

**No.NA-1/32/2022-NA(Part)**  
**Government of India**  
**Ministry of Environment, Forest and Climate Change**  
**National Compensatory Afforestation Fund Management & Planning Authority**  
**E-mail: nationalcampa-moefcc@gov.in**  
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Block No.3, 4<sup>th</sup> Floor  
Hall No.1, CGO Complex  
Lodhi Road, New Delhi-110003  
**Dated the 30<sup>th</sup> April, 2024**

**OFFICE MEMORANDUM**

**Sub: Notice inviting application for Consultant (IT Software Developer) in the National Authority, CAMPA, New Delhi – regarding.**

Please find enclosed herewith the copy of Advertisement for engaging one Consultant (IT Software Developer) on contractual and temporary basis in the National Authority, CAMPA, New Delhi for publication on the website of MoEFCC.



**(V.L. Roui Kullai)**  
Deputy Chief Executive Officer  
National Authority

To,

Dr. S. Annadurai  
Senior Consultant (IT),  
Indira Paryavaran Bhawan,  
Jorbagh Road, New Delhi – 110 003

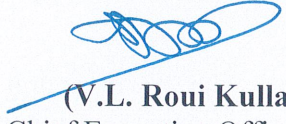
ADVERTISEMENT FOR CONSULTANTS

**No.NA-1/32/2022-NA(Part)**  
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Block No.3, 4<sup>th</sup> Floor  
Hall No.1, CGO Complex  
Lodhi Road, New Delhi-110003  
**Dated the 30<sup>th</sup> April, 2024**

**Sub: Notice inviting application for Consultant (IT Software Developer) in the National Authority, CAMPA, New Delhi – regarding.**

Applications are invited for engagement of Consultants (IT Software Developer) in the National Compensatory Afforestation Fund Management Authority, Ministry of Environment, Forest and Climate Change, New Delhi. The vacancy circular is available on website [www.moef.nic.in](http://www.moef.nic.in). The last date of receipt of application is 10.06.2024 (Monday) till 05:00 PM.

  
**(V.L. Roui Kullai)**  
Deputy Chief Executive Officer  
National Authority

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**Block No.3, 4<sup>th</sup> Floor**  
**Hall No.1, CGO Complex**  
**Lodhi Road, New Delhi-110003**  
**Dated: 30<sup>th</sup> April, 2024**

**Engagement of Consultant (IT Software Developer) in National Authority**

The National Compensatory Afforestation Fund Management and Planning Authority (National Authority- CAMPA) came into existence on 30<sup>th</sup> September 2018. National Authority takes up subjects of national and regional importance pertaining to conservation of forest, wildlife, biodiversity and enhancement of ecosystem services and relevant research programmes in the field of forest and wildlife. In process, it is also required to maintain and process data and information for the purpose of proper planning and monitoring purposes.

The National Authority invites applications from eligible candidates for engagement of Consultant (IT Software Developer) on contractual and temporary basis initially for a period of one year, which may be extended after review of the performance of the incumbent.

The details of vacancies including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

**Consultant (IT Software Developer) - 01 post**

**I. Duties and Responsibilities:-**

- a. Develop and implement new software programs;
- b. Maintain and improve the performance of existing software;
- c. Clearly and regularly communicate with management and technical support colleagues;
- d. Test and maintain software products to ensure strong functionality and optimization;
- e. Recommend improvements to existing software programs as necessary;
- f. Any other work assigned time to time by Dy. CEO and higher authorities

**II. Qualification and Experience:-**

**Essential:-**

- a. Minimum BE/ B.Tech in Computer Science/IT, MCA, M.Sc (IT/ CS)
- b. Minimum 5 to 10 years working experience in software development and maintenance.

**Desirable:**

- i. Knowledge of programming language, data backup, recovery and security etc.

- ii. Preference will be given for experience of working with PSU/ Government departments/ Agencies in software development
- III. **Age Limit:** Not above 45 years on the date of advertisement.
- IV. **Consolidated remuneration:** Rs.80,000/- per month
- V. **Terms & Conditions of Engagement:**
- i. The appointment of the Consultant will be of a temporary & contractual in nature and can be cancelled on one month notice by the CEO, National Authority without assigning any reason.
  - ii. Absence from duty for a continuous of 8 days without any information shall lead to automatic termination of contractual agreement.
  - iii. Other conditions of engagement of the Consultants will be as per guidelines issued by the Ministry from time to time in this regard.
  - iv. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
  - v. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.
  - vi. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Department shall remain with the Department.
  - vii. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. The Consultant so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.
  - viii. Consultant shall not be entitled to any kind of allowance or accommodation facility. However, should they require to travel inside the country in connection with the official work of the National Authority, TA/DA as admissible to a Consultant will be paid to him/her after obtaining approval of the competent authority.
  - ix. **Tax Deduction at Source (TDS):-** TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.
  - x. Consultant will be engaged on full time basis and no parallel engagement will be permitted
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- VI. **Procedure for Selection:** The Screening Committee constituted in the National Authority/ MoEFCC will scrutinise the applications and select Consultant based on the eligibility criteria as stated above.
- VII. **Termination of Consultancy:** The engagement of Consultant can be terminated by the CEO, National Authority on 30 days notice without assigning any reason thereof. Consultant will have to give 30 days advance notice before resigning from the engagement.
- VIII. **How to apply:** Interested candidates fulfilling the requisite qualification and experience may apply and send his/her application through email to **nationalcampa-moefcc@gov.in** in the prescribed application form (Annexure-I) along with CV and all

supporting documents (photographs, qualification, experience, PPO, references) **latest by 10.06.2024 (Monday) till 5.00 PM.**

The National Authority reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. Only candidates whose candidature has been provisionally accepted shall be called for interview. No TA/DA will be provided for appearing for the interview. Incomplete applications or applications received after the due date will be rejected.

**Application Form:** Annexure-I



**(V.L. Roui Kullai)**  
Deputy Chief Executive Officer  
National Authority

**Application Form for engagement of Consultant (\_\_\_\_\_) in the National Authority,  
MoEF&CC, New Delhi**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (Telephone/ Mobile No., e-mail address):
7. Permanent Address:
8. Educational Qualification (Graduation and above level):

Recent Passport  
size photograph  
(3.5 cmX3.5 cm)

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

9. Desirable Educational Qualification:

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

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:

Date and Place

Signature

Full name of the Applicant

## **Declaration**

I solemnly declare that all the information provided/ statements made in this applicable are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the National Authority.

Further. I have read the vacancy circular and I am ready to accept all the terms and conditions for engagement of Consultant.

Date and Place

Signature

Full name of the Applicant