

**Government of India,  
Ministry of Environment, Forest & Climate Change  
(Forest Protection Division)**

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**5<sup>th</sup> Floor, Agni Wing  
Indira Paryavaran Bhawan  
Jor Bag New Delhi  
Dated: - 08.10. 2021**

**Advertisement for Hiring of One Consultant 'A' and One Research Associate in the Forest Protection Division, MoEF&CC.**

Applications in the prescribed proforma (as per Annexure II to the advertisement) are invited from eligible candidates for filling up of one post of Consultant 'A' and One Research Associate in the Forest Protection Division of the Ministry of Environment, Forest & Climate Change, New Delhi, as per details given below:

Name of the Post: - One Consultant 'A' and One Research Associate in the Forest Protection Division of the Ministry of Environment, Forest & Climate Change, New Delhi.

1.	Name of the Post	Consultant 'A'(One)
2.	Period of Consultancy  Period of Engagement/Tenure	The initial tenure of engagement for a person as Consultant 'A' would be upto a period of three years (1+1+1) subject to performance and presence of the Professional in the Division of concerned being highly useful. Continuation of the Consultant 'A' 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	<ol style="list-style-type: none"><li>1. Proposal/Matter relating to protection of forests which include control of illicit felling of trees, deforestation, and encroachment of forest land</li><li>2. Application of space technology for forest fire management which includes dissemination of forest fire alerts, pre-fire warning and assessment of burnt area by FSI.</li><li>3. Miscellaneous issues relating to forest protection.</li><li>4. Crisis/Disaster management related to forest fire.</li><li>5. Disaster Management issues relating to the Ministry.</li></ol>
4.	Job Location	Ministry of Environment, Forest & Climate Change, New Delhi.
5.	Qualification & other Criteria	Master of Science (Forestry)/ Master of Business Administration (Finance)/ Master of Business Administration (Project Management) with good knowledge of M.S. Office and

		<p>experience in the relevant field for a period of more than 3 years and upto 5 years.</p> <p>OR</p> <p>The Retired Government Employee with Grade pay of Rs. 4600/- and above and knowledge of M.S. Office with experience in relevant field for a period of more than 3 years and upto 5 years.</p>
6.	Name of the Post	Research Associate (One)
7.	Period of Consultancy Period of Engagement/Tenure	<p>The initial tenure of engagement for a person as Research Associate 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.</p> <p>Continuation of the Research Associate beyond three years for upto additional two years will be considered on case to case basis with the approval of the Competent Authority.</p>
8.	Nature of Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Examination of proposals relating to Forest Fire Prevention &amp; Management Scheme (FPM), scrutinizing the proposals (APOs) relating to FPM scheme.</li> <li>2. Help in implementation of FPM Scheme in a manner to achieve its short term and long term objectives of the scheme etc.</li> </ol>
9	Job Location	Ministry of Environment, Forest & Climate Change, New Delhi.
10	Qualification & other Criteria	Master Degree in Economics / Finance/ Commerce/Statistics or Bachelor's degree in Computer Science as Minimum qualification with experience of 1-3 years in the required field as well as good knowledge of M.S. Office and English.
11	Remuneration & Entitlement:	<p>Rs. 60,000/- per month (For Consultant-A) and Rs. 40,000/- per month (For Research Associate)</p> <p>Other Entitlements Allowances:</p> <p>The amount of fee / remuneration in the case of retired Government Officials appointed as Consultant/ Research Associate shall be decided in accordance with the extant instructions of Department of Personnel and Training.</p> <ol style="list-style-type: none"> <li>a. Drawal of Pension: A retired Government official appointed as Consultant/ Research Associate shall continue to draw pension and dearness relief on pension during the period of his engagement as Consultant 'A'/ Research Associate. His / Her engagement as Consultant 'A'/ Research Associate shall not be considered as a case of re-employment.</li> <li>b. Allowances: The Consultant / Research Associate shall not be entitled to any allowance such as Dearness Allowance,</li> </ol>

		<p>Telephone, Accommodation, CGHS, Medical Reimbursement etc.</p> <p>c. Consultant/ Research Associate shall be eligible for 8 days leave in a single year of consultancy and no remuneration will be admissible in case of his / her absence beyond 8 days in a year (calculated on pro-rata basis).</p> <p>d. The leave shall accrue to them on the basis of completed month, calculated from their date of joining on pro-rata basis.</p> <p>e. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.</p> <p>f. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against 8 leaves.</p> <p>g. Increment: Consultant shall be entitled to 8% annual increase in their remuneration subject to recommendation / satisfactory report by Divisional Head.</p> <p>h. No TA / DA shall be admissible for interview / joining the assignment or on its completion. Normally, Consultant will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultant shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Travelling allowance may be allowed uniformly to both categories viz. retired Government Servants or professionals of the desired skill as under:-</p> <p>i. Consultant/ Research Associate- A 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 2,000/- per day, subject to the actual.</p> <p>j. Attendance and working days: The working hours of the professionals shall be same as regular Government employees working in MoEF &amp; CC. No extra remuneration shall be allowed for working beyond office hours or on Saturday / Sunday / Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned Division.</p> <p>k. The attendance shall be marked in the Biometric system by the Consultant 'A' / Research Associate.</p>
12.	Conflict of interest and Confidentiality	<p>Conflict of Interest: -</p> <p>a. The Consultant 'A/ Research Associate' shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his / her duties. In case services of Consultant 'A' / Research Associate found in conflict with interest of Government or unsatisfactory, his / her</p>

		<p>engagement will be liable for discontinuation without assigning any reason.</p> <p>b. During the period of engagement with MoEF &amp; CC, the Consultant 'A' / Research Associate 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.</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 case in any court is pending against them.</p>
13.	Terms & Conditions	<p>a. The appointment of Consultant 'A' / Research Associate 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 Competent Authority. 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.</p> <p>b. As the posts are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.</p>
14.	How to apply	<p>a. Eligible and interested person may submit their applications either through post or email at (<a href="mailto:fpd-moefcc@gov.in">fpd-moefcc@gov.in</a>) in the prescribed format along with all supporting documents (self-attested) to Technical Officer, Forest Protection Division, Ministry of Environment, Forest &amp; Climate Change, Indira Paryavaran Bhawan, Aliganj, Jor Bagh, New Delhi – 110003 on or before 21 days.</p> <p>b. Applications which are incomplete or not in the prescribed format or not accompanied by the supporting documents, as mentioned above, shall not be entertained and would be liable to be summarily rejected.</p>
15.	Selection Procedure	<p>Interview.</p> <p>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.</p>
16.	Age Limit	<p>The maximum age limit for Consultant 'A' / Research Associate shall be 65 years as on 01.10.2021.</p>

17.	Last Date for Receiving application	Eligible candidate may send their applications in the format prescribed as per Annexure-II (enclosed) within 21 days from the publication of this notice in the website of the Ministry.
18.	Application should reach to	Shri K.R. Meena, Technical Officer, Cabin No-A-536, 5 <sup>th</sup> Floor, Agni wing, Ministry of Environment, Forest and Climate Change, Jor Bagh, New Delhi.

## **Annexure -I**

### **ToR**

Term of Reference for engagement of Consultant “A” and Research Associates for Forest Fire Prevention and Management Scheme, Disaster/Crisis Management and Forest Fire related work under Forest Protection Division –

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

The Disciplines and the domains where engagement of Consultant “A” and Research Associates is required has been indicated in the essential 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 “A” and Research Associates have been specified. Coordination with State/ Union Territory with all issues related to Forest Fire, Disaster Management related work etc.

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

As per the requirement of the Forest Fire Prevention and Management Scheme or till the time of shortage of the staff in the Division

#### **The Support of inputs to be provided by MoEF & CC to facilitate the Consultancy:-**

IGF (FPD) would be the reporting authority responsible for the outputs. MoEF&CC is to provide support like, computer, seating space, stationary etc.

#### **The final outputs, which shall be required of the Consultant at the end of the consultancy period:-**

Final output may be decided by the Division time to time as per the requirement of the scheme.

**(Signature of Division Head)**

**Application format for appointment as Consultant- A/ Research Associate (on contract) in the Ministry of Environment, Forest and Climate Change**

Paste Photo  
Here and  
signature

Name:

Father's Name:

Date of Birth:

Domicile:

Nationality:

Mailing Address (With Telephonic/Mobile No. and e-mail address):

Permanent Address:

Essential Educational Qualification:

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

Desirable Educational Qualification

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

Essential Work Experience

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

## Desirable Work Experience

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

Details of courses/ training programmes attended, if any:

Details of publication, if any:

Languages known: (1)

(2)

Documents to be attested (Self attested):

1. PhD Certificate (if any)
2. Masters' Degree Certificate (if applicable)
3. Bachelor's Degree Certificate (if applicable)
4. Experience Certificates
5. Age proof

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:

### **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)**



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

**Subject:- Advertisement for the engagement of Consultant "A" and Research Associate on contractual basis in the Forest Protection Division M/o Environment, Forests & Climate Change.**

Applications are invited for one Consultant "A" and one Research Associate in Forest Protection Division of the Ministry of Environment, Forest and Climate Change on payment of Consolidated monthly fee Rs. 60,000/- and Rs. 40,000/- for Consultant "A" and Research Associate respectively.

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 circular.

Eligible candidate may send their applications in the format prescribed as per Annexure-II (enclosed) within 21 days from the publication of this notice in the website of the Ministry.