

Government of India,  
Ministry of Environment,  
Forest & Climate Change  
**(Data Strategy Unit)**

Indira ParyavaranBhawan,  
Jor Bag New Delhi,  
27.08. 2021

**Advertisement for Hiring of a Consultant Data Analytics for MoEFCC**

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up of one post of Consultant A for Technical Support Group of Data Strategy Unit of the Ministry of Environment, Forest & Climate Change, New Delhi, as per details given below:

Name of the Post: - Consultant A for Technical Support Group of Data Strategy Unit of the Ministry of Environment, Forest & Climate Change, New Delhi

1.	Name of the Post	<b>Consultant_Data Analytics</b>
2	Period of Consultancy Period of engagement/Tenure	The initial tenure of engagement for a person as Consultant_Data Analytics would be upto a period of three years (1+1+1) subject to performance and presence of the Professional being highly useful. Continuation 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.
3	Nature of Duties and Responsibilities For Research Associate	<ol style="list-style-type: none"><li>1. Analyzing the existing IT systems of department and ensure integration of platforms operating on different technologies, adoption of latest technology, etc</li><li>2. Diagnosing IT system problems, inefficiencies, and weakness.</li><li>3. Providing advice on best practices on technology</li><li>4. Creating and applying most accurate algorithms to datasets in order to get the solutions.</li><li>5. Support in the development of an integrated system for data storage across several MIS dashboards of the M/Ds (Data Warehouse)</li><li>6. Support NIC and other stakeholders for development of IT based data collection and</li></ol>

		<p>reporting system.</p> <ol style="list-style-type: none"> <li>7. Support NIC and other stakeholders for development of IT based data collection &amp; reporting systems (MIS/ Dashboards)</li> <li>8. Support in the development of an integrated system for data storage across several MIS dashboards of the M/Ds (Data Warehouse)</li> <li>9. Analyzing the existing IT systems of department and ensure integration of platforms operating on different technologies, adoption of latest technology, etc.</li> <li>10. Diagnosing IT system problems, inefficiencies, and weaknesses</li> <li>11. Providing advice on technology best practices</li> <li>12. Identify Analyzing and interpreting data for schemes/ NSI using quantitative tools like STATA, SPSS, R/ Python, etc and qualitative tools like Atlas.ti, NVivo, Quirkos, MAXQDA, etc</li> <li>13. Create data visualizations to convert data into meaningful policy insights</li> <li>14. Prepare reports using data analysis and visualizations to support evidence based policy decisions</li> <li>15. Any other function related to the above</li> </ol>
4	Job Location	Ministry of Environment, Forest & Climate Change, New Delhi.
5	Qualification & other Criteria.	<p><b>Qualifications</b>  <b>ESSENTIAL</b>  <b>Education:</b>  Master's degree in Computer Science/ B-tech/MCA/geoinformatics degree from a premier institute, preferably in information Technology/Computer Science with at least three to 5 years of experience</p> <p><b>Skill:</b>  1.Strong quantitative aptitude to help in assessing data gaps, identifying data sources ,organizing and</p>

understanding data systems and analyzing the data to ascertain its significance

2. Skill in data visualization including application of AI (artificial intelligence) to systems

3. Ability to assess data significance and limitations for policy insights

**Desirables:**

*Preference would be given to candidates having the following additional qualifications, experience and skills*

1. PhD holders in the relevant field will get preference.
2. Knowledge of programming languages like SQL, Oracle, R, MATLAB, and Python
3. Knowledge of statistics, Statistical tools and statistical packages like Excel, SPSS, SAS to be used for data set analysing
4. Knowledge of Statistical modelling especially its applications to environmental data and ecology
5. Knowledge of tools like InVEST, ARIES etc. and their applications in research
6. Experience in handling reporting packages like Business Objects, programming (Javascript, XML, or ETL frameworks)
7. Experience in Geodetic GPS surveys. GPS data capture methodologies and network establishment, GPS data processing methodologies, Errors and adjustment, Seismic and other applications
8. Experience in Satellite data processing and application Optical, microwave, and high resolution image segmentation, Image classification, Radiometric and geometric distortion modeling, Software development.
9. Exposure of work related to Laser scanning technology. Airborne and terrestrial data capture methodologies, Flight planning, Errors in LiDAR data, 3D laser imaging and LCS measurement, Development of LiDAR simulators, LiDAR data visualization methods and software
10. Exposure of work on Laser scanning applications

		<p>Propagation modelling using high resolution LiDAR data (sound, sun rays, GPS signal), As built mapping using terrestrial laser scanning of complex structures including heritage.</p> <p>11. Experience of work on GIS applications Innovative webGIS applications in archaeology, tourism, municipalities, land records.</p> <p><b>Skills:</b></p> <p>Good writing skills; Excellent communication, drafting and reporting skills in English,skills in applying data visualization techniques to datasets</p>
6	Remuneration & Entitlement:	<p>Rs.60,000/- per month.</p> <p>Other Entitlements Allowances:</p> <p>The Consultant A shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.</p> <p>Leave: (a) The CONSULTANT shall be eligible for 8 days leave in a single year of Consultancy;</p> <p>(b) The leave shall accrue to them on completed month basis calculated from their date of joining on Pro-Consultant Ata basis;</p> <p>(c) The CONSULTANT shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on Pro-Rata basis);</p> <p>(d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.</p> <p>(e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.</p>

		<p>Increment: The CONSULTANT shall be entitled to 0%-8% annual increase in their remuneration subject to recommendation/ satisfactory report by Divisional Head. No TA / DA shall be admissible for interview/ joining the assignment or on its completion.</p> <p>Normally, the CONSULTANT will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest.</p> <p>The CONSULTANT 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 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.</p> <p>Attendance and working days:  (a) The working hours of the professional shall be same as regular Government employee working in MOEF&amp;CC. No extra remuneration shall be allowed for working beyond office hours Saturdays/Sundays/Gazetted holidays.</p> <p>Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned Division.  (b) The attendance shall be marked in the Biometric system by the CONSULTANT .</p>
7	Conflict of Interest and Confidentiality	<p>Conflict of Interest: -  (a) The CONSULTANT shall be expected to display utmost honesty, secrecy/confidentiality, sincerity and good conduct while discharging his/her duties. In case services of CONSULTANT A 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 Secrets Act, 1923 and will not divulge any information gathered by him during the period of his</p>

		<p>assignment to anyone who is not authorized to know the same.</p> <p>(c) Selected candidates shall provide integrity certificate from 2 references known to them.</p> <p>(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.</p> <p>(e)The CONSULTANT may not, except with the prior approval of competent authority in writing, in the bona-fide discharge of duties, publish a book or research paper or a compilation of articles or participate in a radio/TV broadcast or contribute an article or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.</p> <p>(f)The CONSULTANT engaged by the MoEFCC shall in no case represent or give opinion or advice to others in any matter which is contrary to the stated position of Government of India. Any violation may lead to discontinuation of engagement.</p> <p>In addition to the above, the service conditions of the CONSULTANT will be governed under the guidelines of the Ministry in this regard and as amended from time to time. As the posts are temporary in nature and purely contractual, in no case, any request for promotion of a candidate shall be entertained.</p>
8.	Other Conditions	<p>(i) The appointment of CONSULTANT would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with the MoEF&amp;CC.</p> <p>(ii) The appointment of CONSULTANT is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEF&amp;CC shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Secretary (EF&amp;CC)</p>
9.	How to apply	Interested applicants may submit application indicating their interest in working for the Ministry of Environment, Forest and Climate Change as per

		proforma given in Annexure I along with self-attested documentary proof
10.	Selection Procedure	Interview. The Ministry/Department reserves the right to call any number of applicants for Interview based on essential and desirable qualifications and experience of the applicants.
11.	Age Limit	The maximum age limit for CONSULTANT shall be 40 years as on 01.01.2021.
12.	Last Date for receiving application on	21 days from the date of publishing of this Advertisement in the Employment News
13.	Application should reach to	AD (Statistics), ROOM NO. V-604 MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE INDIRA PARYAVARAN BHAWAN, JOR BAG NEW DELHI-110003 Or online at stats-moef@gov.in

## Annexure-I

**Terms of Reference for engagement of Consultant Data Analytics has been stated above.**

### **Precise Statement of Objectives:-**

The Disciplines and the domains where engagement of Consultant Data Analytics is required has been indicated in the essential and desirable qualifications and experience specified above

### **Outline of the tasks to be carried out:-**

Details of work required to be carried out/specific tasks/activities to be assigned to Consultant Data Analytics have been specified .

### **Schedule for completion of tasks:-**

This is to be linked to specific outputs like reports and the time frame of publications for which data is to be analysed and collated . It would be ensured This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment.

### **(iv) The support of inputs to be provided by MoEFCC to facilitate the Consultancy: -**

Statistical Adviser, Head of DSU would be the reporting authority responsible for the outputs. MoEFCC is to provide support like logistics, software, computer, seating space , stationary etc.



**The final outputs that will be required of the Consultant at the end of the consultancy period should be specified.**

These are data , reports, Analysis of IT systems with insights for changes, advice and mechanism for feasibility of application of artificial intelligence to IT systems, quality assurance guidelines, meta data and material for dissemination of statistics and other outputs as related to the ToRs state above.

**| Signature of Division Head)**

Annexure-II

**Application format for appointment as Consultant Data Analytics for Data Strategy Unit the Ministry of Environment, Forest and Climate Change**

Paste Photo here	

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

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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	Post held	Nature of Work	Remarks

11.Desirable Work Experience:

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

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

13.. Details of publication, if any:

14.Languages known:

15.Documents to be attested (Self attested):

PhD Certificate (if any)

Masters' Degree Certificate (if applicable)

Bachelor's Degree Certificate (if applicable)

Experience Certificates

Age proof

16.Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

17. Any two references

**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.

(Signature of Candidate)

**Annexure –III**

**Government of India**

**Ministry of Environment, Forest and Climate Change**

**Sub:- Advertisement for the engagement of Consultant Data Analytics on contractual basis SG of DSU in M/o Environment, Forests & Climate Change.**

Applications are invited for One Consultant Data Analytics for the Ministry of Environment, Forest and Climate Change on payment of Consolidated monthly fee 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 Circulars.

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