

No. 2/10/2014-ESZ/RE
Government of India
Ministry of Environment, Forest and Climate Change
(ESZ-Division)

Sub: Advertisement for the engagement of a Consultant A on contractual basis in the ESZ Division of the M/o Environment, Forest & Climate Change - reg.

Applications are invited for engagement of one Consultant A in the Eco-Sensitive Zone Division of the Ministry of Environment, Forest and Climate Change on consolidated monthly salary of Rs. 60,000/-. Full details of the post are available in the website of the Ministry of Environment, Forest and Climate Change: <https://moef.gov.in/>.

The last date of receipt of applications is 21 days from the date of publication of this advertisement in the website of the Ministry.

TERMS OF REFERENCE FOR ENGAGEMENT OF CONSULTANT

- (i). **Statement of Objectives:** - (Disciplines or the domains where engagement of consultants is required should be indicated)

Master Degree in Science or Bachelor's degree in Engineering/Technology as minimum qualification with good knowledge of M.S office and experience in the relevant field for a period of more than 3 and up to 5 years with working knowledge of GIS.

- (ii). **Outline of the task to be carried out:-** (Details of work required to be carried out/specific tasks/activities to be assigned to Consultants should be indicated)

- Appraisal of Eco-Sensitive Zone (ESZ) proposals received from the State Government;
- To assist in compilation and in preparation of the draft and final ESZ notification;
- To assist in preparation of database for Eco-Sensitive Zone;
- To assist in examination of Zonal Master Plan (ZMP) of the notified ESZ's received from the State Governments;
- To assist in co-ordinating with the State Governments and members of the ESZ Expert Committee;
- To assist in meetings of the ESZ Expert Committee, preparation of status, briefs, communications, minutes and presentations for ESZ Division.
- To assist in screening and technical evaluation of the proposal which involves detail analysis of maps, geographical features and geo-coordinates.
- To assist in the matter related to ongoing Digitisation of notified ESZ maps with NIC (DSS).
- Any other work given by the Senior Officers from time to time.

- (iii). **Schedule for completion of tasks:-** (This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of assignment)

ESZ division is the nodal division which has been entrusted the responsibility of notifying ESZ around all the 683 protected area of the country. So far, 352 final ESZ notifications for the 495 protected areas have been issued. The remaining protected areas are yet to be notified. It is a dynamic process and depends upon the consistency of proposals submission by the State Government and vetting of proposal by the Wildlife division etc.

Appointment for the above consultants would be for a period of **one year** extendable for additional years based on the requirements of the work and performance of the contractual staff.

(iv). **The support of inputs to be provided by MoEFCC to facilitate the consultancy:-**

Consultant will be guided by the Director and Scientists of the ESZ Division and should report to Director and Scientists of ESZ division

(v). **The final outputs, which shall be required from consultant at the end of the consultancy period, should be specified.**

- Publication of Gazette notification for declaration of Eco-Sensitive Zone around protected areas of India.
- As the publication of ESZ final notification is time bound process, Consultants may assist in timely processing of ESZ notifications.

Details of the Post

Sl. No.	Post (Nos.)	Duty Station	Remuneration
1.	Consultant A (1 Post)	MoEF&CC, New Delhi	Rs. 60,000/- (consolidated)

Qualification and Experience

Sl. No.	Essential Education Qualification	Required Experience
1.	Master Degree in Science or Bachelor's degree in Engineering/Technology as minimum qualification with good knowledge of M.S office and experience in the relevant field for a period of more than 3 and up to 5 years. OR The Retired Government Employees with (i) Grade Pay of Rs. 4600/- and above and knowledge of M.S office and experience in the relevant field for a period of more than 3 and up to 5 years.	Working knowledge of GIS is desirable.

General conditions for engagement of Consultants:

- a) The posts are purely contractual and the consultants will have no right to claim any regular appointment/ promotion in the Ministry of Environment, Forest and Climate Change, Government of India.
- b) The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEF&CC shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the 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.
- c) Term of Engagement: The initial tenure of engagement would be up to a period of three years (1+1+1) subject to performance and presence of the professional in the Division. Continuation of the consultant beyond three years for up to additional two years will be considered on case to case basis with the approval Competent Authority.
- d) Age relaxation: Relaxation in age for SC/ST/OBC/PH/Women candidates as per the GOI/ Institute norms.
- e) Only persons of Indian origin need apply.
- f) Only shortlisted candidates will be call for Personal Interview.
- g) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.

- h) Applicants should enclose self attested copies of the relevant educational qualification, experience without which the applications will be rejected.
- i) No TA/DA will be given for appearing in the interview/ joining the assignment or on its completion.
- j) Allowances: The consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, personal staff, CGHS, Medical Reimbursement etc.
- k) Leave :
 - (i). Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service.
 - (ii). The leave shall accrue to them on completed month basis calculated from their date of joining on *pre-rata* base.
 - (iii). Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year (calculated on *pro-rata* basis).
 - (iv). Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
 - (v). The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.
 - (vi). Female Consultants shall be eligible for maternity leave governed by the Maternity Benefit Act, 1961, as amended from time to time and extant Maternity Rules based on the Said Act.
- l) Increment: The quantum of annual increment to consultant shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by Divisional Head on case to case basis.
- m) Attendance and working days:
 - (i). The working hours of the professional shall be same as regular Government employee 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 the concerned Division.
 - (ii). The attendance shall be marked in the Biometric system by the Consultant.

n) Conflict of Interest:

- (i). The Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Consultants found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;
- (ii). During the period of assignment with MoEF&CC, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
- (iii). Selected candidates shall provide integrity certificate from 2 references known to them.
- (iv). 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 is pending against them.

Application Procedure:

Interested candidates should submit their application in prescribed format (**Annexure I**) along with a passport photograph and attested copies of mark sheets, experience certificates, degree etc. to the **Asst. Section Officer, ESZ Division, Agni IInd Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhavan, Ali Ganj, Jorbagh Road, New Delhi, Delhi 110003**. The last date of receipt of application is 21 days from the date of publication of this advertisement in the website.

Annexure-I

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

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephone/Mobile No. and e-mail address):
7. Permanent Address:
8. Essential Educational Qualification:

Passport
Photo

S. No.	Qualification details	Subject	University/Institute	Year of Passing	Division/Class

9. Desirable Educational Qualification:

S. No.	Qualification details	Subject	University/Institute	Year of Passing	Division/Class

10. Essential Work Experience:

S.N.	Organization/Institute	Period From –To-	Detail nature of Work	Remarks

11. Desirable Work Experience:

S.N.	Organization/Institute	Period From –To-	Detail nature of Work	Remarks

12. Any other information:

(Signature)

Place:

Date: