

No. 15-21/2019-NTCA
Government of India
Ministry of Environment, Forest & Climate Change,
Project Tiger Division

B-1 Wing, 7th Floor, Pt. Deendayal Antodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi – 110003,

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Fax: 011-24367836

Dated: 23.01.2020

Advertisement

Sub: Engagement of Consultant (Administration & Finance) (01) in the Project Tiger Division, MoEF&CC at New Delhi, on temporary basis-reg.

Ref. The guidelines of MOEF&CC for engagement of Consultants issued vide letter of Director (Admin, PII MOEF&CC dated 21/12/2018)

Project Tiger Division, MoEF&CC intends to engage the services of Consultant (Administration & Finance) (01) having sufficient qualifications and experience as detailed below, on contract basis, for a period of one year. The applicant meeting the requirements are requested to apply as per the pro-forma given at Annexure-1.

A. Consultant (Administration & Finance):

A1 Qualifications:

Essential: Bachelor's degree in Economics/Commerce/Science/ Engineering of a recognized university or equivalent with proficiency in dealing with financial matters with a least five year's experience in any reputed agency/organization/Govt. Office.

Desirable:

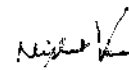
- (i) MBA in Finance or organization management related subjects.
- (ii) Sufficient experience of working on Tally, GST, monthly bank entries, General vouchers, sale purchase entries, advance payments, maintaining of cash book, monthly payroll preparation of staff, preparation of employees reimbursement, preparation of quarterly trading accounts.

A2 Remuneration and other allowances:

Consolidated remuneration as per the above mentioned guidelines of MOEF&CC. In case of retired government employees, it will be as per the norms of the DoPT & as per the above mentioned guidelines of MOEF&CC. No other allowances such as DA, HRA etc. will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement etc. would not be given.

A3 Age limit

The maximum age limit is 65 years old.


23/01/2020

B. Mode of Selection.

Application received in response to advertisement will be scrutinized, shortlisted & examined by the Consultancy Evaluation Committee (CEC) as per the guidelines of MoEF&CC for engagement of Consultants including the documents verification with original. Based on qualification, experiences & outcome of assessment, the candidate will be selected.

C. How to apply:

Candidates desirous of applying for engagement of Consultant mentioned above, may submit their applications, through post/online/by hand, as per the format provided at Annexure-1, to **Deputy Inspector General of Forests, National Tiger Conservation Authority, B-1 Wing, 7th Floor, Pt. Deendayal Antodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003, on or before 10th February, 2020 till 5:30 P.M.** Application received after the closing date or received incomplete in any respected are liable to be summarily rejected. The Project Tiger Division, MoEF&CC shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

Encl: Application Format.

Nishant Verma 23/01/2020
(Nishant Verma)

Dy. Inspector General (Project Tiger)

Copy to:

1. ✓ The Technical Director, NIC, MOEF&CC for uploading it in the MoEF&CC website.
2. Data Analyst, NTCA of uploading it in the Project Tiger website.
3. The Deputy Secretary, PII, Admin, MoEF&CC for kind information & wider circulation.
4. The Deputy Director, IFD, MoEF&CC for kind information please.
5. PS to ADG (PT) & MS (NTCA).

Nishant Verma 23/01/2020
(Nishant Verma)

Dy. Inspector General (Project Tiger)

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. Educational Qualifications*:

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

9. Work Experience**:

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

10. Any other information:

(Signature)

*The relevant certificate/mark sheets etc. shall be self-attested and enclosed with the application.

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