

11. **Desirable Educational Qualification, if any:**

Sl. No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class and % of Marks obtained

12. **Essential Work Experience relevant for the advertised post and job description:**

Sl. No	Organization/Institute	Period From To	Nature of Work	Remarks

**13. Desirable Work Experience:**

Sl. No	Organization/Institute	Period From To	Nature of Work	Remarks

**14. Any other information:**

**Undertaking**

I hereby certify that all the information given above are true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ terminated from the contract.

**List of Enclosures:**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**(Name and Signature of the applicant)**

**Place:**

**Date:**

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**Annexure-II**

**File No. 08-13/2024-LiFE Cell  
Government of India  
Ministry of Environment, Forest and Climate Change**

2<sup>nd</sup> Floor, Vayu Wing,  
Indira Paryavaran Bhawan,  
Jor Bagh Road, Aliganj,  
New Delhi-110003

**Sub: Advertisement for the engagement of Consultants on Contractual basis in the Ministry of Environment, Forest and Climate Change.**

Applications are invited for engagement of three (3) Consultants (Consultant "A" - 01 and Consultant "B" - 02) in the LiFE Cell of the Ministry of Environment, Forest and Climate Change on the basis of payment of a consolidated monthly remuneration of Rs. 60,000/- (Consultant "A") and Rs. 80,000/- (Consultant "B"). Full details of the vacancy circular are available on Ministry of Environment, Forest and Climate Change website [www.moef.gov.in](http://www.moef.gov.in).

The last date of receipt of application in prescribed format is 21 days from the date of publication of this advertisement in the newspaper. The Ministry shall not entertain any application received beyond the due date and time.

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