Government of India
Ministry of Environment, Forest and Climate Change
NATCOM Cell

Indira Paryavaran Bhawan
New Delhi
Date: 18th November 2026

Advertisement for one (01) Young Professional (Technical)
to be placed at IPMU, NATCOM Cell, MoEFCC

1. Applications in the prescribed format are invited for one (01) position of Young Professional (Technical) on a contractual basis in the Integrated Project Management Unit (IPMU) of NATCOM Cell at MoEFCC for GEF-UNDP-MoEFCC Projects for preparation of the National Communications and Biennial Transparency Reports to UNFCCC in the MoEFCC, New Delhi. The last date for receipt of the applications is 17th December 2026.

2. Period: Initially two years. Further extension based on performance appraisal and mutual willingness maximum up to 2 years (i.e. upto 2028) or project duration whichever is earlier.

3. How to apply: Interested applicants may submit applications indicating their interest in working for the Ministry of Environment, Forest and Climate Change. The application is to be filled online via Microsoft Form Young Professional (Technical) – Fill out form and the CV (as per format at Annexure1) is to be sent via email to natcom.india@undp.org. Incomplete applications will summarily be rejected, and applications received after the due date shall not be considered. No TA/DA will be payable by the Ministry to attend the interview. MoEFCC reserves the right to cancel the advertisement for engagement of the above post without assigning any reasons.

4. Place of work: IPMU, NATCOM Cell, Ministry of Environment, Forest and Climate Change, New Delhi.

5. Details: The details of essential and desired qualifications and experience, duties and responsibilities and consolidated monthly remuneration are given below:

Sl. No	Details of position	Qualifications & Experience		Indicative Duties / Responsibilities
		Essential	Desirable	
1	**Young Professional (Technical)** Upper age limit: 32 years Experience: More than 3 years to upto 5 years Renumeration per month: INR 70,000/- No. of position - 01	Educational Qualification: Master's degree from a recognized institution in Environmental studies, Climate Change, Development studies or related fields. or B.Tech. in Environmental Engineering or related fields. Experience: Relevant experience (post qualification) in climate change and related fields	Previous experience in project coordination or relevant internships is a plus. General understanding of climate change issues and sustainability. Familiarity with climate change adaptation and mitigation measures.	• Assist the NPD and technical staff of PMU in coordinating project activities, ensuring adherence to project timelines, and tracking progress. • Coordinate with partner institutions for collation of data and information related to project activities. • Assist in organizing and maintaining project related data. • Maintain project documentation, including meeting minutes, progress

				reports, and project related studies outputs. • Support the preparation of project reports, presentations. • Assist in coordinating stakeholder consultations and feedback mechanisms. • Contribute to knowledge sharing efforts, extraction and dissemination of relevant climate change information and best practices.

6. Other Terms and Conditions:

i. Experience includes up to 3 years for PhD holders also, provided no experience is counted during those 3 years. Experience shall be in the relevant field of specialized work with good computer skills.
ii. The Consultants Grade-I/Consultants Grade-II/Young Professionals/Consultant-B already working with the Ministry can apply for a higher Consultancy position in MoEFCC competing with external candidates provided they meet the eligibility criteria for the higher Consultancy positions that are advertised.
iii. The consolidated remuneration in case of the Consultant will be inclusive of all applicable taxes and no other facility or allowance will be allowed. However, in case of retired Government Employees engaged as consultant, the payment of remuneration, transport allowance etc. will be governed by the provisions of D/o Expenditure OM dated 09.12.2020 as amended from time to time or prescribed by the Central Government in this regard.
iv. The initial engagement will be for 2 years. Further extension based on performance appraisal and mutual willingness maximum up to 3 years (i.e. upto 2028) or project duration whichever is earlier on case-to-case basis.
v. The Consultant engaged shall be expected to perform the roles, responsibilities and duties specified against the position in the attached Terms of Reference (TOR).
vi. The need to submit fortnightly progress report on the task assigned.
vii. The appointment of the Consultant is purely on temporary nature (non-official) and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEFCC shall have powers to terminate any or all the professionals at any time without assigning any reason with the approval of the Secretary (EF&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.
viii. In no case, any request for promotion of the Consultant shall be entertained.
ix. The maximum age limit of the Consultant shall be as specified in the ToR attached.
x. An agreement on stamp paper of Rs.100 /- duly notarized, must be signed between the National Project Director and the Consultant.

7. 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 leaves 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.

8. Annual Increment:

The quantum of annual increment to the Consultant shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by National Project Director, on case-to-case basis.

9. TA/DA:

No TA/DA shall be admissible for interview/joining the assignment or on its completion. Normally, The Consultant will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. The Consultant shall be allowed TA, DA and Hotel accommodation in connection with the official work as per the provisions of SR190. Travelling allowance will be allowed as per the rules in this regard from time to time.

10. Attendance:

a. The working hours of the Consultant 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 National Project Director.
b. The attendance shall be marked in the Biometric system be the Consultant.

11. 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 services of the Consultant is 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 MoEFCC, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment 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 case in any court is pending against them.

12. Process of Removal:

i. The process of removal of the Consultant shall be processed along with the justifications by the National Project Director and with the approval of the Competent authority with one-month notice period.

13. Operation and reserve list of applications:

i. All the applications received in response to the requirements advertised will be scrutinized and shortlisted by the UNDP in association with NATCOM Cell and list of suitable candidates in 1:5 will be provided to the Selection Committee as approved by Secretary.
ii. The selection Committee shall finalize the candidates based on the interview of all the candidates and provide the list of shortlisted candidates to the Ministry.
iii. A waitlist of qualified candidates (nearly 2 times the no. of vacancy of the Consultant) shall be prepared & shall be kept in panel for three years. They will be considered against transfer, resignation, death etc cases.

14. Remuneration:

The monthly remuneration as specified against the position will be paid through UNDP on the recommendation of the National Project Director.

15. Monitoring Framework:

The Consultant engaged will be reporting to the NPD and will work under the day-to-day supervision of the NPD and the Scientists in the NATCOM Division. The performance of the Consultant will be evaluated annually and recommendations for annual increment and/or continuation/discontinuation will be processed by the NPD and obtain approval of the Competent Authority.

Sd/-
National Project Director
NATCOM Cell, MoEFCC

Annexure 1

Template

POSITION APPLIED FOR:

1. Name:

2. Father's Name:

3. Date of Birth:

4. Age:

5. Gender:

6. Educational Qualifications:

Sl. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration/ Year of Passing	Division/ Grade % of Marks

7. Details of employment in the chronological order.

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed	Attach supporting document

8. Details of courses/ training programmes attended, if any:

9. Details of publication, if any: List and add links, if any (Do not attach publications)

10. Languages known:

11. Contact Details:

(a) Mailing Address:

(b) Permanent Address:

12. Documents to be attached (Self attested): Total attachments **not to exceed 10 MB**

(i) PhD Certificate (if any)

(ii) Masters' Degree Certificate (if applicable)

(iii) Bachelor's Degree Certificate (if applicable)

(iv) Experience Certificates

(v) Age proof

13. Additional information, in support of suitability for the post.

UNDERTAKING

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the contract.

Date: (Signature of candidate)

Place: