

No.13008/110/2022-CC
Government of India
Ministry of Environment, Forest and Climate Change

3rd Floor, Prithvi Wing,
Indira Paryavaran Bhawan,
Jor Bagh Road,
New Delhi -110 003.

23rd June, 2022.

VACANCY CIRCULAR

1. Applications are invited for two posts of Consultant 'C' in Climate Change Division of the Ministry of Environment, Forest and Climate Change. Details of Educational and Desirable Qualifications, Experience, Terms of Reference (ToR), Remuneration, application format etc are attached.
2. Interested candidates are requested to apply in the prescribed format (**Annexure**) and send the application along with the supporting documents (both in hard and soft copy), clearly superscribing on envelope "Engagement of Consultant 'C' in Climate Change Division, Ministry of Environment, Forest and Climate Change' with reference number to Shri Vazir Singh, Under Secretary, Climate Change Division, Ministry of Environment, Forest and Climate Change, e-mail :vazir.singh@nic.in either by post or by hand within 21 days of the publication of Advertisement.
3. Applications received after the deadline shall not be considered. Only candidates whose candidatures are provisionally accepted will be called for interview. No TA/DA will be provided for appearing for interview'
4. **Precise Objective:** To seek assistance for effective discharge business of work allocated to the climate change division in the Ministry especially for country level bilateral, and multilateral engagements.

5. Details of Educational and Desirable Qualifications, Experience for Consultant 'C'

Category of Consultant	Essential Qualifications and Experience	Consolidated monthly remuneration
Consultant 'C'	<p><u>Essential Qualifications :</u></p> <p>Consultants should have Master's degree in Science (Environmental Science or Climate Change and Sustainability Studies or Climate Sciences and Policy) or Bachelor's Degree in Engineering/ Technology</p> <p>Experience :</p> <p>More than 10 years' and up to 15 years' experience in Research & Development, Project Management, Policy and Planning in industrial/academic/Government Institutions/ Organizations in the field of environment/ forestry/ natural resource management/ climate change and sustainability.</p> <p style="text-align: center;">OR</p> <p>Retired Government Employees with (i) Grade Pay of Rs.8,700/- and above & (ii) experience in the relevant field for a period of more than 10 years upto 15 years.</p>	Rs.1,00,000/-

6. Desirable Qualification and Experience: Ph. D from a recognised University in Environmental Science or Climate Science or Atmospheric Sciences or Natural resource Management

- i. The candidate should be well versed with the science and impacts of climate change.
- ii. The candidate should be well versed with current policy framework of the central and state governments to combat climate change.
- iii. He/she should be familiar with the International Conventions including the United Nations Convention on Climate Change (UNFCCC) and Inter governmental Panel on Climate Change (IPCC).
- iv. He/she should have the proven ability to coordinate and deliver multidisciplinary, multi institutional programmes and projects for climate change adaptation, its impacts, associated vulnerabilities and mitigation of climate change.
- v. The candidate should also have the proven ability to synthesize the information thus generated for informed decision making at the policy level.
- vi. The candidate should also have publications in the relevant areas of climate change in recognized peer reviewed scientific journals.

7. **Age Limit:** The maximum age limit of Consultant shall be 65 years; as on the date of publication of vacancy notice.
8. **Period of Engagement:** The post is temporary in nature and purely contractual. The initial tenure of engagement would be for a period of one year and extendable up to three years subject to performance and presence of the professional in the Division being highly useful. The period of engagements will be assessed on half yearly basis and specified so for continuation if required and the performance is found satisfactory.
9. **Indication of Nature of Consultancy Assignment and final outputs that will be required:-**

Consultant 'C' will be responsible for providing scientific, technical intellectual inputs on the matters being dealt with by the climate change division of the Ministry MoEF&CC. The Consultancy assignment may include but not limited to the following:

- i. Examine and analyse schemes and programs of other Ministries, Departments of Central and State Governments which are relevant to India's Climate action for mitigation and adaptation.
- ii. Examine and analyse research papers, reports published on various aspects of climate change and generate reports solely for internal consumption.
- iii. Preparing reports/briefs/joint statements/declaration/ position papers/ press briefs related to Country's Climate Action in various key sectors for consumptions in bilateral/ plurilateral/ multilateral meetings.
- iv. Plan, coordinate, make necessary logistic arrangements for convening bilateral/ plurilateral/ multilateral meetings.
- v. Any other task relevant to work of climate change division as assigned from time to time.

10. The support of inputs to be provided by MoEFCC to facilitate the Consultancy :-

The following support and inputs may be provided by the Ministry to the Consultant for facilitating the consultancy work:

- i. Documents and reports available with the Ministry with regard to climate change.
- ii. A laptop or desktop along with printer and Internet and office space.
- iii. Facilities for communication i.e. telephone, fax, stationary, photocopying, mailing and other secretarial assistance to effectively discharge the assigned work.

- iv. Providing infrastructure support and other logistic support for organizing meetings with stakeholders.
 - v. Director/ Deputy Secretary MoEF&CC will act as a coordinating officer under the overall supervision of Joint Secretary (climate Change) MoEF&CC.
 - vi. Interaction with other officials/ scientists in the Ministry will be facilitated by the coordinating officer.
 - vii. The position will report to the Director/ Deputy Secretary under the overall supervision of Economic Adviser, MoEF&CC.
11. The assignment will not create any employment-employee relationship between the Ministry of Environment, Forest & Climate Change and the Consultant.
12. **Leave:** The consultant will be entitled for Eight (8) days leave during the contractual period of one year subject to the prior approval of the report authority. Un-availed leave in tenure of single year will not be carried forward to next tenure.
13. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sunday/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head.
14. The attendance shall be marked in the Biometric System.
15. The internal reports/ data made available to consultants during his/her engagement in the Ministry shall not be used by the consultants for publishing research papers/ books or otherwise. The Ministry has prerogative to initiate disciplinary action or any other action, as deemed fit on the nature and level of guilty found if any in this context.
16. The engagement shall also be governed by the existing Guidelines of the Ministry for Engagement of Consultants issued vide No. A-65013/7/2018-P.II dated 22/09/2020 and as amended from time to time.



(Vazir Singh)

Under Secretary to the Government of India

Annexure

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

1. **Name :**

2. **Father's Name:**

3. **Date of Birth :**

Paste Recent
Passport Sized
Photograph

3(a). **Age (as on the date of publication of Vacancy Notice)**

4. **Domicile :**

5. **Nationality :**

6. **Mailing Address (With Telephone/Mobile No. and e-mail address :**

7. **Permanent Address :**

7 (a). **Present Address; if different from Permanent Address:**

8. **Essential Educational Qualification :**

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

9. **Desirable Education Qualification:**

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

10. **Essential Work Experience:**

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

11. **Desirable Work Experience:**

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

12. **List of publication- books, papers providing details of each viz. title, publication Type, Subject Area, h-index, impact factor, overall rank/ranking, etc. (Attach as Annexure)**

13. **Any other information Viz.**

(Signature)