

**F. No 22/2/2025-RT  
Government of India  
Ministry of Environment, Forest and Climate Change  
(Research and Training Division)**


4<sup>th</sup> Floor, Agni Wing,  
Indira Paryavaran Bhawan,  
New Delhi-110003  
Dated: 11.06.2025

**Sub: Advertisement for the engagement of Young Professionals (YPs) (equivalent to Consultant "A") on contractual basis under JICA Project in the Ministry of Environment, Forest and Climate Change-regarding**

Applications are invited for the engagement of (02) Young Professionals (YPs) (equivalent to Consultant "A") in the Project Management Unit (PMU) under the Ministry of Environment, Forest and Climate Change for implementation of the JICA-supported project titled "*Capacity Enhancement for Effective Forest Management*" on a contractual basis on payment of Consolidated monthly fee of Rs. 60,000/-. Full details of the vacancy circular are available on Ministry of Environment, Forest and Climate Change website [www.moef.nic.in](http://www.moef.nic.in) under the link circular.

2. The last date of receipt of application is 21 days from the date of publication of this advertisement in the employment newspaper.
3. The duly filled-in application Performa along with self-attested documents should be sent at email id: [rtdiv-mefcc@gov.in](mailto:rtdiv-mefcc@gov.in). Applications received through any other mode shall not be considered.

Encl: As Above

  
(Sangeeta Mahala)  
Asst. Inspector General of Forests (RT)  
Email: [rtdiv-mefcc@gov.in](mailto:rtdiv-mefcc@gov.in)

**Application format for appointment as Consultant-A 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. Essential Educational Qualification:

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

9. Desirable Educational Qualification:

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

10. Essential Work Experience:

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

11. Desirable Work Experience:

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

12. Any other information:

(Signature)

## **Terms of Reference (ToR) for Engagement of Young Professionals and Supporting Staff under JICA Project**

The Ministry of Environment, Forest and Climate Change (MoEF&CC) is implementing activities under the JICA-supported project titled “Capacity Enhancement for Effective Forest Management”, aimed at strengthening forest management, biodiversity conservation, and capacity-building initiatives. To ensure effective planning, coordination, and execution of project activities, the Ministry intends to engage Young Professionals (YPs) (equivalent to Consultant “A”) on a contractual basis to provide technical, analytical, and administrative support to the Project Management Unit (PMU) for the smooth implementation of the JICA Project, including monitoring, reporting, and stakeholder coordination.

### **Roles and Responsibilities**

- Assist in project planning, implementation and evaluation.
- Conduct research, data analysis and preparation of technical reports.
- Coordinate with project stakeholders, state forest departments and partner agencies.
- Facilitate capacity-building workshops, trainings and field visits.
- Support in preparing progress reports, presentations and knowledge dissemination materials.
- Assist in monitoring compliance with JICA guidelines and environmental safeguards.
- Perform any other tasks assigned by the PMU.

### **Qualification and Experience**

- **Essential Qualification:** Postgraduate degree in Environmental Management/ Wildlife, Natural Resource Management/ Forestry or allied field.
- **Skills:** Strong organizational, communication, and analytical skills. Proficiency in project management/productivity tools.
- **Experience:** 3–5 years in forestry/environmental management, training, digital learning, or project coordination
- **Competencies:** Ability to work collaboratively, attention to detail, and adaptability in a fast-paced environment.
- **Preferred skills:** Familiarity with JICA Projects

### **Duration of Engagement**

- The initial engagement period for the YPs will be one year. The contract may be extended based on performance and the continued need for the services.
- The assignment would be on a full time basis and the YPs would not be permitted to take up any other assignment during the period of Consultancy.
- The appointment is of temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. The Ministry has

power to terminate the services without assigning any reason, with the approval of the 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.
- As the post is temporary (non-official) in nature and purely contractual, in no case any request for promotion of candidate or absorption to the position as a permanent employee shall be entertained.

## **Remuneration**

- Young Professionals: Rs. 60,000/- per month (consolidated) as per MoD JICA.
- No additional allowances such as Dearness Allowance, Residential Accommodation or CGHS shall be admissible except for those specified in the project guidelines.

## **Joining and Work Place:**

The personnel will join this assignment within 15 days after receiving the offer letter and will work in the RT Division of the Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, NewDelhi-110003.

## **Attendance and working days:**

The working hours of the engaged personnel shall be same as regular Government employees working in the Ministry. 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. It is a fulltime assignment and Consultant need to be present in the Office during the office hours. On joining, Consultant will mark the attendance regularly in the Biometric System/Attendance Register or any other means, as the case may be.

## **Leave:**

- Engaged personnel shall be eligible for not more than one day leave each month and holidays during the period of engagement
- The leave shall accrue on completed month basis calculated from the date of joining on pro-ratabasis.
- He/she 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 a tenure of single year cannot be carried forward to next tenure of 01 year.
- To avail the leave, prior approval of Reporting Officer is required.

**Notice Period/Termination:**

Personnel unwilling to continue with this assignment can leave with one month's notice. Similarly, the Ministry can terminate the assignment with one month's notice. However, in case of unsatisfactory performance/conduct, Ministry can terminate the assignment without any notice. In such case, remuneration for the completed days of works will be released.

**Reporting**

Personnel will report to the Deputy Inspector General of Forests (RT), MoEF&CC.

**TA/DA Entitlements**

Travel and daily allowances for official assignments will be admissible as per JICA Project norms and Government of India rules.