

F. No CC-13008/110/2023-CC  
Government of India  
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय,  
Ministry of Environment, Forest and Climate Change  
जलवायु परिवर्तन प्रभाग  
(Climate Change Division)

Prithvi 3rd Floor,  
Indira Paryavaran Bhavan,  
Jorbagh Road, New Delhi-110 003.

Dated: 23<sup>rd</sup> June, 2023

**Subject:** Vacancy Circular for engagement of 2 (two) Consultant 'C' in Climate Change Division for e-publication in the Ministry's website. -reg.

The undersigned is directed to enclosed Vacancy Circular for engagement of 2 (two) Consultant 'C' in Climate Change Division for e-publication in the Ministry's website for 21 days.

**Encls:** As above

*Sangeeta Bhatt*  
*23/6/23*  
(Sangeeta Bhatt)  
Section Officer (CC)

To  
Consultant (IT)  
MoEF&CC for necessary action please.



VACANCY CIRCULAR

1. Applications are invited from willing and eligible individuals for following two (02) positions of Consultant 'C' (purely on contractual basis) in Climate Change Division of the **Ministry of Environment, Forest and Climate Change (herein after MoEFCC)**.

(i) Consultant (**Physical Science**): 01 (one)

(ii) Consultant (**Economics/Finance**): 01 (one)

2. Details of Educational and Desirable Qualifications, Experience, Terms of Reference (ToR), Remuneration, application format, etc. are **annexed**.

3. Interested candidates should apply in the prescribed format 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, MoEFCC" to:

**Shard**

Additional Director/Scientist E,  
Government of India  
Ministry of Environment, Forest and Climate Change,  
Climate Change Division, 3rd Level,  
P-328, Prithvi Wing, Jorbagh Road, New Delhi; Pin- 110003

4. The duly signed hard copies of the application can be submitted by post or by hand **within 21 days** from the date of uploading this Vacancy Circular on the website of the Ministry. The electronic copy (scanned) shall also be mailed to **shard.sapra@nic.in** with the subject line "Application for the post of Consultant 'C' " in the discipline of Physical Science/Economics/Finance", as the case may be.

**5. Note:**

(i) Applications received after the due date deadline shall not be considered.

(ii) The applications received in the Ministry will be scrutinized and only shortlisted candidates shall be called for the interview. Preference will be given to those who have adequate qualifications and experience in the field of climate change.

(iii) Incomplete, unsigned, not in the prescribed format and applications received after due date will not entertained and summarily rejected. Only candidates whose candidatures are provisionally accepted will be called for interview.

(iv) No TA/DA will be provided for appearing in the interview. The request for virtual interview shall not be considered.

(v) The Place of posting will be New Delhi.

(vi) The MoEFCC has the prerogative to cancel the engagement process at any stage and no query will be entertained in this regard.

**Annexure-I**

**Further details on VACANCY CIRCULAR for two positions of Consultant 'C' (purely on contractual basis) in Climate Change Division**

**1. Precise Objective:** To seek assistance for effective discharge of work of climate change division in the Ministry especially for country level bilateral and multilateral engagements.

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

<b>Category of Consultant</b>	<b>Essential Qualifications and Experience</b>	<b>Consolidated monthly remuneration</b>
<b>Consultant 'C' (Economics/Finance)</b>	<b><u>Essential Qualifications:</u></b> Master's Degree in Environmental and Resource Economics/Economics/MBA Finance/M.Com. with specialization in financial issues.  <b><u>Desirable Qualifications:</u></b> Ph.D. or M.Phil. on the above subject.	Rs.1,00,000/-
<b>Consultant 'C' (Physical Science)</b>	<b><u>Essential Qualifications:</u></b> Master's Degree in Sciences (Environmental /Physical/Chemical) or in Engineering (Mechanical/Civil)  <b><u>Desirable Qualifications:</u></b> Ph.D. or M.Phil. on the above subject.	Rs.1,00,000/-

**3. Experience:**

a) More than 10 years and up to 15 years experiences 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/analyzing National programme/policy planning in National/Bilateral/Multilateral activities/projects/programme.

**OR**

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 up to 15 years.



b) Ph.D. from a recognized University in Environmental Science or Climate Science or Atmospheric Sciences or Natural Resource Management or the Subject mentioned above.

- 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/Treaties on Climate Change including the United Nations Framework Convention on Climate Change (UNFCCC) and Intergovernmental 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.

**4. Specific Work that may be assigned to Consultant (Physical Science):** The consultant may be required to provide technical support to Climate Change Division, MoEF&CC on the following:

(i) Work on the climate change scenarios, extreme event, Impacts/ Vulnerability research studies & downscaling, IPCC and its working Groups.

(ii) Research in Climate Change Science including National Carbonaceous Aerosols Programme and Black Carbon Study, Long Term Ecological Research Observatory.

(iii) Review of UNFCCC documents on Emerging technologies & Carbon Capture and Storage.

(iv) Support in preparation of India's National Communication, Biennial Update Report, including National Greenhouse Gas Inventory Management System, India's Emission Intensity Studies.

(v) Intended Nationally Determined Contribution for UNFCCC.

**5. Specific Work that may be assigned to Consultant (Economics/Finance):** The Consultant may be required to provide for technical support to climate change Division, MoEF&CC on the following:

(i) All finance related UNFCCC documents and issues.

(ii) Matter relating to Green Climate Fund, Global Environment Facility, Adaptation Fund, other finance issues including cooperation.

(iii) Selection of National Implementing Entity/ scrutiny of proposals.

(iv) Compiling of activities on Loss and Damage and preparation of brief India's stand on Loss and Damage.

 28/6

**6. Age Limit:** The maximum age limit of Consultant shall be 65 years; as on the date of uploading vacancy notice on the website of the Ministry.

**7. 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.

**8. Indication of Nature of Consultancy Assignment and final outputs that will be required:**

- i. Consultant 'C' will be responsible for providing scientific, technical intellectual inputs on the matters being dealt with by Climate Change Division of the Ministry. The Consultancy assignment may include but not limited to the following:-
  - a. Examine and analyze schemes and programs of other Ministries, Departments of Central and State Governments which are relevant to India's Climate action for mitigation and adaptation.
  - b. Examine and analyze research papers, reports published on various aspects of climate change and generate reports solely for internal consumption.
  - c. 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.
  - d. Plan, coordinate, make necessary logistic arrangements for convening bilateral/plurilateral/multilateral meetings.
- ii. Any other task relevant to work of climate change division as assigned from time to time.

**9. The support to be provided by MoEFCC to facilitate the Consultancy:** The following support 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 desktop computer, printer, Internet connection 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. Interaction with other officials/scientists in the Ministry will be facilitated by the coordinating officer.
- vi. The Consultant will report to the Director/Deputy Secretary/Under Secretary under the overall supervision of Joint Secretary or equivalent, MoEF&CC

**10.** The assignment will not create any employment-employee relationship between the MoEFCC and the Consultant.

**11. 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.

**12.** No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sunday/Gazetted Holidays. Compensatory leave for in-person work in such cases shall be at the discretion of the Divisional Head.

13. The attendance shall be marked in the Biometric System. There may be deductions in monthly remunerations/ consultancy fee for late coming.

14. 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.

15. 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.



**(Shard)**

Additional Director/Scientist 'E'

**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:

Place for  
Passport Size  
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. Address:

(a) Present Address with Postal Code

(b). Permanent Address; if different from Permanent Address:

8. Essential Educational Qualification:

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

*[Handwritten signature]*  
28/6



**9. Desirable Education Qualification:**

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

**10. Essential Work Experience:**

S. No.	Organization/Institute	Period (in DD/MM/YY) from to	Nature of Work	Remarks if any and total period of Experience in (DD/MM/YY)

**11. Desirable Work Experience:**

S. No.	Organization/Institute	Period (in DD/MM/YY) from to	Nature of Work	Remarks if any, and total period of experience in (in DD MM YY)

**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.**

(Signature)

28/6

