



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
एकीकृत क्षेत्रीय कार्यालय, कोलकाता / INTEGRATED REGIONAL OFFICE, KOLKATA
IB-198, BROADWAY RD, IB BLOCK, SECTOR III, BIDHANNAGAR, KOLKATA,
WEST BENGAL 700106



TEL: 0674-2301213, 2301248, 2302432, E-MAIL: roez.bsr-mef@nic.in

No.I-107/2020

Date: 5th November 2020

To

Shri Anil Kumar
Technical Director, NIC,
Ministry of Environment, Forest & Climate Change,
1st Floor, Agni Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
New Delhi - 110 003.

Sub: Engagement of Five (5) contractual staff (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Kolkata - reg.

Ref: The MoEF&CC, New Delhi's letter No.6-11/2020-ROHQ dated 15.10.2020.

Sir,

With reference to the above captioned subject, I am enclosing herewith the advertisement for engagement of five (5) contractual staff on purely contract basis in the Integrated Regional Office, MoEF&CC, Government of India, Kolkata.

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,

Sd/-

(Subrat Mohapatra)

Regional Officer

Copy to:- The DIGF(ROHQ), Ministry of Environment, Forests and Climate Change,
Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi - 110 003.



भारत सरकार / GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
एकीकृत क्षेत्रीय कार्यालय, कोलकाता / INTEGRATED REGIONAL OFFICE, KOLKATA
IB-198, BROADWAY RD, IB BLOCK, SECTOR III, BIDHANNAGAR, KOLKATA,
WEST BENGAL 700106



TEL: 0674-2301213, 2301248, 2302432, E-MAIL: roez.bsr-mef@nic.in

No. I-107/2020

Date: 5th November 2020

Advertisement for the engagement of contractual staffs
purely on contract basis in the IRO, MoEF&CC, Kolkata
(The MoEF&CC, New Delhi's letter No.6-11/2020-ROHQ dated 15.10.2020)

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

Sl. No.	Name of the Post & No.	Educational Qualifications	Experience	Remuneration
1.	Scientist 'F'/ Scientist 'C' - (01 Post) Age limit: Scientist 'F': Not more than 45 years as on 01 st April 2020. Scientist 'C': Not more than 35 years as on 01 st 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	Scientist 'F': Educational qualification with 16 years of experience. OR Educational qualification with 13 years of experience. Scientist 'C': Educational qualification with 3 years of experience. OR Educational	Scientist 'F': Rs. 60,000/- p.m. per person excluding profit and taxes if engaged through a Service Provider. Scientist 'C': Rs. 40,000/- p.m. per person excluding profit and taxes if engaged through a

			qualification with no experience.	Service Provider.
2.	Technical Officer (TO)/ Research Investigator (RI) - (01 Post) Age limit: Not more than 35 years as on 01 st 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.	A consolidated pay of Rs. 40,000/- p.m. per person excluding profit and taxes if engaged through a Service Provider.
3.	Research Officer (RO)/ Research Assistant (RA) - (01 Post) Age limit: Not more than 35 years as on 01 st April 2020.	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 Institute/ University.	Experience of 1 to 3 years in collection and analysis of data on Environmental Science as well as good knowledge of M.S. Office	A consolidated pay of Rs. 40,000/- p.m. per person excluding profit and taxes if engaged through a Service Provider.
4.	Legal Assistant - (01 Post) Age limit: Not more than 35 years as on 01 st April 2020.	Essential: Bachelor of law/ Masters of Law from Recognized University. Desirable: Candidates possessing valid license to practice Legal matters with one/two years experience		A consolidated pay of Rs. 30,000/- p.m. per person excluding profit and taxes if engaged through a Service

				Provider.
5.	LDC - (01 Post) Age limit: Age should be between 18 to 27 years as on 01 st April 2020.	12th Class pass or equivalent qualification from a recognized Board or University with typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer.		A consolidated pay of Rs. 15,000/- p.m. per person excluding profit and taxes if engaged through a Service Provider.

1. Terms of engagement:- a) The engagement to the above posts on contract basis in the Integrated Regional Office at Kolkata of the Ministry of Environment, Forest and Climate Change will be initially for a period of one year or till the vacant posts are filled on regular basis at the discretion of the Competent Authority.

b). The Contractual appointment would be on full time basis and the 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 be 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 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, Kolkata.

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 member.

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 Applications: Service Providers may submit their quotes (along with the self attested copies of educational qualification and post qualification experience of the candidates) at email: roez.bsr-mef@nic.in.
6. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of 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. In case services are found in conflict of 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 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.6-112020-ROHQ dated 15/10/2020, GFR, 2017 and MoEF&CC, New Delhi letter No.A-65013/7/2018-P.II dated 21.12.2018 shall be strictly adhered.
- 9.The right of any change in the advertisement and selection procedures is reserved with the MoEF&CC, Govt. of India.
10. The last date of the receipt of application is 17th November 2020.

Sd/-
(Subrat Mohapatra)
Regional Officer

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-4size paper in Arial, Front Size -12 and filled up with the particulars. Incomplete/ ambiguous/ illegal/ handwritten applications not in proper format as required will be summarily rejected.
4. Experience certificate should clearly mentioned the areas of work accomplished clearly mentioning the period.
5. The Integrated Regional Office, MoEF&CC, Kolkata does not assume any responsibility if any candidate is not able to e-mail his/ her application on account of technical reasons or any other reasons or for any other reason beyond the control of the Ministry.

Annexure-I

**Application format for Appointment as Consultant (On Contract Basis) in the
Integrated Regional Office, MoEF&CC, Kolkata.**

1. Post Applied for:
2. Full Name:
3. Father's Name:
4. Date of Birth:

5. Domicile:
6. Nationally:
7. Mailing Address:
(With Telephone/Mobile No. and e-mail Address)
8. Permanent Address:

9. Educational Qualification :

**Recent passport
size photograph**

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

10. **Work Experience**

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

11. **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, Kolkata, 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, Kolkata 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 10th 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 Department (HoD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Kolkata.
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 engage on contract basis in the Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Kolkata:-

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

FOR THE CLIENT

FOR THE SERVICE PROVIDER

Signed by

Singed by