

भारत सरकार

GOVERNMENT OF INDIA

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE

क्षेत्रीय कार्यालय/ Regional Office

1<sup>st</sup> Floor, Additional Office Block for GPOA, ShastriBhawan, Haddows Road

Nungambakkam, Chennai – 600006; Email: [ro.moefccc@gov.in](mailto:ro.moefccc@gov.in)



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Dated the December 2025

17<sup>th</sup>

### VACANCY NOTIFICATION. NO.04/2025

**Advertisement for engagement of one (01) Consultant ‘A’ (Non Scientific Consultant) and (01) Research Associate to be placed at Sub-Office Vijayawada, under Regional Office, MoEF&CC, Chennai**

Applications in prescribed format are invited for engagement of one (01) Consultant ‘A’(Non Scientific Consultant) and one (01) Research Associate on a contractual basis at the Sub-Office Vijayawada, under Regional Office, MoEF&CC, Chennai. The last date for receipt of applications is 21 days from the date of publication of the advertisement.

The term Consultant would mean Non-Scientific Consultant under the categories of Research Associate and Consultant ‘A’, and the qualifications, experience, and remuneration/fee of these are given hereunder:

#### (A) Non-Scientific Consultant

Category of Consultant	Essential Qualifications and Experience	Remuneration/Fee	Number of position
Research Associate	Master’s degree in Science or Bachelor’s degree in Engineering/Technology as a minimum qualification with experience of 1–3 years in the required field, along with good knowledge of MS Office.	₹40,000	01
Consultant ‘A’ (Non Scientific Consultant)	(i) Master’s degree in Science or Bachelor’s degree in Engineering/Technology with good knowledge of MS Office and (ii) experience in the relevant field for more than 3 years and up to 5 years. OR Retired Government employees with (i) Grade Pay of ₹4600/- and above and knowledge of MS Office, and (ii) experience in the relevant field for more than 3 years and up to 5 years.	₹60,000	01

Note: The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed. However, in the case of retired Government employees engaged as consultants, the payment of remuneration, Transport Allowance, etc., will be governed by the provisions of DoE Expenditure O.M. dated 09.12.2020, as amended from time to time or prescribed by the Central Government in this regard.

**1. Period of Engagement:**

The initial tenure of engagement for a person as Consultant ‘A’ (Non Scientific Consultant) and Research Associate would be up to a period of three years (1+1+1), subject to performance and continued usefulness. Continuation beyond three years for up to an additional two years will be considered on a case-to-case basis with the approval of the Competent Authority.

**2. Age Limit:** The maximum age limit for all categories of Consultants shall be 65 years.

**3. Place of work:**

**Sub-Office Vijayawada, Ministry of Environment, Forest and Climate Change, Green House, Gopala Reddy Road, Vijayawada, Andhra Pradesh – 520010.**

**4. No. of positions:**

The current advertisement is for one (01) Consultant ‘A’(Non Scientific Consultant) and one (01) Research Associate. However, the Regional Office, MoEF&CC reserves the right to increase or decrease the number of positions as required. The Regional Office, MoEFCC, Chennai also reserves the right to cancel the advertisement for the engagement of the above posts without assigning any reason.

**5. Nature of Duties**

- a. To assist and fulfil the mandates of the Regional Offices, viz., monitoring of FC/EC proposals and working plans; implementation of compensatory afforestation in lieu of forest diversion; usage of web portals; compilation of reports; and rendering of advice, etc.,
- b. Generate analytical and monitoring reports related to EC/FC proposals.
- c. Assist in data analysis, documentation, and compliance review as per MoEF&CC guidelines.
- d. Provide technical inputs and support for the smooth functioning of environment and forest-related activities within the Sub Office, Vijayawada and Regional Office, Chennai.

**6. Other Terms & Conditions:**

- i. The appointment of (i) Consultant ‘A’(Non Scientific Consultant) and (ii)Research Associate would be on a full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the MoEF&CC.
- ii. The (i) Consultant ‘A’ (Non Scientific Consultant) and (ii)Research Associate shall not, except with the prior approval of MoEF&CC in the bona fide

discharge of duties, publish a book, compile articles, or contribute to any publication, radio broadcast, or periodical, either in their own name or anonymously/pseudonymously. Any material gathered as part of this assignment shall not be used without prior approval. Office (Government) email ID and access to the intranet system can be provided to (i) Consultant ‘A’ (Non Scientific Consultant)’ and (ii)Research Associate with the approval of the competent authority, in consultation with NIC.

- iii. The appointment of (i) Consultant ‘A’(Non Scientific Consultant) and (ii)Research Associate is of a **temporary (non-official)** nature and may be cancelled at any time by the Regional Office, MoEF&CC,Chennai without assigning any reason. The RO,MoEF&CC, Chennai shall have powers to terminate any or all professionals at any time, with approval of the Competent Authority. Absence from duty for a continuous period of 8 days without information or valid reason shall lead to automatic termination of engagement.
- iv. **Drawal of Pension:** A retired Government official appointed as Consultant shall continue to draw pension and dearness relief during the period of engagement. The engagement shall not be considered as re-employment.
- v. **No TA/DA** shall be admissible for interview, joining, or completion of assignment. Normally, no foreign travel at Government expense is allowed. In exceptional cases, the Regional Office, MoEF&CC,Chennai/ Sub Office Vijayawada may approve travel in the public interest. Consultants ‘A’ and Research Associates shall be allowed TA/DA and hotel accommodation in connection with official work as per SR 190.
- vi. **Travelling allowance** may be allowed uniformly to eligible categories such as retired Government servants or professionals of the desired skill as under: Consultants ‘A’(Non Scientific Consultant) and Research Associate: Journey by train in 2nd AC, travel charges through taxi on an actual basis for travel within the city, food bill up to ₹500 per day, and hotel charges up to ₹2000 per day, subject to actuals.

## 7. **Leave:**

- a. Consultant ‘A’ (Non Scientific Consultant) and Research Associate shall be allowed paid leave of 1.5 days per completed month of service
- b. Leave shall accrue on a completed month basis, calculated from the date of joining on a pro-rata basis.
- c. No remuneration shall be drawn in case of absence beyond 18 days in a year (pro-rata basis).
- d. Un-availed leave in one year cannot be carried forward to the next.
- e. Saturdays, Sundays, or Gazetted Holidays during a spell of leave shall not be counted as leave.
- f. Female Consultant ‘A’(Non Scientific Consultant) and Research Associate shall be eligible for maternity leave as per the Maternity Benefit Act, 1961, and related rules.

## **8. Attendance and Working Days:**

Working hours shall be the same as for regular Government employees in Sub Office Vijayawada. No extra remuneration shall be allowed for working beyond office hours or on holidays. Compensatory leave shall be at the discretion of the Divisional Head.

## **9. Allowances:**

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

## **10. Annual Increment:**

The quantum of annual increment shall be between 0% and 8% of the remuneration, depending on performance, as determined by the Regional Office, MoEF&CC, Chennai/Sub Office Vijayawada.

## **11. Conflict of Interest:**

- a. The Consultant 'A' (Non Scientific Consultant) and Research Associate shall display honesty, secrecy, sincerity, and integrity in their duties. Any unsatisfactory conduct or act against Government interests will lead to termination without assigning reasons.
- b. During the period of engagement, they shall be subject to the provisions of the Official Secrets Act, 1923, and shall not divulge any information gained during their assignment to unauthorized persons.
- c. Selected candidates shall provide an integrity certificate from two known references.
- d. Selected candidates shall provide a declaration that they have no criminal record or pending criminal case in any court.

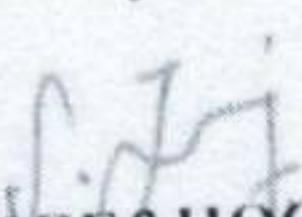
## **12. How to apply:**

Interested applicants may submit applications as per the Proforma at Annexure-II. The applications are to be sent to

**The Assistant Inspector General of Forests (Central)  
Sub Office Vijayawada,**

**Ministry of Environment Forest and Climate change,  
Green House, Gopalareddy Road, Vijayawada, Andhra Pradesh -520010**

with the subject line 'Application for the position of \_\_\_\_\_'. Applications must be submitted within 21 days from the date of issuance of the advertisement in the newspaper. Incomplete applications will be summarily rejected, and those received after the due date will not be considered. No TA/DA will be payable by the Ministry to attend the interview

  
**DIG&HOO**  
Regional Office,  
MoEF&CC  
Chennai

**Terms of Reference for engagement of all categories of Consultants under the Plan Scheme****(i) Precise Statement of Objectives:**

**Engagement of Consultant 'A' (Non Scientific Consultant) and Research Associate** in the **Sub Office Vijayawada**, under Regional Office, Ministry of Environment, Forest and Climate Change, Chennai for providing technical and analytical support in:

To assist and fulfil the mandates of the Regional Offices, viz., monitoring of FC/EC proposals and working plans; implementation of compensatory afforestation in lieu of forest diversion; usage of web portals; compilation of reports; and rendering of advice, etc.

**(ii) Outline of the tasks to be carried out:**

1. Generate analytical and monitoring reports related to Environment Section with respect to EC conditions, six-monthly compliance, and legal related works.
2. Prepare reports related to Forest Section concerning Stage-I/Stage-II approval conditions, CAMPA plantation activities, wildlife mitigation measures, and soil moisture conservation works.
3. Assist in data analysis, documentation, and compliance review as per MoEF&CC guidelines
4. Data updation & report generation in Parivesh portal.
5. Provide technical inputs and support for the smooth functioning of environment and forest-related activities within the Sub Office, Vijayawada and Regional Office, Chennai.

**(iii) Schedule for completion of tasks:**

1. The tasks assigned to the Consultant shall be completed on a continuous and ongoing basis, as per the requirements of the Sub Office, Vijayawada and Regional Office, Chennai.
2. Monthly analytical and monitoring reports relating to Environmental Clearance (EC) conditions, six-monthly compliance, CAMPA activities and other statutory matters shall be submitted within the first week of every succeeding month.
3. Urgent matters related to court directives, legal cases, or **Ministry references** shall be processed and submitted within prescribed timelines communicated by the Division.
4. Quarterly consolidated progress reports of tasks completed shall be submitted to the Regional Office, Chennai for review and record as and when required.

**(iv) The support of inputs to be provided by Sub Office Vijayawada to facilitate the Consultancy:**

The Consultant 'A' (Non Scientific Consultant) & Research Associates will work under the **supervision of the Head of Office, Sub Office Vijayawada under Regional Office, MoEF&CC, Chennai**, and will receive guidance from the officers in charge of **Environment and Forest Sections**. Required data, and administrative support will be provided by the Sub office Vijayawada to facilitate task execution.

**(v) The final outputs that will be required of the Consultant at the end of the consultancy period should be specified:**

1. Comprehensive reports and analyses on Forest & Environment related clearances and Forest Conservations, Wildlife mitigation measures, Soil moisture conservation works etc.,
2. Updated data records, monitoring summaries, and documentation of progress etc.,



**Annexure-II**

**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)