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भारत सरकार
GOVERNMENT OF INDIA
 पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
 क्षेत्रीय कार्यालय, गांधीनगर/उप क्षेत्रीय कार्यालय, जयपुर /Regional
 Office, Gandhinagar/(Sub-Regional Office, Jaipur)



बी-213 "अरण्यभवन", झालानासंस्थानिक क्षेत्र, जयपुर - ३०२००४/ B-213,
"ARANYA BHAWAN" Jhalana Institutional Area, Jaipur-302004
 दूरभाष/Tel No: 0141-2713786, 2713778 Email: iro.jaipur-mefcc@gov.in

Circular

Sub: Advertisement for the engagement of 2 Consultant-A (1 for RO Gandhinagar and 1 for SRO Jaipur) on contract basis -regarding

The Regional Office, Ministry of Environment, Forests and Climate Change (MoEFCC) invite applications from willing persons for engagement of 2 Consultant-A (1 for RO Gandhinagar and 1 for SRO Jaipur) on contract basis in the Regional Office, of the Ministry of Environment, Forest & Climate Change, Gandhinagar (Gujarat). The qualifications, terms and conditions are as below:

Name of the Post		Consultant A (Two Posts)
S.No.	Terms of Reference	
1.	Desirable Qualification and Experience	Consultants should have (i) 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 3 years and up to 5 years. Or The Retired Government Employees with (i) Grade Pay of Rs. 4600/- and above and knowledge of MS Office and (ii) experience in relevant field for a period of more than 3 years and upto 5 years.
2.	Nature of work of Consultant-A	a) To assist this office in all Forestry and Environment related works. b) To compile, collect and manage data. Prepare monthly and yearly report in respect of Forest Clearance, Environment Clearance, compensatory afforestation etc. c) Preparation and managing of meetings related to Forest diversions. d) Other miscellaneous functions like preparation of action plans, submission of files for site inspection etc. e) Any other work assigned.
3.	Period of	a) The initial tenure of engagement for a person as

	Engagement	consultant would be up to a period of three years (1+1+1) (subjected to performance). 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 Competent Authority. b) As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.
4.	Age Limit	The maximum age limit for consultants shall be 65 years.
5.	Procedure	All the applications received in response to the vacancy/requirement advertised will be scrutinized and shortlisted by the MoEF&CC, SRO-Jaipur as per need and in the light of Consultancy guidelines. MoEF&CC, SRO-Jaipur reserves the right to call any number of applicants for interview based on essential and desirable qualifications and experience of the applicant. Thereafter, MoEF&CC,RO-Gandhinagar will submit a proposal before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate (s), along with one candidate as reserve for the vacancy/requirement.
6.	Submission of applications	Interested participants should fill their application (in format as in Annexure-II) completely and send it to the Head of Office, Sub Regional Office Jaipur, Ministry of Environment Forest and Climate Change, Room No. B-213, B-214, "Aranya Bhawan", Jhalana Institutional Area, Jaipur- 302004 or through email at iro.jaipur-mefcc@gov.in. The cutoff date for receipt of application is 21 days from the date of issue of this advertisement.
	Remuneration:	A consolidated pay of monthly Rs. 60,000/-
	Allowances	The consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
	Leave	a) Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service. b) The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. c) Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year (calculated on pro-rata basis) d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year. e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the leave admissible.

		f) Female Consultants shall be eligible for maternity leave governed by the Maternity Benefit Act, 1961, as amended from time to time and extant Maternity Leave Rules based on the said Act.
	Annual Increment	The quantum of annual increment to consultant shall be between 0 to 8% in their remuneration depending upon quality of performance that may be determined judiciously by HOD, MoEF&CC, RO-Gandhinagar.
	Attendance and working days	a) The working hours of the professional shall be same as regular Government employee working in MoEF&CC, RO-Gandhinagar. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. b) The attendance shall be marked in the Attendance Register by the Consultant.
	Conflict of interest	a) The Consultant shall be expected to display utmost honesty secrecy sincerity and good conduct while discharging his/her duties. In case service of consultants found in conflict with 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, RO-Gandhinagar, including SRO Jaipur, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not to anyone who is not 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 cases in any court is pending against them. e) The engagement may end any time on discretion of MoEF&CC, RO-Gandhinagar without citing any reason.
13.	Any amendment/ relaxation in the above guideline would require prior approval of the Competent authority.	

Encl: as above

Digitally signed by
Mahesh Dutt Purohit
Date: 13-07-2026
16:44:16

(Er. Mahesh Dutt Purohit)
Head of Office.

Regional Office Gandhinagar,
MoEF&CC, Govt of India

Copy to:

1. The Under Secretary, IT division is requested to kindly upload this advertisement on the website of the Ministry.

2. The ROHQ Division, Ministry of Environment, Forest and Climate Change, New Delhi.
3. Guard file.

Annexure-II**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. 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)