

भारत सरकार  
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय  
एकीकृत क्षेत्रीय कार्यालय,  
अरण्य भवन, नार्थ ब्लॉक,  
सेक्टर -19, नया रायपुर, अटल नगर  
छत्तीसगढ़ - 492002  
ईमेल- [iro.raipur-mefcc@gov.in](mailto:iro.raipur-mefcc@gov.in)



GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FORESTS &  
CLIMATE CHANGE  
INTEGRATED REGIONAL OFFICE  
ARANYA BHAWAN, NORTH BLOCK, SECTOR-19,  
NAYA RAIPUR, ATAL NAGAR, CHHATTISGARH - 492002  
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File No. Estt./01/IRO -RPR/2021 /490

Dated: 20/01/2022

To,

The Under Secretary to Government of India, (ROHQ)  
Ministry of Environment, Forest and Climate Change  
Agni Wing, 3<sup>rd</sup> Floor,  
Indira Paryavaran Bhawan  
Aliganj, Jor Bagh road,  
New Delhi-110003

**Sub Engagement of 2 consultants (on contract basis) in the Integrated Regional Office Raipur-reg.**

**Ref:** 1. RO(HQ), MoEF&CC, New Delhi letter no. 8-3/2016-ROHQ(E-file) dated 24.11.2021

Sir,

I am directed to refer to the above mentioned subject. Please find enclosed herewith the advertisement (enclosed) for the engagement of 2 consultants (on contract basis) in Integrated Regional Office, MoEF&CC, Raipur.

It is requested to arrange uploading of the advertisement along with annexure the ministry's website for wide circulation.

**Encl: As above**

**Dr. Bhardwaj Adiraju**  
Scientist 'C'/Head of Office

भारत सरकार  
Government of India  
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय  
एकीकृत क्षेत्रीय कार्यालय रायपुर  
Ministry of Environment Forests and Climate Change  
Integrated Regional Office  
Raipur

**Advertisement for the engagement of 2 consultants on contract basis**

Applications are invited from eligible candidates for the post of

1. Consultant (Forestry)- 01 Post
2. Consultant (Environment)- 01 Post in the office of Integrated Regional Office, Raipur, MoEFCC

**Terms of Reference (ToR)**

- (i) The Regional Offices of the Ministry are established in different parts of the Country to deal with works as mandated in the Resolution No. 4-7/2012-ROHQ dated 08.01.2014 issued by the MoEF, Government of India.
- (ii) As per this, the ROs are to facilitate more frequent inspection and in-depth scrutiny and appraisal of the proposals. Broadly, the mandate falls under the following heads:
  - A. Forest (Conservation) Act related functions
  - B. Working Plan related functions
  - C. Monitoring of other schemes
  - D. Environment management and Pollution Control functions
  - E. Miscellaneous functions
- (iii) Routine work of the Consultants will be mostly as under:
  - (a) Assisting in scrutinizing the proposals involving forest lands by way of physical inspection of site and carry out sampling, survey and investigation.
  - (b) In understanding and analyzing the impact of projects approved under FCAct.
  - (c) Scrutinizing proposals for EC under Environment (Protection) Act, & other environment laws, study Environmental impact.
  - (d) Compilation of information, especially the Compensatory Afforestation.
  - (e) Studying the Working Plans and assessing them from the perspective of National Working Plan Code and National Forest Policy.
  - (f) In monitoring and evaluating of forestry development projects and schemes, especially activities under CAMPA funds.
  - (g) Miscellaneous functions like preparation of reports, action plans, retrieving/compiling and transmitting of data related to forestry activities as is required at regular intervals for submission to Ministry, NGT, etc.

- (iv) **Mode of Employment:-**The candidates fulfilling the eligibility criteria will be recruited on Contractual basis as per the existing guidelines. All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Evaluation Committee for the Consultant Recruitment.
- (v) **Job Description:**  
(a) To assist the Forest and Environment section of the Regional Office in fulfilling the mandate as per the Resolution dated 08.01.2014.
- (vi) **Period of Engagement:-**  
(a) The initial tenure of engagement for a person as 'Consultant' would be for a period of one year at a time, extendable upto three years on case to case basis depending upon the performance.  
(b) As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.
- (vii) **Age:-** Not more than **35 years** in terms of fresh Graduates and **65 years** in term of Retired Government Officers.
- (viii) **Educational Qualification: For Fresh Graduates**

S. No.	Post and number of posts	Qualification & Experience
1.	Consultant (Forestry)- One	Post Graduate Degree/diploma from a recognized University/Institute in Forestry with 3 years in work related to Forest Conservation/Forest Management/Forest Working Plans/Wild Life Management, Analysis in MS-Office and other computer related work is desirable.

S. No.	Post and number of posts	Qualification & Experience
1.	Consultant (Environment)- One	Post Graduate Degree/Diploma from a recognized University/Institute or B.E./B.Tech or equivalent degree in Environmental Engineering with 3 years of experience in the Environment Management or Pollution Control. Analysis in MS-Office and other computer related work is desirable.

**For Retired Officers**

- (a) Having a minimum experience of 10-15 years in a related field of forestry management with a State/Central Government organization.
- (ix) **Submission of Applications:** Candidate may submit their application in the prescribed format as per Annexure(along with the self attested copies of educational qualification and post qualification experience) at email: **iro.raipur-mefcc@gov.in**
- (x) Candidate shall specifically mention "Application for the post of consultant (Environment/Forest)" in subject of the email.
- (xi) Selection will be through personal interview. Only shortlisted candidates will be called for interview in case if the applications are received in large number.

- (xii) The last date of the receipt of application is 31<sup>st</sup> March, 2022.
- (xiii) **Remuneration:** - A consolidated pay of Rs. 40,000/- per month excluding profit and taxes if engagement through a Service Provider. Cost towards TA/DA shall be provided separately at par with the regular employee drawing similar basic pay. The amount of fee/remuneration in the case of retired Government officials appointed as Consultants shall be decided in accordance with the extant instructions of Department of Personnel and Training.
- (xiv) **Attendance and Working days:-**
- (a) The working hours of the professional shall be same as regular Government employee working in MoEF&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 Head of Department of concerned Regional Offices.
- (b) The attendance shall be marked in attendance register.
- (xv) **Leave:-** The Consultant shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if not utilized during the year. In case the Consultant is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity leave as per Govt. of India instructions issued from time to time would be available to female candidates.
- (xvi) The appointment of Consultants is of temporary (non-official) nature and the appointment can be cancelled at any time by the Head of Department of Regional Offices without assigning any reason. 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.
- (xvii) **Allowances:** - The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, and Medical Reimbursement etc.
- (xviii) **Drawl of Pension:** - A Retired Government official appointed as Consultant shall continue to draw pension and dearness relief on pension during the period of engagement as Consultant. His/Her engagement as Consultant shall not be considered as a case of re-employment.
- (xix) **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 consultants 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 MoEF&CC, the consultant would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him 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.

(Sd/-)

**Inspector General of Forests (Central)**  
**Integrated Regional Office,**  
**Raipur.**

**Annexure-I**

Application format for appointment as Consultant in the Ministry of Environment, Forest and Climate Change

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. Educational Qualification:

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

9. Work Experience:

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

10. Any other information:

**Declaration:**

I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

(Signature of the Candidate)