



भारत सरकार / GOVERNMENT OF INDIA

एकीकृत क्षेत्रीय कार्यालय

Integrated Regional Office

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

सी. जी. ओ. कॉम्प्लेक्स, शिवालिक खण्ड, लॉगवुड

CGO Complex, Shivalik Khand, Longwood

शिमला, हिमाचल प्रदेश – 171001

Shimla, Himachal Pradesh – 171001



ई-मेल/E-mail : iro.shimla-mefcc@gov.in

दूरभाष/Tel.: 0177-2658285

0177-2652541

फैक्स/Fax: 0177-2657517

No. 4-1/Admin/IRO/2021 / 289

Dated: 01/06/2022

To,

Director IT & e-Governance
Ministry of Environment, Forest and Climate Change
1st Floor, Agni Wing
Indira Paryavaran Bhawan
Jor Bagh Road, New Delhi – 110003.

Subject: Engagement of one post of Technical Associate (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Shimla, Himachal Pradesh-reg.

Sir,

With reference to the above cited subject, please find herewith an enclosed documents for advertisement in the MoEF&CC website for the engagement of one (01) post of Technical Associate DSS-GIS (purely on contract basis) in the Integrated Regional Office, Shimla, Himachal Pradesh.

It is therefore, requested to arrange for uploading of advertisement along with Annexures in the MoEF&CC website at the earliest.

Encl: As above

Yours faithfully

(Satya Prakash Negi)
Regional Officer

Copy to:

1. Shri Abhijit Roy, Under Secretary to the Government of India, MoEF&CC (ROHQ Division), Indira Paryavaran Bhawan, Aliganj, Jor Bagh Road, New Delhi – 110003 for kind information please.

INTEGRATED REGIONAL OFFICE
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE,
GOVERNMENT OF INDIA
CGO Complex, Shivalik Khand, Himalok Parisar, Longwood,
Shimla, Himachal Pradesh – 171001

Dated: 01.06.2022

Notice for recruitment of one (01) Technical Associate on purely contractual basis for Integrated Regional Office, Shimla

Decision Support System-Geographic Information System (DSS-GIS) work

Application are invited for engagement of one (01) Technical Associate on purely contractual basis through Service Provider for **Integrated Regional Office, Ministry of Environment, Forest and Climate Change, Government of India, Shimla, Himachal Pradesh** to carryout **Decision Support System-Geographic Information System (DSS-GIS) work** initially for a period of one year subject to further extension, if required. The details such as essential qualification and experience, age limit, emoluments and selection criterion are given in Annexure-I.

The last date for submission of applications will be 30.06.2022 (upto 5.30 pm) and late applications will not be accepted. IRO, Shimla will not not responsible for any postal delay.

Selection Process:

Candidates who fulfil the essential/desirable qualification and experience should submit hard copy application form available on <http://moef.gov.in> on or before the due date. After screening of the application forms, the eligible candidates will be shortlisted and called for **Walk-in Test comprising Written Test and Hands-on Test at the Integrated Regional Office located at CGO Complex, Himalok Parisar, Shivalik Khand, Longwood, Shimla, Himachal Pradesh.**

The Walk-in Test will be conducted on 16.07.2022 from 10.00 am onwards.

The final selection of the candidates will be done based on walk-in test which will comprise two parts (i) written (multiple-choice/short answer type) (ii) Hands-on Test on the use of Remote Sensing and GIS software (only those candidates who qualify written test will be asked to appear in Hands-on test).

Candidates called for walk-in test are required to bring their certificates of essential qualifications and age proof in original. The applicant will be responsible for the authenticity of information and other documents submitted. They should also bring a filled up form on prescribed format (pdf can be downloaded from the MoEF&CC Website <http://moef.gov.in>) while appearing for the walk-in test. The final selection would be based on combined performance in the Written Test and Hands-on Test. The selection Committee decision will be final. In case of any dispute in the process, the decision of the Regional Officer, Integrated Regional Office, Shimla will be final. No TA/DA will be paid for appearing for the Walk-in Test.

The selection and appointment of Technical Associate is purely on contractual basis and does not imply any form of permanent employment in Integrated Regional Office or extension beyond the period of engagement.

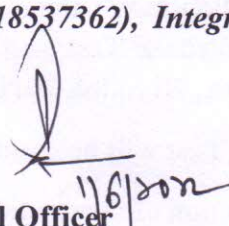
The remuneration will be based on guidelines issued through OM No. SR/S9/Z-08/2018 Dated January 30, 2022 of Department of Science & technology, Ministry of Science & Technology, Government of India, New Delhi which is Rs. 31,000/- (plus HRA) subject to revision from time to time.

The duly filled application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the following address in person or by post on or before 30.06.2022, 5.30 pm to:

Regional Officer
Integrated Regional Office
CGO Complex, Himlok Parisar,
Shivalik Khand, Longwood, Shimla
Himachal Pradesh – 171001
E-mail: iro.shimla-mefcc@gov.in

Superscribe the envelope as “**Application for the post of Technical Associate**”

- Note:** i) *Candidates must ensure that e-mail address and mobile number provided in the online application form as their own, as all information/communication will be sent through email on the registered email address or SMS on registered mobile number only.*
- ii) *For any queries/information related to selection procedure Sh. Rajesh Kumar, JTA, Establishment In charge (Contact no. 7018537362), Integrated Regional Office, Shimla may be contacted.*


Regional Officer
Integrated Regional Office, Shimla
Ph. No. 0177-2652541

Eligibility Criteria for the post of Technical Associate (Contract basis):

| S. No. | Name of Post | Vacancy | Remuneration | Qualification | Experience | Age limit |
|--------|---------------------|---------|---|--|--|---|
| 1 | Technical Associate | 01 | Rs. 31,000/- + HRA, as applicable (As per OM No. SR/S9/Z-08/2018 dated January 30, 2019 of Department of Science & technology, Ministry of Science & Technology, Government of India, New Delhi) | Essential Qualification: 1. M.Sc. / M.Tech. in RS & GIS/ Geo-Information with working knowledge of DSS-GIS. or 2. M.Sc. / B.E. / B.Tech. in IT/ Computer Science from a recognized university with 10 months PG Diploma course in Remote Sensing/GIS from a recognized university/institution and working knowledge in DSS-GIS | Desirable Experience: 1. Experience in DIP/DSS-GIS using Erdas Imagine and Arc-GIS and Q-GIS Note: Experience should have been obtained after processing the essential educational qualification. | The upper age limit is 30 years as on 30 th June, 2022 The upper age limit is relaxable upto 5 year in the case of candidates belonging to SC/ST/OBC/PH |

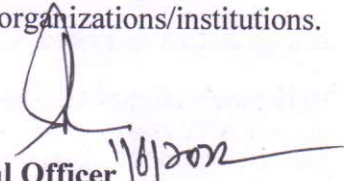
**Integrated Regional Office
Ministry of Environment, Forest and Climate Change
Govt. of India**

**Terms and Conditions for Technical Associate
(On contract basis through Service Provider)**

The terms and conditions for engagement of Technical Associate is similar to the guidelines of DST. However some additional terms and conditions have been added. The terms and conditions for engagement of Technical Associate post is given as follows:-

1. The engagement to the post of Technical Associate is purely on contract basis for a period of one (01) year. The Contract does not imply to Technical Associate for any assurance or guarantee for subsequent employment in Integrated Regional Office. Extension of period of engagement beyond the stipulated period shall vest with the Regional Office, Integrated Regional Office, Shimla.
2. **Emoluments:** They will be given a consolidated emolument of Rs 31,000/- + HRA (as applicable) as per OM No. OM No. SR/S9/Z-08/2018 dated January 30, 2019 of Department of Science & technology, Ministry of Science & Technology, Government of India, New Delhi.
3. **House Rent Allowance (HRA):** IRO will not provide any accommodation to the Technical Associate engaged on contract basis. House rent allowance will be allowed as per the Central Government rules. The basic for calculating HRA will be the actual stipend of the Technical Associate.
4. **Medical Benefits:** They will be entitled for medical allowance-as applicable in the IRO for himself/herself only.
5. **Leave and other entitlement benefits:** Technical Associate will be entitled for 2 days casual leave per month only on calendar year basis. A maximum of 10 days of Casual Leave will be allowed to be carried forward, from the balance as on 31st December, of one calendar year to the next calendar year.
 - 5.1 Casual Leave would not be normally granted for more than 5 days at one time, except under special circumstances. Also, CL will be granted only from leave due to the person.
 - 5.2 No advance leave will be permitted.
 - 5.3 Participation in any scientific event/workshops in India or abroad only in connection with work related to IRO will be treated as "on duty".
 - 5.4 Maternity/Paternity leave as per Govt. of India instructions issued from time to time would be available to female candidates.
 - 5.5 There is no provision of compensatory leave for contractual employees.
6. **Bonus & Leave Travel Concession:** They will not be entitled to these allowances.
7. **Retirement Benefits:** They will not be entitled to these benefits.
8. The engagement of Technical Associate is on full time basis. They are required to submit themselves to the discipline, regulation of the IRO in which they are working.
9. The Technical Associate will be required to attend the office during the normal office hours (9.00 AM to 5.30 PM) of otherwise, in exigency of the work.

10. If required, Technical Associate will have to go on tour. While on tour they will be entitled to T.A. & D.A. as per entitlement.
11. Compensatory leave will be granted only for works of special nature, not the routine project work in which a particular TA is engaged.
12. In case they are absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made.
13. **If for some reasons, a Technical Associate wants to terminate the contract with IRO, he or she will have to give at least one month's advance notice or in lieu thereof a sum equal to the amount equivalent to one month's emoluments.**
14. Any kind of paid or honorary part-time or full time employment or private is not permissible during the tenure of contract.
15. Technical Associate will work under the supervision of Regional Officer, Integrated Regional Office, Shimla.
16. Technical Associate will have to submit a report of the work carried out by them every month to his/her supervisor apart from daily work progress.
17. The performance and work progress of the Technical Associate will be reviewed by the Committee constituted by the Regional Officer, IRO, Shimla on completion of the six months.
18. The Technical Associate will observe all security measures followed in the IRO campus. They will not bring any unauthorized person or material inside IRO office campus; neither will they carry anything outside from IRO office campus.
19. If the selected personnel as Technical Associate wants to terminate the contract before the contracted service period, then he/she will have to give one month advance notice to IRO, Shimla.
20. The Technical Associate will not have any Intellectual Property Right for the work assigned to them under the project or otherwise.
21. The contract will be terminated:
 - a) On the expiry of term of contract without notice.
 - b) In case the competent authority is not satisfied with his/her work and conduct, contract may be terminated at any time.
22. Disciplinary Proceedings- If any Technical Associate is found guilty of any kind of misconduct, loss of data, poor quality of work or any other undesirable action, disciplinary action as deemed fit shall be initiated by Regional Officer, Regional Office, Shimla and actions as given below shall be taken against him/her.
 - i) Warning
 - ii) Black listing of the person from any temporary or permanent employment at IRO.
 - iii) Communicating the decision of black listing to other organizations/institutions.
 - iv) Legal action as per the law.


Regional Officer
Integrated Regional Office, Shimla
Ph. No. 0177-2652541

Annexure-I**Application format for engagement of Technical Associate (Purely on contract basis) in the Integrated Regional Office, MoEF&CC, Shimla, Himachal Pradesh.**

1. Name of the Candidate :
2. Father's/Husband Name :
3. Date of Birth (Proof of Self attested copy to be enclosed) :
4. Age as on 30.06.2022 :
5. Gender :
6. Address for communication :

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Recent Passport size self attested photograph to be pasted here .

7. Permanent Address :
8. Nationality :
9. Category :
10. Mailing Address (with Telephone/Mobile No. and Adhaar No.) :
11. Educational Qualification :

| | | | |
|----|----|-----|----|
| SC | ST | OBC | PH |
|----|----|-----|----|

| S. No. | Course | Subject | University/Institute | Year of Passing | Division/ Class |
|--------|--------|---------|----------------------|-----------------|-----------------|
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12. Work Experience:

| S. No. | Organization/Institute | Period | | Nature of Work | Remarks |
|--------|------------------------|--------|----|----------------|---------|
| | | From | To | | |
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13. Any other information:

14. List of Certificates Attached :

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.

Place:

Date:

(Signature of candidate)