

No. 35/34/2018-DC
Government of India
Ministry of Environment, Forest & Climate Change
(Desertification Division)

Indira Paryavaran Bhawan, Jor Bag
New Delhi, 110003

Dated: 16th March, 2022.

Advertisement for Hiring of Consultant

Application in the prescribed proforma (as per Annexure to the advertisement) are invited from eligible candidates for filling up of **two posts of Consultant (GIS/MIS & Database)** in the Ministry of Environment, Forest & Climate Change, New Delhi, as per details given below:

1.	Name of the Post	Consultants in Ministry of Environment, Forest & Climate Change, New Delhi Consultant A (GIS/ MIS&Database)- 02 nos.
2.	Period of Consultancy	<p>The initial tenure of engagement for a person as Consultant would be upto 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 the competent authority.</p> <p>The appointment of consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEF&CC shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Secretary (EF&CC).</p>
3.	Nature of Duties	<p>For Consultant A (GIS/MIS & DATABASE):</p> <p>a) Develop a data inventory for DLDD issues for reporting on performance and indicators.</p> <p>b) Coordinate with Forest Survey of India (FSI), Indian Space Research Organization (ISRO) and other Institutions to channelize expertise for reporting to UNCCD.</p> <p>c) Engage with technical institutions and coordinate the updation of the desertification and Land Degradation Atlas of India</p> <p>d) Coordination work between MOEF, scientific institutions and stakeholder groups;</p> <p>e) Facilitate the preparation of 6th National Report to UNCCD and alignment of the National Action Programme (NAP) with UNCCD 10 Year Strategy;</p> <p>f) Facilitate activities on monitoring, assessment and reporting of LDN and Land Restoration.</p> <p>g) Work related to National Focal Point for UNCCD in India in handling and coordinating Sustainable Land and Ecosystem Management (SLEM)-Country Partnership Programme (CPP) projects;</p>

		<p>h) Review technical documents of UNCCD and provide inputs as required;</p> <p>i) Prepare discussion papers, technical reports etc</p> <p>j) Other tasks assigned from time to time.</p>
4.	Job Location	Ministry of Environment, Forest & Climate Change, New Delhi.
5.	Qualification & other Criteria	<p>Applicant should be Indian national. The essential qualification is as under:</p> <p><u>Consultant A (GIS/ MIS & Database)</u></p> <p>Essential Qualification:</p> <p>I. Masters' Degree Planning/ Natural Resource Management/ GIS/ Geography/ Earth Sciences/ Computer Science or Bachelor's Degree in Engineering / Technology in the relevant field.</p> <p>II. More than 3 years of experience in GIS Analysis and Development of management informatics system including managing geospatial database (Arc GIS).</p> <p>III. Ability to interpret aerial photographs, transfer and /or rescale them to geographic maps. Analytical and the ability to use ICT tools and apply GIS knowledge to solve complex problems.</p> <p>IV. Fluency in communicating and writing reports in English</p> <p>V. PhD holders in the relevant field will get preference.</p>
6.	Remuneration & Entitlement	<p><u>Remuneration:</u> Rs.60,000/- per month.</p> <p><u>Other Entitlements</u></p> <p><u>Allowances:</u> The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.</p> <p><u>Leave:</u></p> <p>a) Consultant shall be eligible for 8 days leave in a single year of Consultancy;</p> <p>b) The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis;</p> <p>c) Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis);</p> <p>(d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.</p> <p>(e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.</p> <p><u>Increment:</u></p>

		<p>Quantum of Annual Increment to consultant shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by Divisional Head on case to case basis.</p> <p>No TA / DA shall be admissible for interview/ joining the assignment or on its completion. Normally, Consultants will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultants shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190. Travelling allowance may be allowed for journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill upto Rs. 500/- per day and hotel charges upto Rs. 2000/- per day, subject to the actual.</p> <p><u>Attendance and working days:</u></p> <p>(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 Saturdays/Sundays/Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned Division.</p> <p>(b) The attendance shall be marked in the Biometric system by the Consultant.</p> <p>(c) The appointment of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with MoEFCC.</p> <p><u>Conflict of Interest</u></p> <p>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;</p> <p>b) During the period of assignment with MOEFCC, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.</p> <p>c) Selected candidates shall provide integrity certificate from 2 references known to them.</p>
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7.	How to apply	Interested applicants may submit application indicating their interest in working for the Ministry of Environment, Forest and Climate Change as per proforma given in Annexure along with self-attested documentary proof .
8.	Selection Procedure	<p>Interview</p> <p>Ministry reserves the right to call any number of applicants for interview based on essential and desirable qualification and experience of the applicant.</p>
9.	Age Limit	The maximum age limit for Consultants shall be 65 years as on 01.01.2022.
10.	Last Date for receiving application	29.04.2022 [29th April, 2022]
11.	Application should reach to	<p>UNDER SECRETARY,</p> <p>DESERTIFICATION CELL,</p> <p>ROOM NO. A-434</p> <p>MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE</p> <p>INDIRA PARYAVARAN BHAWAN, JOR BAG</p> <p>NEW DELHI-110003</p>

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT
IN MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE, NEW DELHI**

Paste
your recent
passport size
Photograph
here

POST APPLIED FOR : **Consultant (GIS/MIS & Database)**

- 1.Name:
2. Father's Name:
- 3.Date of Birth:
- 4.Age:
- 5.Gender: M/F
- 6.Educational Qualifications:

Sl. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration/Year of Passing	Division/Grade % of Marks	Related document attached at page no. of the application

7.Details of employment in the chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed	Page number of the supporting documents attached in application

8.Details of courses/ training programmes attended, if any:

9.Details of publication, if any:

10.Languages known:

11. Contract Details:

(a) Mailing Address:

(b) Permanent Address:

12. Documents to be attested (Self attested):

(i) PhD Certificate (if any, please specify page No.)

(ii) Masters' Degree Certificate (if applicable, please specify page No.)

(iii) Bachelor's Degree Certificate (if applicable, please specify page No.)

(iv) Experience Certificates (please specify page No.)

(v) Age proof (please specify page No.)

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

Undertaking:

I hereby certify that all the information given above is 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.

(Signature of candidate)

Date:

Place: