



भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
क्षेत्रीय कार्यालय, चंडीगढ़ / Regional Office, Chandigarh



F.No. A-12024/1/2018-NRO



Dated: As per e-signature

क्षेत्रीय कार्यालय, पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, चंडीगढ़ में अनुबंध के आधार पर एक (01) परामर्शदाता-ए और एक (01) अनुसंधान सहयोगी की नियुक्ति हेतु विज्ञापन
Advertisement for engagement of one (01) Consultant-A and one (01) Research Associate on contract basis in Regional Office, Ministry of Environment, Forest and Climate Change, Chandigarh.

It is proposed to engage one (01) Consultant-A and one (01) Research Associate on contract basis in Regional Office, Chandigarh.

The application forms from eligible candidates complete in all respects should reach this office upto 12.09.2025 till 5.00 PM. The complete application form alongwith all documents should be sent by **email only (ronz.chd-mef@nic.in)**.

The application form received after the due date shall be summarily returned back/rejected.

Digitally signed by
Raja Ram Singh
Date: 21-08-2025
17:17:21

Sd/-
(Dr. Raja Ram Singh)
DIGF (Central) & Head of Office

Annexure-I

- 1. Eligibility:** The qualification, experience, and remuneration of Consultant-A and Research Associate is as under:

Name of the Post	Qualifications and Experience	Remuneration per month (INR)
Consultant -A	Consultants should have (i) Master's degree in Science or Bachelor's degree in Engineering/Technology as the minimum qualification with good knowledge of M.S.Office and (ii) experience in the relevant field for a period of more than 3 and upto 5 years. OR The Retired Government Employees with (i) Grade pay of Rs. 4600/- and above and knowledge of M.S. Office (ii) experience in the relevant field for a period of more than 3 and upto 5 years.	Rs. 60,000.00 (Sixty Thousand only)
Research Associate	Master's degree in Science or Bachelor's degree in Engineering/Technology as minimum qualification with experience of 103 years in the required field as well as good knowledge of M.S.Office.	Rs. 40,000.00 (Forty Thousand only)

2. Desirable Qualification and Experience:

- (a) The candidates having Ph.D qualification in relevant field shall be preferred for Consultant-A.
(b) The candidates having prior experience of working under the MoEF&CC shall be preferred for both Consultant-A and Research Associate.

3. Period of engagement:

- (a) The initial tenure of engagement for a person as Consultant would be upto a period of three years (1+1+1) (subject to performance and presence of the professional in the Division concerned 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.
(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 engagement of Research Associate and Consultant-A shall be 65 years.

5. Allowances:

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

6. Leave:

- (a) Consultant shall be eligible for 8 days leave in a single year of consultancy.
- (b) The leave shall accrue to them on completed month basis calculated from their date of joining on pre-rata basis.
- (c) Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).
- (d) Un-availed leave in tenure of single year cannot be carries forward to next tenure of 1 year.
- (e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

7. Annual 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.

8. Admissibility of TA/DA:

No TA/DA shall be admissible for interview/joining the assignment or on its completion. Normally, Consultants will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultants shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190. Travelling allowance may be allowed uniformly to both categories viz. retired Government servants or professionals of the desired skill as under:-

- (a) **Research Associates/consultants "A" & "B":** Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill up to Rs. 500/- per day and hotel charges upto Rs. 2000/- per day, subject to the actual.
- (b) **For travel within Headquarter:** Travel charges through taxi on actual basis for travel within the city where RO is located, and stationery charges/food bill up to Rs. 200 per day, subject to the actual expenditure.

9. Attendance and working days:

- (a) 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.
- (b) The attendance shall be marked in the Biometric system by the Consultant.

10. 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 services 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, the Consultant would be subject to the provisions of the Indian Official Secret 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 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 case in any Court is pending against them.

11. Relaxation:

Any amendment/relaxation in the above guidelines would require prior approval of Secretary (EF&CC) on the proposal furnished by the user Division with adequate justifications and the proposal shall be routed through Administration.

Terms of reference:-**Annexure-II and III.**

ANNEXURE-II**Terms of Reference for Consultant-A and Research Associate****Outlines of the tasks to be carries out:**

- Examination of fresh proposals received for diversion of Forest land for prior approval under VAN (SANRAKSHAN EVAM SAMVARDHAN) ADHINIYAM, 1980 of different categories Viz. Road, Hydel, Transmission line, Railway, sub-station, water etc.
- Processing FC proposals (EDS raised, Compliance of EDS for in-principle and final approval)
- Preparation of Cabinet report and Monthly Progress Report every month based on data in PARIVESH portal.
- Preparation of data for pertaining to FC proposal for PMG and PRAGATI etc.
- Assisting in preparation in site inspections of diversion area proposed for Non-forestry purposes and Compensatory afforestation sites.
- Assistance in organizing Regional Empowered Committee Meeting (REC) every month and preparation of Factsheets/agenda and preparation of Minutes of the meeting (MoM).
- Assistance in organizing Fortnightly Regional Coordination Meeting (FRCM) regarding the discussion of the linear proposal and preparation of Minutes of the meeting (MoM)
- Examination of Working Plans and Working schemes received from the State Government(s) under the provisions of National Working Plan Code, 2014 and 2023 and related works pertaining to the annual felling programme proposals received from the States for approval Working plans/schemes.
- To assist the DIGF or DDGF in the various day-to-day routine work of the RO.
- Any Other Official duties assigned by the Competent Authority.

Digitally signed by
Raja Ram Singh
Date: 12-08-2025
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Annexure-III**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:

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

9. Desirable Educational Qualification:

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

10. Essential Work Experience:

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

11. Desirable Work Experience:

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

12. Any other information:

(Signature)