

No. 8-31/2022-EE
Government of India
Ministry of Environment, Forest and Climate Change
Environment Education Division
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Subject: Advertisement for the engagement of Consultant "A" and Consultant "B" in the Environment Education Division of the Ministry of Environment, Forest and Climate Change – regarding.

Applications are invited for the engagement of two (2) Consultants (Consultant "A" and Consultant "B") in the Monitoring and Coordination Cell (MCC) of the Environment Education Division of the Ministry of Environment, Forest and Climate Change on the basis of payment of a consolidated monthly remuneration of Rs. 60,000/- (for Consultant "A") and Rs 80,000/- (for Consultant "B"). The following guidelines are to provide and regulate the manner and procedure for engagement of the two (02) Consultants (Consultant "A" and Consultant "B") in the MCC:

2. Period of engagement: The initial tenure of engagement for a person as Consultant "A" or Consultant "B" would be up to a period of three years (1+1+1) (subject to performance and presence of the professional in the Division 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 Competent Authority. As the posts are temporary in nature and purely contractual, in no case any request for promotion of any Consultant shall be entertained.

3. The engagement of Consultants is of temporary (non-official) nature and can be cancelled at any time by the Ministry, without assigning any reason. MoEF&CC shall have powers to terminate any or all the Consultants at any time without assigning any reason(s), with the approval of Secretary, EF&CC. 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.

4. Eligibility: The qualifications, experience and remuneration of Consultants are as under:

Name of the Post	Qualifications and Experience	Remuneration per month (INR)
Consultant "A"	<p>Essential:</p> <ol style="list-style-type: none">i. Masters' Degree in Science or Bachelor's Degree in Engineering/Technology as the minimum qualification with good knowledge of M.S. Office andii. Experience in the relevant field for a period of more than 3 and upto 5 years <p>Desirable:</p> <ol style="list-style-type: none">i. Having hands on experience in managing MIS Portal.ii. Experience in Data Management/ Analysis	60,000/- (Sixty Thousand Only)
Consultant "B"	<p>Essential:</p> <ol style="list-style-type: none">i. Masters' Degree in Science or Bachelor's Degree in	Rs 80,000/- (Eighty Thousand Only)

	<p>Engineering/Technology as the minimum qualification with good knowledge of M.S. Office and</p> <p>ii. Experience in the relevant field for a period of more than 5 years and upto 10 years</p> <p>Desirable:</p> <p>i. Experience in teaching</p> <p>ii. Experience in preparation of Teaching/Learning Material (TLM)</p>	
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Knowledge in Environment Education, exposure to Government of India working environment and experience in monitoring, coordination, convening of meetings, etc. would be considered as added advantage subject to fulfillment of essential qualification.

5. Age Limit: The maximum age limit for engagement of Consultant "A" and Consultant "B" shall be 65 years as on 01.01.2023.

6. Procedure:

(a) Terms of Reference for engagement of the two Consultants (Consultant "A" and Consultant "B") are given in **Annexure-I**

(b) Advertisement (**Annexure-III**) for inviting applications in the prescribed format (**Annexure-II**) for engagements of two (2) Consultants (Consultant "A" and Consultant "B") would be published on the MoEF&CC's website and in two National Dailies (in English and Hindi).

(c) All applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Environment Education Division as per requirement and vis-a-vis these guidelines. Thereafter, the Environment Education Division would submit a proposal before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate(s), along with one candidate as reserve for each vacancy.

(d) The CEC would be serviced by the Environment Education Division and constituted as per the extant Guidelines of MoEF&CC for engagement of Consultants issued vide OM No. A.65013/7/2018-P.II dated 22.09.2020 and related instructions/ amendments.

(e) After receiving the recommendations of the CEC, the Environment Education Division shall obtain the approval of Secretary, EF&CC for engaging the two Consultants (Consultant "A" and Consultant "B").

7. Allowance: Consultants (Consultant "A" and Consultant "B") shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.

8. Leave: Consultants (Consultant "A" and Consultant "B") shall be eligible for 8 days leave in a single year of consultancy. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. Consultants (Consultant "A" and Consultant "B") shall not draw any remuneration in

case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Unavailed leave in tenure of single year cannot be carried forward to next tenure of 1 year. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the 8 leaves.

9. Annual Increment: The quantum of annual increment to Consultants (Consultant "A" and Consultant "B") shall be between 0% to 8% in their remuneration, depending upon quality of performance that may be determined judiciously by the Divisional Head, on case to case basis.

10. Admissibility of TA/DA: No TA/DA shall be admissible for attending interview/joining the assignment or on its completion. Normally, Consultants (Consultant "A" and Consultant "B") will not be allowed foreign travel at Government expenses. Under exceptional circumstances, Secretary, EF&CC may allow foreign travel in public interest. Consultants (Consultant "A" and Consultant "B") will be allowed TA, DA and Hotel Accommodation in connection with the official work as per the provisions of SR 190. Travel Allowance would be allowed for journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill up to Rs. 500.00 per day and hotel charges up to Rs. 2,000 per day, subject to the actual expenditure.

11. Attendance and working days: (a) The working hours of the Consultants shall be same as regular Government employees working in MoEF&CC. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of Environment Education Division. (b) The attendance shall be marked in the biometric system by the Consultants, unless instructed by the Administration Division of the Ministry to mark attendance manually under exceptional circumstances.

12. Notice Period: In the event of the Ministry deciding to terminate the services of any Consultant or if any Consultant wishes to get relieved from his/her services in the Ministry, the Ministry/Consultant concerned shall provide, at least thirty (30) days prior, written notice of the termination/resignation to the Consultant concerned/Ministry, as the case may be. During the notice period, the Consultant shall continue to provide all services in full and in a proper manner and shall cooperate with the Ministry and put his/her best efforts to safeguard the interests of the Ministry.

13. Conflict of Interest:

- a. Every Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Consultants (Consultant "A" and Consultant "B") are found to be in conflict with the interests of the Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
- b. During the period of assignment with the MoEF&CC, each Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know the same.
- c. Selected candidates shall provide integrity certificate by any two 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, pending against him/her.
- e. The candidates shall submit their education qualification and experience details along with the supporting documents.

14. Other Conditions of Service:

- a. The appointment of Consultants (Consultant "A" and Consultant "B") would be on full time basis and they would not be permitted to take any other assignment during the period of Consultancy with the MoEF&CC.

- b. The Consultants (Consultant "A" and Consultant "B") shall not, except with the previous sanction of MoEF&CC in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical (s), either in his/her own name 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 Consultancy assignment.
- c. Official (Government) email id and access to intranet system would be provided to Consultants with the approval of the Divisional Head, in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the Consultants will also be kept in view.

15. The engagement shall also be governed by the extant Guidelines of MoEF&CC for engagement of Consultants issued vide OM No. A.65013/7/2018-P.II dated 22.09.2020 and related instructions/ amendments.

16. Eligible and willing candidates may submit their applications in the prescribed Proforma attached at **Annexure-II**, along with supporting documents within 21 days from the date of publishing of the advertisement in the newspaper, **by email to ee-mefcc@gov.in**


(Dr. Susan George K.)

Scientist 'E'

Tel. No.: 011-20819210

Terms of Reference for engagement of Consultants (Consultant "A" and Consultant "B") under the Plan Scheme-

Statement of Objectives: -

To assist the Environment Education Division in all technical matters for implementation of the Environment Education Programme (EEP) smoothly by developing educational material as Teaching/ Learning Material (TLM) in the form of booklets, manuals, modules for workshops, resource material for webinars, questionnaires, question banks, etc. and overall monitoring and management through various Management Information System (MIS) Portals.

Outline of tasks to be carried out: -

- i. Assisting the Ministry in achieving the objective of Environment Education Programme (EEP).
 - ii. Assisting the Ministry in all the work related to monitoring of scheme through various MIS Portals.
 - iii. Assisting the Ministry in creating a dedicated MIS Portal for EEP implementation.
 - iv. Assisting the Ministry in all the work related to coordination with Implementing Agencies.
 - v. Developing Teaching/ Learning Material (TLM) in the form of booklets, eBooks, manuals, presentations, etc.
 - vi. Creating modules for Sustainable Lifestyle Workshops/ Programmes.
 - vii. Assisting the Ministry in organizing awareness campaigns all over India for children/ youth on local environmental issues.
 - viii. Assisting the Ministry to strengthen Eco-clubs formed under erstwhile National Green Corps (NGC) Programme, in addition to targeting other clubs/ groups. units under the purview of various implementing agencies.
 - ix. Help in creation of modules for psychological interventions to behavior changes in children/youth.
 - x. Devise innovative ideas for the various pedagogical initiatives of the programme like workshops, projects, exhibitions, campaigns, competitions, nature camps etc. which can be used by Implementing Agencies.
 - xi. Assisting the Ministry in creating and publishing the success stories of Environment Education Programme.
 - xii. Development of Self-Assessment Tools for supporting implementing agencies.
 - xiii. Monitoring Programme implementation and reporting of achievements.
 - xiv. Assisting the Ministry in examining the Proposals submitted by the implementing agencies.
 - xv. Undertaking any other task and responsibility as assigned by the Competent Authority.
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Application Format for appointment as Consultant in the Ministry of Environment, Forest and Climate Change

Post applied for: CONSULTANT ____ <i>(submit separate applications for each post)</i>	Photo
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1. **Name:**
2. **Father's Name:**
3. **Date of Birth:**
4. **Domicile:**
5. **Nationality:**
6. **Mailing Address (with Mobile No. and email address):**
7. **Permanent Address:**
8. **Present Post Held:**
9. **Govt. Experience (Central/State/PSU), if any:**
10. **Essential Educational Qualification:**

S.No.	Course	Subject	University/ Institute	Year Passing	of	Division/ Class and % of Marks obtained

11. **Desirable Educational Qualification, if any:**

S.No.	Course	Subject	University/ Institute	Year of Passing	of	Division/ Class and % of Marks obtained

12. **Essential Work Experience relevant for the advertised post and job description:**

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

13. **Desirable Work Experience:**

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

14. **Any other information:**

Undertaking

I hereby certify that all the information given above are 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.

List of Enclosures:

- i. _____
- ii. _____
- iii. _____

(Name and Signature of the applicant)

Place:

Date:
