

File No.31011/01/2015-IFS.II
Government of India
Ministry of Environment, Forest & Climate Change

Indira Paryavaran Bhavan,
6th Floor, Prithvi Block,
Jor Bagh Road, New Delhi-110003.

Dated the 24th May, 2021.

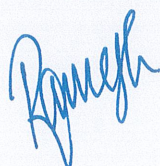
CIRCULAR

Subject: Engagement of Consultant in Ministry of Environment, Forest & Climate Change for dealing with the activities pertaining to Indian Forest Service Division.

IFS Division invites applications from eligible candidates for engagement as consultant. Applications may be submitted through this division's e-mail address- ifs@nic.in addressed to the Under Secretary, IFS-II, Ministry of Environment, Forest & Climate Change. The details including eligibility criteria, terms of reference are as under:-

Scope of Work:-

- i. Updation of Civil List/Gradation list of IFS officers.
- ii. Uploading of Notification/office order/circulars in respect of IFS officers on IFS website (<http://www.ifs.nic.in>).
- iii. Updation of database and generation of reports in respect of IFS officers as and when required.
- iv. Processing of Data of IFS officers for vacancy determination and cadre allocation through the integrated software developed by DOPT.
- v. Processing and maintaining of various rosters after cadre allocation.
- vi. Maintenance of online Records of Cadre Allocation for Direct Recruit officers.
- vii. Maintenance of Records of online Executive Records Sheet of IFS officers.
- viii. Maintenance of ACRs/PARs of IFS officers and online submission of data in E-A-S-Y software for empanelment of IFS officers in the rank of Joint Secretary under CSS-DOPT.
- ix. Maintenance of online IFS Cadre Management System and processing of applications received for training of IFS Officers
- x. Maintenance of online Central Deputation records and other related information of IFS officers containing their service details.
- xi. Handling of online application of IFS officers under CSS-MOEF&CC.
- xii. Handling or work of Empanelment of Secretary/Additional Secretary and Joint Secretary of Indian Forest Service Officers.
- xiii. Updated version of the ACC Vacancy Monitoring System (AVMS) has been made operational as a part of SUPREMO (Single User Platform Relating to Employees Online). The status of vacancies and post details requiring ACC approval in the AVMS. The related activities in this regards are being performed by the Consultant.
- xiv. Though the IFS Division is the Nodal Division in the Ministry for updating the records of IFS officers but submission of the information of Probity in respect of all the officers and staff of the ministry has been entrusted to this Division. This work has to be performed on a regular monthly basis and the information has to be submitted to DOP&T.



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Age Limit:

The maximum age limit for all categories of Consultants shall be 65 years.

Type of appointment:

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 MoEF&CC. The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason with the approval of Secretary (MOEF&CC). 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.

Qualification and Experience:


Category of Consultant	Essential Qualifications and Experience	Remuneration fee
Consultants A	Master's degree in Science or Bachelor's degree in Engineering/Technology as the minimum Qualification with good Knowledge of MS Office and ii) experience in the relevant field for a period of more than 8 years Or The Retired Government Employees with i) Grade pay of Rs.4600/- and above and knowledge of M.S. Office ii) Experience in the relevant field for a period of more than 3 years.	Rs.60,000/-

Allowances:

The consultants will not be entitled to nay allowances such as DA, Residential Telephone, Residential Accommodation, Medical Reimbursement, CGHS, Personal Staff etc.

Leave:

- Consultant shall be eligible for 8 days leave in a single year of consultancy.
- The leave shall accrue to them on completed month basis calculated from their date of joining on pre-rata basis.
- Consultants shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).
- Un availed leave in tenure of single year cannot be carried forward for next tenure of 1 year.
- The intervening Saturday, Sunday or Gazetted Holidays during spell of leave not to be counted against the 8 leave.

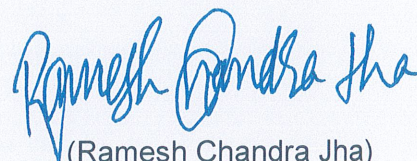


Tenure of appointment:

- a. The initial tenure of engagement for a person as Consultant would be up to a period of three years (1+1+1) (subject to performance and presence of professional in the Division concerned being highly useful). Continuation of the Consultant beyond three years for up to additional two years will be considered on case to case basis with the approval of the Competent Authority.
- b. As the post is temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.
- c. This Division reserves the right to accept or reject in part or in full any or all the responses without assigning any reason whatsoever.

Last date of submission:

Last date of submission of application is 15/06/2021 up to 5.30 P.M. Application received after due date and time will not be considered.



(Ramesh Chandra Jha)
Under Secretary to the Govt. of India