

Terms of reference for engagement of Consultant 'B' under the Plan Scheme:

i. Precise Statement of Objectives :-

Ecomark Scheme was launched in 1991 by the Ministry of Environment, Forest and Climate Change for Labelling of Environment Friendly Products. The scheme operates on a national basis and provides accreditation and labelling for household and other consumer products which meet certain environmental criteria along with quality requirements of the Indian Standards for that product. The Label is known as the "ECOMARK".

The specific objectives of the scheme are as follows:-

- (i) To provide an incentive for manufacturers and importers to reduce adverse environmental impact of products.
- (ii) To reward genuine initiatives by companies to reduce adverse environmental impact of their products.
- (iii) To assist consumers to become environmentally responsible in their daily lives by providing information to take account of environmental factors in their purchase decisions.
- (iv) To encourage citizens to purchase products which have less harmful environmental impacts.
- (v) To improve the quality of the environment and to encourage the sustainable management of resources.

ii. Outline of the tasks to be carried out and Schedule for completion of tasks :-

The Consultant 'B' will be responsible for providing technical support to Policy and Law Division, MoEF&CC on the following:

- o To identify sources of data, method of collection and collation and to arrange and coordinate meetings on Ecomark with other Departments of the Government and agencies on a regular basis;
- o To prepare power point presentations, project reports, reviews, drafts, notes, minutes of meetings and briefs etc. on Ecomark;
- o To develop guidelines and plan of action for eco labeling scheme, prioritizing them and short listing the products to be labeled under the scheme.

The Consultant 'B' for Ecomark Scheme shall report to the Divisional Head of Policy and Law Division and must possess good knowledge of computer applications and desktop applications. He/she should possess excellent communication skills both oral and written, analytical and presentation skills and have experience in preparation of project reports/reviews/notes/briefs etc.

iii. **The support of inputs to be provided by MoEF&CC to facilitate the Consultancy :-**

The Policy and Law Division would provide the supporting documents/ material related with the Ecomark Scheme to facilitate the Consultancy.

iv. **The final outputs, which shall be required of the Consultant at the end of the Consultancy period:-**

- (a) No. of Notes/briefs prepared and quality thereof;
- (b) No. of meetings coordinated during the consultancy period;
- (c) No. of presentations made and project reports drafted;
- (d) Drafting of ecolabelling guidelines, general and product-wise.

- v. The initial tenure of engagement for a person as Consultant would be upto a period of three years (1+1+1) (subject to performance and presence of the professional in the Division concerned being highly useful). Consultation of the Consultant beyond three years for upto additional two years will be considered on case to case basis with the approval of the Competent Authority.
- vi. The Consultant shall not, except with the previous sanction of MoEF&CC in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper (s) or periodical (s), either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy assignment.
- vii. 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. MoEF&CC shall have power 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.



(Signature of Divisional Head)

Application format for engagement as Consultant ‘B’ on contractual basis in the Ministry of Environment, Forest & Climate Change

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephone/Mobile Number and Email address):
.....
7. Permanent Address:
8. Education Qualifications:

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

9. Work Experience:

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

10. Any other information:

(Signature of the Applicant)

Annexure III

**No. 14(1)/2018-PL
Government of India
Ministry of Environment, Forest and Climate Change
Policy and Law Division**

Subject: Advertisement for the engagement of Consultant 'B' for Ecomark Scheme on contractual basis in the Ministry of Environment, Forest and Climate Change – reg.

Applications are invited for **One Consultant 'B' for Ecomark Scheme in the Policy and Law Division** of the Ministry of Environment, Forest and Climate Change on payment of consolidated monthly fee of Rs. 80,000/-. Full details of the vacancy circular are available on Ministry of Environment, Forest and Climate Change website www.moef.gov.in.

2. The last date of receipt of application is **21 days** from the date of publication of this advertisement in the Newspaper.

3. Eligible candidates are required to apply in the prescribed format as per the advertisement.

4. **Eligibility:-** Consultant 'B' should have (i) Master's Degree in Science/ Bachelor's Degree in Engineering/ Technology as the minimum qualification with good knowledge of M.S. Office and (ii) experience in the relevant field for a period of more than 5 years and upto 10 years.

OR

Retired Government Employees with (i) Grade pay of Rs. 6600/- and above and knowledge of M.S. Office and (ii) experience in the relevant field for a period of more than 5 years and upto 10 years.

Desirable:- Persons having Ph.D/M.Phil with the knowledge of computer applications and desktop applications. Strong Communications skills, both oral and written, analytical and presentation skills and preparation of project reports/reviews/notes/briefs etc.

5. **Tenure:-** The initial tenure of engagement for Consultant 'B' for Ecomark Scheme would be up to a period of three years (1+1+1) (subject to performance and presence of the professional in the Division concerned being highly useful). Continuation of the Consultant beyond three years for up to additional two years will be considered with the approval of Competent Authority.

As the post is temporary in nature and purely on contractual basis, in no case any request for promotion shall be entertained.

6. **Age Limit:-** The maximum age limit for consultant shall be 65 years.

7. **Remuneration:-** Fixed Monthly remuneration (consolidated) of Rs. 80,000/- (Rupees Eighty thousand only).

8. **Other Allowances:-** The Consultant 'B' for Ecomark shall not be entitled to any allowance such as Dearness Allowance, residential telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.

No TA/DA shall be admissible for interview/ joining the assignment or on its completion. Normally, no foreign travel shall be allowed, however, in exceptional circumstances, Secretary may allow foreign travel in public interest. Consultant 'B' for Ecomark shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190. Travelling allowance may be allowed as journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill upto Rs. 500/- per day and hotel charges upto Rs. 2000/- per day, subject to the actual.

9. **Drawal of Pension:-** A retired Government official appointed as Consultant 'B' shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Consultant in the Ministry. His/ her engagement as Consultant shall not be considered as a case of re-employment.

10. **Leave:-**

(a) Consultant 'B' for Ecomark shall be eligible for 8 days leave in a single year of consultancy.

(b) The leave shall accrue to him/her on completed month basis calculated from his/her date of joining on pre-rata basis.

(c) He/ She shall not draw any remuneration in case of his/her absence beyond 8 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 of gazette Holidays during a spell of leave not be counted against the 8 leaves.

11. **Increment:-** Consultant 'B' shall be entitled to 8% annual increase in his/ her remuneration subject to recommendation/ satisfactory report by the Divisional Head of Policy & Law Division, MoEF&CC.

12. **Attendance & working days:-** Same number of working hours 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 Divisional Head of the Policy & Law Division. The attendance shall be marked in the Biometric system by the Consultant 'B'.

13. **Conflict of Interest:-**

(a) The Consultant 'B' shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case his/her services are 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 the Ministry, he/she would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his assignment to anyone who is not authorized to know the same.

(c) Selected candidates shall provide integrity certificate from two 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 pending against him/ her.

14. **Other Conditions:-**

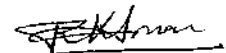
(a) The appointment of Consultant 'B' for Ecomark Scheme would be on full time basis and he/she shall not take up any other assignment during the period of Consultancy within the MoEF&CC.

(b) Absence from duty for a continuous period of 8 days, without any prior information or any valid reason shall lead to automatic termination of contractual engagement.

(c) Official (Government) e-mail id and access to intranet system can be provided to Consultant 'B' with the approval of the Divisional Head, Policy & Law Division, in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division will also be kept in view.

15. Eligible and willing candidates may submit their applications in the prescribed Proforma attached at **Annexure-II** along with the supporting documents on or before **06.12.2019 (till 5.00 P.M.)** by email at **ak.pateshwary@gov.in** or by post to The Director (Policy and Law Division) on the following address:

**The Director,
Policy and Law Division,
Ministry of Environment, Forest and Climate Change,
Level III, Jal Wing,
Indira Paryavaran Bhawan,
Jor Bagh Road, Aliganj,
New Delhi-110003.**



**(Ramesh Kumar)
Under Secretary to the Govt. of India
Tel. No. 24695235**