

**F. No. 10020/13/2022-SCMD**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**  
**Sustainable Coastal Management Division**

**Sub: Advertisement for hiring of Five Consultants on contractual basis in the Sustainable Coastal Management Division, MoEF&CC-reg**

**VACANCY CIRCULAR**

Applications are invited from willing and eligible individuals for the following positions on contractual basis in Sustainable Coastal Management (SCM) Division of the Ministry of Environment, Forest and Climate Change, New Delhi. The consultants are being engaged for the National Coastal Mission 2.0 being implemented by the Ministry through its implementing agencies and related work in the Sustainable Coastal Management Division.

- a. Scientific Consultant Grade- IV – 01
- b. Scientific Consultant Grade-II - 01
- c. Scientific Consultant Grade-I - 01
- d. Non-Scientific Consultant A – 01
- e. Non-Scientific Research Associate-01

2. Interested candidates must apply in the prescribed format and send the applications **by post and also by email** at the given address, and in a manner so that the application reaches the Ministry by due date and time along with the supporting documents clearly superscribing on the envelope, the name of the post for which applying. The applications should reach by due date and time **through email and post** to the below mentioned address:

Under Secretary,  
Sustainable Coastal Management Division  
Jal Wing, Indira Paryavaran Bhawan, Jor Bagh Road,  
Aliganj, New Delhi-03

**Email id:**  
**scmd-moefcc@gov.in**

3. The duly signed hard copies of the application must be submitted **by post and a copy of the application be sent through email, within 21 days** from the date of publication of this advertisement in Employment News.

4. **Note:**

1. Applications received after the due date and time will be summarily rejected.
2. Application which are incomplete or not accompanied by the supporting documents (self- attested), shall not be entertained and would be liable to be summarily rejected.

3. The applications received in the Ministry will be scrutinized and only shortlisted candidates shall be called for the interview. Preference will be given to those who have adequate qualifications and experience.
4. No TA/DA will be provided for appearing in the interview. The interviews are to be conducted in virtual/physical mode as decided by the Ministry.
5. The Place of work will be MoEFCC, HQ/ Antyodaya Bhawan, CGO Complex at New Delhi.
6. The MoEFCC has the prerogative to cancel the engagement process at any stage and no query will be entertained in this regard.

## 5. Other details and requirements

1	<b>Period of consultancy or Period of Engagement/Tenure</b>	<ol style="list-style-type: none"> <li>1. 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 being highly useful).</li> <li>2. 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.</li> <li>3. As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.</li> </ol>
2	<b>Nature of duties and responsibilities</b>	<p>The broad scope of work of 3 Scientific consultants is as below:</p> <p><b>Scientific Consultant Grade-IV</b></p> <ul style="list-style-type: none"> <li>• Provide technical expertise on coastal ecosystems, marine biodiversity, coastal resilience and coastal zone management.</li> <li>• Appraisal and technical evaluation of Project Reports, DPRs, scientific and technical proposals under NCM 2.0</li> <li>• Provide overall supervision, strategic guidance and coordination for preparation of Integrated Coastal Zone Management Plans (ICZMPs) and Coastal &amp; Marine Spatial Plans, Development of Climate resilient and environment friendly coastal tourism infrastructure, green infrastructure guidelines.</li> <li>• Supervision and coordination with ZSI, Andaman and Nicobar Administration and Lakshadweep Administration for coral reef conservation, restoration and management initiatives.</li> <li>• Supervision and coordination of Biosphere Management in consultation with Andaman &amp; Nicobar Island Administration</li> </ul>

- Guide vulnerability assessment studies, shoreline change analysis, coastal ecosystem research and climate resilience initiatives
- Planning of ecosystem and community-based adaptation intervention
- Prepare technical guidelines, frameworks, manuals and advisories under NCM 2.0.
- Provide technical oversight for capacity-building programmes for State Governments, institutions and stakeholders
- Creating Network of Institutions for enhanced climate resilience
- Review technical outputs, reports and scientific studies prepared under Mission activities.
- Support policy formulation and strategic planning related to coastal and marine ecosystem management.
- Any other works as assigned from time to time.

#### **Scientific Consultant Grade-II**

- Provide technical support in implementation of activities related to coastal ecosystems, marine biodiversity and coastal zone management.
- Assist in development of Integrated Coastal Zone Management Plans (ICZMPs) and Coastal & Marine Spatial Plans.
- Assist in implementation and monitoring of coral reef conservation and management activities, particularly in Lakshadweep.
- Coordinate with NCSCM, Chennai and other technical institutions for vulnerability assessment studies and coastal research activities.
- Coordination with Government of Gujarat in connection with marine Oceanarium at Somnath.
- Assistance and co-ordination with NCSCM, Chennai in Vulnerability assessment & Coastal Research
- Developing Capacity Building module for the Stakeholders in connection with sustainable Coastal Environment and Marine Ecosystem.
- Appraisal of Project Report and DPR of the identified activities under NCM 2.0
- Any other works as assigned from time to time.

**Scientific Consultant Grade-1**

- Assisting Scientific Consultant Grade IV and Grade-II in appraisals in the project activities
- Coordination and implementation of MIS for the National Coastal Mission.
- Examination of the proposal for placing before the Project Steering Committee for approval etc.
- Coordination and Preparation for Beach Cleaning Activities.
- Prepare policy briefs, background papers, status reports and progress reports.
- Assist in appraisal of annual action plans and outcome frameworks.
- Assist in preparing guidelines and technical frameworks.
- Compile and analyze scientific and technical data related to Mission activities.
- Any other works as assigned from time to time.

The broad scope of work of 2 Non-Scientific consultants is as below:

**Non-Scientific Consultant-A**

- Conducting Project Steering Committee Meeting
- Coordination work with other line Ministries/Institutes/Implementing Agencies
- Assist in field visits and monitoring of programmes and projects
- Maintaining progressive expenditure and the achievements
- Coordination work for Beach Cleaning Activities
- Organization of various Workshops/ Training/campaigns, etc.
- Coordination for work related to MIS
- Assist in preparation of responses for Parliament Questions, RTI matters, audit observations and VIP references.
- Maintain project documentation and records.
- Any other works as assigned from time to time.

**Non-Scientific Research Associate**

		<ul style="list-style-type: none"> <li>• Assisting the Division in preparation of documents/ reports/ Parliament Questions/ RTI/ Public Grievance.</li> <li>• Compilation of data as received from various sources</li> <li>• Making knowledge repository of National Coastal Mission Scheme 2.0.</li> <li>• Coordination for work related to MIS</li> <li>• Coordination with IAs for updated on NCM 2.0 for stakeholder consultations, meetings, etc.</li> <li>• Coordination work for Beach Cleaning Activities</li> <li>• Any other works as assigned from time to time.</li> </ul>
3	<b>Job location</b>	Ministry of Environment, Forest and Climate Change, New Delhi
4	<b>Qualifications and other criteria</b>	<p><b><u>Scientific Consultant Grade-IV</u></b></p> <p><b>Essential Qualification:</b> Master's degree in Environmental Science or Environmental Engineering or Marine Science or Marine Engineering or Water resources or B.E/B. Tech</p> <p><b>Desirable Qualification:</b> Persons with PhD, MPhil, M. Tech, MSc.</p> <p><b>Experience:</b> More than 20 Years of working experience in the relevant field</p> <p><b>Upper Age limit:</b> upto 62 years</p> <p><b><u>Scientific Consultant Grade-II</u></b></p> <p><b>Essential Qualification:</b> Master's degree in Environmental Science or Environmental Engineering or Marine Science or Marine Engineering or Water resources or B.E/B. Tech</p> <p><b>Desirable Qualification:</b> Persons with PhD/MPhil/ M. Tech/ MSc. in GeoInformatics/Geospatial Science &amp; Technology, Remote sensing &amp; GIS</p> <p><b>Experience:</b> More than 10 and up to 16 years of working experience in reputed institutions in the relevant field.</p> <p><b>Upper Age limit:</b> upto 45 years</p> <p><b><u>Scientific Consultant Grade-I</u></b></p> <p><b>Essential Qualification:</b> Master's degree in Environmental Science or Environmental Engineering</p>

or Marine Science or Marine Engineering or Water resources or B.E/B. Tech

**Desirable Qualification:** Persons with PhD, MPhil, M. Tech, MSc.

**Experience:** More than 5 Years and up to 10 years of working experience in reputed institutions in the relevant field

**Upper Age limit:** upto 40 years

**Non-Scientific Consultant-A**

**Essential Qualification:** Master's degree in Environmental Science or Environmental Engineering or Marine Science or Marine Engineering or Water resources or B.E/B. Tech as the minimum qualification

Or

The Retired Government employees with grade pay of Rs 4600/- and above and knowledge of MS Office

**Experience:** More than 3 Years and upto 5 years of working experience in the relevant field.

**Upper Age limit:** upto 65 years

**Non-Scientific Research Associate**

**Essential Qualification:** Master's degree in Environmental science or Environmental Engineering or B.E/B. Tech as the minimum qualification.

**Experience:** 1-3 Years of working experience in the relevant field.

**Upper Age limit:** upto 65 years

**Other criteria:**

1. Experience includes up to 3 years for Ph. D holders also, provided no experience is counted during those 3 years. Experience shall be in the relevant field of specialized work, with good computer skills.
2. The consultants already working in Ministry already can apply for higher consultancy position competing with external candidates provided they meet the eligibility criteria for the higher consultancy position that are advertised.
3. The candidate should be well versed with the subject and current policy framework of the central and state governments in this regard.

		<ol style="list-style-type: none"> <li>4. The candidate should be familiar with the international conventions/ treaties related to the subject.</li> <li>5. The candidate must have the proven ability to coordinate and deliver multidisciplinary, multi-institutional programs and projects related to the subject.</li> <li>6. The candidate must have analytical ability and functional expertise to process the information available.</li> <li>7. The candidates should have good functional understanding and ability of the MS Office.</li> <li>8. Candidates with research experience, published papers and post qualification experience in relevant field would be preferred.</li> </ol>
5	<b>Remuneration Entitlements</b>	<b>&amp; Remuneration-</b> <ul style="list-style-type: none"> <li>• Scientific Consultant Grade- IV- Rs. 1,75,000/-</li> <li>• Scientific Consultant Grade-II- 1,20,000/-</li> <li>• Scientific Consultant Grade- I- Rs. 90,000/-</li> <li>• Non-Scientific Consultant A- Rs. 60,000/-</li> <li>• Non-Scientific Research Associate- Rs. 40,000/-</li> </ul> <p><b>Other entitlements:</b></p> <ol style="list-style-type: none"> <li>1. Amount of remuneration: The consultant shall be entitled to draw a consolidated amount as mentioned above. The consolidated remuneration will be inclusive of all applicable taxes and no other facility of allowance will be allowed.</li> <li>2. The quantum of annual increment to Consultant shall be between 0-8% in their remuneration depending upon the quality of performance that may be determined judiciously by Divisional Head on case-to-case basis.</li> <li>3. No TA/DA shall be admissible for interview/joining the assignment or on its completion.</li> <li>4. Consultants shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190 an as per the MoEFCC guidelines Admin-43012/1/2022 – P-II [E-176223] dated 15.04.2025.</li> <li>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.</li> </ol>

		<p><b>Attendance and Leave:</b></p> <ol style="list-style-type: none"> <li>1. The working hours of the professional shall be same as regular Government employee working in MoEF&amp;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.</li> <li>2. The attendance shall be marked in the Biometric system by the Consultant.</li> <li>3. There may be deductions in monthly remunerations/ consultancy fees for not maintaining for coming late in the office.</li> <li>4. Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service.</li> <li>5. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.</li> <li>6. Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year (calculated on pro-rata basis).</li> <li>7. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.</li> <li>8. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the leaves admissible.</li> <li>9. Female consultants shall be eligible for maternity leave governed by the Maternity Benefit Act, 1961, as amended from time to time</li> </ol>
6	<p><b>Conflict of interest and Confidentiality</b></p>	<ol style="list-style-type: none"> <li>1. 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;</li> <li>2. During the period of assignment with MoEFCC, 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;</li> <li>3. Selected candidates shall provide integrity certificate</li> </ol>

		<p>from 2 references known to them;</p> <p>4. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record and no criminal case in any court is pending against them;</p>
7	<b>Terms &amp; conditions</b>	<ol style="list-style-type: none"> <li>1. The terms and conditions shall be governed as per the MoEFCC guidelines regarding engagement of Consultants No. Admin- 43012/1/2022 – P-II [E-176223] dated 15.04.2025.</li> <li>2. The appointment of consultant will be purely on temporary (non-official) nature and can be cancelled at any time by the Ministry without assigning any reason. MoEF&amp;CC shall have powers to terminate any or all the professionals or all the consultants at any time without assigning any reason, with the approval of the Secretary (EF&amp;CC). Absence of duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.</li> <li>3. The Consultant shall not, except with the previous sanction of MoEF&amp;CC in the bona fide discharge of his/her duties, publish a book or 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 own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of his/her Consultancy assignment.</li> <li>4. As the posts are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.</li> <li>5. The appointment of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the MoEFCC.</li> <li>6. The internal reports/ data made available to the consultants/ young professional during his/her engagement in the Ministry shall not be used by the consultants for publishing their research papers/ books or otherwise. The Ministry has prerogative to initiate actions as deemed fit based on the nature and gravity of offence in this context.</li> <li>7. The consultants will report to the Scientist F/Director/Deputy Secretary under the overall supervision of Joint Secretary or equivalent, MoEFCC.</li> <li>8. The deliverables must be completed within the allotted</li> </ol>

		time. <b>8 Selection Procedure Interview</b> The Ministry/Department reserves the right to call any number of applicants for Interview based on essential and desirable qualification and experience of the applicant.
	<b>9 Age Limit</b>	For Scientific Consultant Grade IV– Upper age limit is 62 years For Scientific Consultant Grade-II - Upper age limit is 45 years For Scientific Consultant Grade-I – Upper age limit is 40 years For Non-Scientific Consultant A - Upper age limit is 65 years For Non-Scientific Research Associate- Upper age limit is 65 years
	<b>10 Last date for receiving applications</b>	Eligible candidates may send their applications <b>through post and email both</b> in the format prescribed as per Annexure-I (enclosed) <b>within 21 days</b> from the publication of this notice in the Employment News.

(Vikash Chandra Gupta)  
Under Secretary

**Annexure – I****Application format for appointment as Consultant (on contract) in the Ministry of Environment, Forest and Climate Change**

Paste Photo Here  
and signature

Name of the Post applied for:

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (with Mobile No. & Email):
7. Permanent Address:
8. Essential Educational Qualification:

S. no.	Course	Subject	University/Institute	Year passing	of	Division/Class

**9. Desirable Qualification:**

S. no.	Course	Subject	University/Institute	Year passing	of	Division/Class

**10. Essential Work Experience:**

S. no.	Organisation/Institute	Period from--- To	Name of Work	Remarks

**11. Desirable Work Experience:**

S. no.	Organisation/Institute	Period from--- To	Name of Work	Remarks

12. Details of training programmes attended:

13. Details of publications, if any:

14. Languages known:

15. Self-attested documents to be enclosed (Degree, Experience, Age proof etc.):

16. Additional information, if any, which you would be like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

**Undertaking:**

I hereby certify that all the information given above is 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.

I also certify that no criminal record and no criminal case in any court is pending against me.

**(Signature of Candidate)**