



भारत सरकार / Government of India
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest & Climate Change
क्षेत्रीय कार्यालय/ Regional Office
 पता: द्वितीय तल, झारखण्ड राज्य आवास बोर्ड मुख्यालय, हरमू चौक, राँची, झारखण्ड - 834002
 Add: 2nd Floor, Headquarter-Jharkhand State Housing Board, Harmu Chowk, Ranchi, Jharkhand - 834002
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फाइल संख्या: 4-08/ROR-2015/476

दिनांक: 14.08.2025

सूचना संख्या: 03/2025

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार, क्षेत्रीय कार्यालय, राँची में पर्यावरण एवं वन से संबंधित कार्य हेतु **कंसल्टेंट-ए** के एक पद के लिए अनुबंध आधारित आवेदन आमंत्रित किए जा रहे हैं। कंसल्टेंट-ए के पद के लिए न्यूनतम योग्यता, अनुभव और समेकित मानदेय सम्बन्धी विवरण नीचे दिए गए हैं:

पद का नाम	पद का प्रकार	पदों की संख्या	न्यूनतम योग्यता
कंसल्टेंट-ए	अनुबंध आधारित (अधिकतम 3 वर्ष)	01	(i) विज्ञान में स्नातकोत्तर डिग्री या इंजीनियरिंग/प्रौद्योगिकी में स्नातक डिग्री, MS Office का अच्छा ज्ञान तथा (ii) संबंधित क्षेत्र में 3 से 5 वर्षों का अनुभव।

सूचना की पूरी जानकारी एवं आवेदन पत्र पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय की वेबसाइट www.moef.gov.in पर उपलब्ध है। आवेदन पत्र इस कार्यालय से भी प्राप्त किये जा सकते हैं। इच्छुक प्रतिभागी अपना आवेदन पूरी तरह भरकर उप वन महानिदेशक, क्षेत्रीय कार्यालय राँची, पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, द्वितीय तल, मुख्यालय- झारखंड राज्य आवास बोर्ड, हरमू चौक, राँची, झारखंड- 834002 के पते पर भेजें।

नोट:- आवेदन जमा करने की अंतिम तिथि 15 सितंबर 2025 है।

संलग्नक: यथोचित

(शशि शंकर)

उप वन महानिरीक्षक

प्रतिलिपि:

1. सहायक महानिरीक्षक वन (ROHQ), MoEF&CC, इंदिरा पर्यावरण भवन, जोर बाग रोड, नई दिल्ली 110003
2. वरिष्ठ तकनीकी निदेशक, NIC, MoEF&CC, इंदिरा पर्यावरण भवन, जोर बाग रोड, नई दिल्ली – 110003
(मंत्रालय की वेबसाइट पर अपलोड करने हेतु)
3. सभी क्षेत्रीय कार्यालय एवं उप-कार्यालय, MoEF&CC, भारत सरकार
4. सूचना पट्ट

Terms of Reference (ToR) for Engagement of Consultant-A

1. Desirable Qualification and Experience:

Consultants should have (i) Master's degree in Science or Bachelor's degree in Engineering/Technology as the minimum qualification with good knowledge of MS Office and (ii) experience in the relevant field for a period of more than 3 years and up to 5 years.

2. Work of Consultant-A will be mostly as under:

- a) To assist this office in all Forestry and Environment related works.
- b) To compile, collect and manage data. Prepare monthly and yearly report in respect of Forest Clearance, Environment Clearance, compensatory afforestation etc.
- c) Preparation and managing of meetings related to Forest diversions.
- d) Other miscellaneous functions like preparation of action plans, submission of files for site inspection etc.
- e) Any other work assigned.

3. Period of Engagement:

- a) The initial tenure of engagement for a person as Consultant would be up to a period of three years (1+1+1) (subjected to performance). Continuation of the Consultant beyond three years for up to additional two years will be considered on case to case basis with the approval of Competent Authority.
- b) As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.

4. Age Limit:

The maximum age limit for Consultants shall be 65 years.

5. Procedure:

All the applications received in response to the vacancy/requirement advertised will be scrutinized and shortlisted by the MoEF&CC, RO-Ranchi as per need and in the light of Consultancy guidelines. MoEF&CC, RO-Ranchi reserves the right to call any number of applicants for interview based on essential and desirable qualification and experience of the applicant.

Thereafter, MoEF&CC, RO-Ranchi will submit a proposal before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate (s), along with one candidate as reserve for the vacancy/ requirement.

6. Submission of applications:

Interested participants should fill their application (in format as in Annexure-I) completely and send it to the Deputy Director General of Forests, Regional Office Ranchi, Ministry of Environment Forest and Climate Change, 2nd Floor, Headquarters- Jharkhand State Housing Board, Harmu Chowk, Ranchi, Jharkhand- 834002.

7. Remuneration:

A consolidated pay of monthly Rs. 60,000/-.

8. Allowances

The consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.

9. Leave:

- a) Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service.
- b) The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- c) Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year (calculated on pro-rata basis)
- d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the leave admissible.
- f) Female Consultants shall be eligible for maternity leave governed by the Maternity Benefit Act, 1961, as amended from time to time and extant Maternity Leave Rules based on the said Act.

10. Annual Increment:

The quantum of annual increment to Consultant shall be between to 8% in their remuneration depending upon quality of performance that may be determined judiciously by HOD, MoEF&CC, RO-Ranchi.

11. Attendance and working days

- a) The working hours of the professional shall be same as regular Government employee working in MoEF&CC, RO-Ranchi. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays.

- b) The attendance shall be marked in the Attendance Register by the Consultant.

12. Conflict of interest:

- a) The Consultant shall be expected to display utmost honesty secrecy sincerity and good conduct while discharging his/her duties. In case service of Consultants found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
 - b) During the period of assignment with MoEF&CC, RO-Ranchi, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not to anyone who is not authorized to know the same.
 - c) Selected candidates shall provide integrity certificate from 2 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 cases in any court is pending against them.
 - e) The engagement may end any time on discretion of MoEF&CC, RO-Ranchi without citing any reason.
- 13.** Any amendment/ relaxation in the above guideline would require prior approval of the Competent authority.

**Application form for appointment as Consultant-A in the Ministry of Environment, Forest and Climate
Change, Government of India, Regional Office, Ranchi**

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:

Sl.No	Course	Subject	University / Institute	Year of Passing	Division / class

9. Desirable Educational Qualification:

Sl.No	Course	Subject	University / Institute	Year of Passing	Division / class

10. Essential Work Experience:

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

11. Desirable Work Experience:

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

12. Any Other Information:

(Signature)