



भारतसरकार  
GOVERNMENT OF INDIA  
पर्यावरण, वनऔरजलवायुपरिवर्तनमंत्रालय  
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE  
एकीकृतक्षेत्रीयकार्यालय/Integrated Regional Office  
1<sup>st</sup> & 2<sup>nd</sup> floor, HEPC Building, No.34, Cathedral Garden Road,  
Nungambakkam,  
Chennai – 600034 Email: [ro.moefccc@gov.in](mailto:ro.moefccc@gov.in); Ph: 044-28222041, Fax:  
28252536



F.No14019/ROSEZ/CHN/15/142

Dated: 17<sup>th</sup> November, 2020.

To

Shri Anil Kumar  
Technical Director, NIC  
Ministry of Environment, Forest & Climate Change  
1<sup>st</sup> Floor, Agni Wing,  
Indira Paryavarn Bhawan, JorBagh Road,  
New Delhi – 110 003.

**Sub: Engagement of Four (04) contractual staffs (Purely on Contract basis) in the Integrated Regional Office, MoEF&CC, Hyderabad, Telangana – reg.**

**Ref: The MoEFCC, New Delhi letter no. 6-11/2020-ROHQ dt.15.10.2020.**

Sir,

In inviting a reference to the above mentioned subject, I am directed to enclose herewith the advertisement for engagement of four (04) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Government of India, Hyderabad, Telangana.

In view of the above, it is requested that the said advertisement along with Annexure may kindly be uploaded at MoEF&CC website at the earliest.

Yours faithfully,

( K.Karthikeyan )

AIGF(C) & Head of Office

Copy to:

The DIG(ROHQ), MoEF&CC, Indira Paryavaran Bhawan, New Delhi – 110003.

( K.Karthikeyan )

AIGF(C) & Head of Office





सत्यमेव जयते

भारतसरकार  
GOVERNMENT OF INDIA  
पर्यावरण, वनऔरजलवायुपरिवर्तनमंत्रालय  
NISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE  
एकीकृतक्षेत्रीयकार्यालय/Integrated Regional Office  
1<sup>st</sup> & 2<sup>nd</sup> floor, HEPC Building, No.34, Cathedral Garden Road,  
Nungambakkam,  
Chennai – 600034 Email: [ro.moefccc@gov.in](mailto:ro.moefccc@gov.in); Ph: 044-28222041, Fax:  
28252536



F.No. 14019/ROSEZ/CHN/15/ 143

Dated; 17<sup>th</sup> November, 2020.

**Advertisement for the engagement of contractual staffs  
(Purely on contract basis) in the IRO, Hyderabad  
(MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dated 15.10.2020.)**

Integrated Regional Office, Ministry of Environment Forests and Climate Change, Hyderabad invites applications from the reputed service providers registered under Registrar of Companies for engagement of contractual staff (purely on contract basis) as per the MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dated 15.10.2020.

Sl. No.	Name of the Post & No.	Educational Qualifications	Experience	Remuneration
1.	Contractual Staff (Category: Scientist D) One (01) – Age limit: Not more than 40 years as on 01 <sup>st</sup> April 2020.	Master's Degree in Natural Science or Agricultural Science; or Bachelors' Degree in Engineering or Technology; or Bachelors' Degree in Medicine  OR Doctorate in Natural Science or Agricultural Science or Technology or Engineering	Educational qualification with 7 years of experience.  OR Educational qualification with 4 years of experience.	Rs. 50,000/- p.m. per person excluding profit and taxes.
2.	Contractual Staff (Category: Scientist C) One (01) – Age limit: Not more than 35 years as on 01 <sup>st</sup> April 2020.	Master's Degree in Natural Science or Agricultural Science; or Bachelors' Degree in Engineering or Technology; or Bachelors' Degree in Medicine  OR Doctorate in Natural Science or Agricultural Science or Technology or Engineering	Educational qualification with 3 years of experience.  OR Educational qualification with no experience.	Rs. 40,000/- p.m. per person excluding profit and taxes



Sl. No.	Name of the Post & No.	Educational Qualifications	Experience	Remuneration
3.	Contractual Staff / (Category: Research Officer (RO) / Research Assistant(RA)) – One (01) Age limit: Not more than 35 years as on 01 <sup>st</sup> April 2020.	Qualification for Research Officer / Research Assistant: Master's degree in Environmental Sciences/ Earth Sciences/ Botany/ Zoology/ Chemistry/ Bio-Chemistry/ Bio-Technology or Bachelor's Degree in Engineering/ Technology in Environmental Sciences/ Bio-Technology from a recognized University/ Institute	Experience of 1 to 3 years in collection and analysis of data on Environmental Sciences as well and good knowledge of M.S. Office.	Rs. 40,000/- p.m. per person excluding profit and taxes
4.	(Category: Technical Officer (TO) / Research Investigator (RI): – One (01) Age limit: Not more than 35 years as on 01 <sup>st</sup> April 2020.	Qualification for Technical Officer / Research Investigator: Master's degree in Statistics or Operations Research or Forestry or Economics (With Statistics) or Commerce (with Statistics) or Mathematics(with Statistics) or Agriculture (with Statistics) or two years Post Graduate Diploma in Forestry Management from a recognized Institute/University	Two years experience in collection or compilation or analysis of data including data in Agriculture or Forestry work.	Rs. 40,000/- p.m. per person excluding profit and taxes

1. Terms of engagement: a) The engagement to the above posts on contract basis in the Integrated Regional Office at Hyderabad of the Ministry of Environment, Forest and Climate Change will be initially for a period of one year (one year at a time) subject to assessment of performance and contribution of the professional and extension will be considered on a case to case basis, with the approval of Competent Authority.

b) The contractual appointment would be on full time basis and appointed person will not be permitted to take up any other assignment during the period of engagement with the Ministry. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.

c) The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

2. Attendance and working days: a) The working hours of the contractual staffs 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 Head of Department, IRO, MoEF&CC, Hyderabad.

b) The attendance shall be marked by the staff on Contract basis.

3. Leave: The staff shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

4. Allowances: The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.

5. Submission of Application: Service providers may submit their quotations (along with the self-attested copies of educational qualification and post qualification experience of the candidates) at email: [ro.moefccc@gov.in](mailto:ro.moefccc@gov.in). Applicants have to apply only through the reputed service providers registered under Registrar of Companies. Applications submitted by the applicants directly to this office shall not be entertained.

6. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are received in large number.

7. a) The staff are expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties, his/her engagement will be liable for discontinuation without assigning any reason.

b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him 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.

8. The order issued by Govt of India vide MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dt. 15/10/2020, GFR, 2017 and MoEFCC, New Delhi letter no. A-65013/7/2018-P.II dated 21.12.2018 shall be strictly adhered.

10. The right of any change in this advertisement and selection procedures is reserved with the MoEFCC, Govt of India.

11. The last date of the receipt of applications is till 12 Noon on 25<sup>th</sup> November 2020.

(K. Karthikeyan)  
AIGF (Central) / Head of Office

**IMPORTANT NOTE :**

1. Candidates must check the eligibility conditions including the experience conditions before applying for the post.
2. Information related to experience may be mentioned correctly along with self-attested copy of the documentary proof.
3. Application should be neatly typed in A-4 size paper in Arial Font Size-12 and filled up with the particulars. Incomplete/ambiguous/ illegible/handwritten applications not in proper format as required will be **summarily rejected**.
4. Experience certificate should clearly mention the areas of work accomplished clearly mentioning the period.
5. The Integrated Regional Office, MoEF&CC, Hyderabad does not assume any responsibility if any candidate is not able to e-mail his/her application on account of technical reasons or for any other reasons or for any other reason beyond the control of the Ministry.



## ANNEXURE-I

**Application format for engagement of Contractual Staffs (Purely on contract basis) in  
the  
Integrated Regional Office, MoEF&CC, Hyderabad**

1. Name of Service Provider : Recent passport  
size photograph
2. Post Applied for :
3. Full Name :
4. Father's Name :
5. Date of Birth :
6. Domicile :
7. Nationality :
8. Mailing Address :  
(with Telephone/Mobile No. and email  
Address)
9. Permanent Address :

## 10. Educational Qualification :

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

## 11. Work Experience:

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

## 12. Any other information:

**Declaration :** I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

**(Signature of candidate)**

**(Signature of Service Provider)**

## ANNEXURE 'II'

## TERM OF REFERENCE

1. .... (Service Provider) will be responsible to *Head of the Department(HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Hyderabad*, for the task of providing ..... (name of contractual staff & No.) on purely contractual basis (as per the indicated below) for the duration w.e.f. ....
2. .... (Service Provider) will enter into the agreement directly with the selected persons and *Head of the Department (HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Hyderabad* will not be a party to this agreement/contract. The monthly payment/remuneration will be released to the individuals by ..... (service provider), hired on contract on or before 10<sup>th</sup> of subsequent month. The continuance of the manpower will also be subject to the satisfaction of the client. The person cannot be discontinued without Consent of this office.
3. Contractual appointment (s) is purely on temporary basis.
4. The appointee (s) will be working under the directions of *Head of the Department (HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Hyderabad*.
5. .... (service provider) will be paid remuneration of the manpower mentioned below plus service charge of .....% on the gross disbursement of remuneration to the manpower on monthly basis (on completion of the month) + Service Tax/GST as applicable.

## MODE OF PAYMENT:

..... (service provider) would provide the following manpower and pay remuneration to each person engaged on contract basis in the *Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Hyderabad:-*

Contractual Staff	No. of Person	Consolidated Remuneration (Rs.)
		Rs...../- + Service Tax + GST + Service charge .....%

FOR THE CLIENT  
PROVIDER

FOR THE SERVICE

Signed by

signed by