

File No.: 13008/110/2022-CC  
Government of India  
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय,  
Ministry of Environment, Forest & Climate Change  
जलवायु परिवर्तन प्रभाग  
(Climate Change Division)

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

Dated 05.09.2024

Office Memorandum

**Subject:** Vacancy Circular for Engagement of 3 (three) Scientific Consultants Grade-I (purely on contractual basis) in Climate Change Division of the Ministry of Environment, Forest and Climate Change for e-publication in the in the Ministry's website.

The undersigned is directed to enclose Vacancy Circular for engagement of 3 (three) Scientific Consultants Grade-I (purely on contractual basis) in Climate Change Division of the Ministry of Environment, Forest and Climate Change for e-publication in the in the Ministry's website for 30 days.

**Encls:** As above

*Sangeeta Bhatt*  
5/9/24

(Sangeeta Bhatt)

Under Secretary Govt. of India  
MoEFCC

To,  
Consultant, IT Division, MEF&CC for necessary action please.

**VACANCY CIRCULAR**

1. Applications are invited from willing and eligible individuals for following three (03) positions of Scientific Consultants Grade-I (purely on contractual basis) in Climate Change Division of the **Ministry of Environment, Forest and Climate Change (herein after MoEFCC)**.

- (i) Scientific Consultant Grade-I (**Physical Science**): 01 (one)
- (ii) Scientific Consultant Grade-I (**Economics/Finance**): 01 (one)
- (iii) Scientific consultant Grade-I (**Natural Resource Management**) : 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, strictly by post and in a manner that the application is reached to the Ministry by due date and time, along with the supporting documents (both in hard and soft copy), clearly superscribing on envelope "Scientific Consultant Grade-I (*Mention discipline here in the bracket*) in Climate Change Division, MoEFCC" to:

**Under Secretary,**  
Government of India  
Ministry of Environment, Forest and Climate Change,  
Climate Change Division, 3rd Level,  
P-328, Prithvi Wing, Jor Bagh Road, New Delhi; Pin- 110003

4. The duly signed hard copies of the application should be submitted by post within **30 days** from the date of uploading this Vacancy Circular on the website of the Ministry. In case the last date of receiving the application falls on Saturday/Sunday/Public Holiday, the next working day shall be treated as the last day of receiving the application.

**5. Note:**

- i. Applications received after the due date and time shall summarily be rejected.
- 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. The Applications which are incomplete, unsigned, not submitted in the prescribed format and received after due date and time shall also be summarily rejected.
- 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 work will be MoEFCC, HQ at 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 three positions of Scientific Consultant Grade-I (purely on contractual basis) in Climate Change Division**

**1. Precise Objective: Assist the Climate Change Division in compiling , synthesising and analysing the research papers, reports, articles, etc. published from time to time by reputed organisations on the various aspects of climate change and assist in discharge of functions of the Division.**

**2. Details of Educational and Desirable Qualifications, Experience for Scientific Consultant Grade-I.**

<b>Category of Consultant</b>	<b>Essential Qualifications and Experience</b>	<b>Consolidated monthly remuneration</b>
<b>Scientific Consultant Grade-I (Economics/Finance)</b>	<b><u>Essential Qualifications:</u></b> Master's Degree in Economics <b><u>Desirable Qualifications:</u></b> Ph.D. or M.Phil. on the above subject. Experience in the relevant field - Climate Finance Excellent Communication-writing skills	Rs.90,000/-
<b>Scientific Consultant Grade-I (Physical Science)</b>	<b><u>Essential Qualifications:</u></b> Master Degree in Climate Sciences and Policy or Climate Change and sustainability studies or Climate Sciences and Policy <b><u>Desirable Qualifications:</u></b> Ph.D. or M.Phil. on the above subject. Experience in the relevant field - Climate Mitigation Excellent Communication- writing skills	Rs.90,000/-
<b>Scientific Consultant Grade-I (Natural Resource Management)</b>	<b><u>Essential Qualifications:</u></b> Master Degree in Environmental Sciences or Climate Change and Sustainability studies or Climate Sciences and Policy <b><u>Desirable Qualifications:</u></b> Ph.D. or M.Phil. on the above subject. Experience in the relevant field- Natural Resource Management, Climate Adaptation Excellent Communication- writing skills	Rs.90,000/-

### **3. Experience:**

a) More than 05 years and up to 10 years experiences in research and/ or in the field of climate change.

- 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 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.

**4. Age Limit:** The maximum age limit of consultant shall be 40 years; as on the date of uploading vacancy notice on the website of the Ministry.

**5. 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 Scientific Consultant 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.

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

6.1 Scientific Consultant Grade-I 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.

6.2 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) Review of UNFCCC documents on Emerging technologies & Carbon Capture and Storage.
- (iv) Analysis of assumptions and data used for climate modelled pathways
- (v) Development of data base w.r.t. Nationally Determined Contributions of the Parties under the Paris Agreement
- (vi) All matters related to climate finance.
- (vii) Work related to discharge of duties/ functions of climate change

**7. 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

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

**9. 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.

**10.** 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.

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

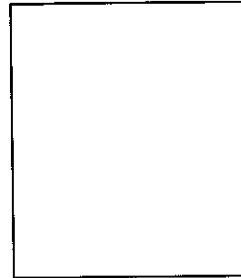
**12.** The internal reports/ data made available to consultants during his/her engagement in the Ministry shall not be used by the consultants for publishing research papers/ books or otherwise. The Ministry has prerogative to initiate disciplinary action or any other action, as deemed fit on the nature and level of guilty found, if any, in this context.

**13.** The engagement shall also be governed by the existing Guidelines of the Ministry for Engagement of Consultants issued vide OM No. A-65013/7/2018-P.II dated 21/12/2018 and as amended from time to time.

*Sangeeta Bhatt*  
5/9/24  
(Under Secretary)  
Climate Change Division  
MoEF&CC

**Application format for appointment as Scientific Consultant Grade-I in the Ministry of Environment, Forest and Climate Change**

**1. Name:**



**2. Father's/Husband Name:**

**3. Date of Birth:**

**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 Passing	of Division/Class

**9. Desirable Education Qualification:**

S. No.	Course	Subject	University/Institute	Year Passing	of 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	Nature of Work	Remarks if any, and total period of experience in
		(in DD/MM/YY) from to		(in DD MM YY)

**\*Mandatory** - Information on Essential Work Experience and Desirable Work Experience should be given only in DD/MM/YY format and total period of Experience should also be mentioned in Remarks column.

**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)**