

क्रमांक/File No.NA-4/23/2024-NA

भारत सरकार

Government of India

राष्ट्रीय प्रतिपूरक वनरोपण निधि प्रबंधन एवं योजना प्राधिकरण

National Compensatory Afforestation Fund Management and Planning Authority

पर्यावरण वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

हॉल क्रमांक 1, चतुर्थ तल, ब्लॉक क्रमांक 3, सी0जी0ओ0 कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

Hall No.1, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi-110003

ई-मेल/ E-mail: nationalcampa-moefcc@gov.in

Dated the 16th January, 2025

OFFICE MEMORANDUM

Sub: Notice inviting application for Consultant (Computer Science/IT) in the National Authority, CAMPA, New Delhi – regarding.

Please find enclosed herewith the copy of advertisement for filling up of post of Consultant (Computer Science/IT) on contractual and temporary basis in the National Authority, CAMPA, New Delhi for publication on the website of MoEFCC.


(Kamal Jeet Singh)
Deputy Chief Executive Officer
National Authority

To,

Dr. S. Annadurai
Senior Consultant (IT),
Indira Paryavaran Bhawan,
Jorbagh Road, New Delhi – 110 003

ADVERTISEMENT FOR CONSULTANT

क्रमांक/File No.NA-4/23/2024-NA

भारत सरकार

Government of India

राष्ट्रीय प्रतिपूरक वनरोपण निधि प्रबंधन एवं योजना प्राधिकरण

National Compensatory Afforestation Fund Management and Planning Authority

पर्यावरण वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

हॉल क्रमांक 1, चतुर्थ तल, ब्लॉक क्रमांक 3, सी0जी0ओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

Hall No.1, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi-110003

ई-मेल/ E-mail: nationalcampa-moefcc@gov.in

Dated the 16th January, 2025

Sub: Notice inviting application for Consultant (Computer Science/IT) in the National Authority, CAMPA, New Delhi – regarding.

Applications are invited for engagement of Consultant (Computer Science/IT) in the National Compensatory Afforestation Fund Management Authority, Ministry of Environment, Forest and Climate Change, New Delhi. The vacancy circular is available on website <https://moef.gov.in>. The last date of receipt of application is **21st February, 2025 till 05:00 PM.**


(Kamal Jeet Singh)
Deputy Chief Executive Officer
National Authority

भारत सरकार
Government of India
राष्ट्रीय प्रतिपूरक वनरोपण निधि प्रबंधन एवं योजना प्राधिकरण
National Compensatory Afforestation Fund Management and Planning Authority
पर्यावरण वन और जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change
हॉल क्रमांक 1, चतुर्थ तल, ब्लॉक क्रमांक 3, सी0जी0ओ0 कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003
Hall No.1, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi-110003
ई-मेल/ E-mail: nationalcampa-moefcc@gov.in

Dated the 16th January, 2025

Engagement of Consultant (Computer Science/IT) in National Authority

The National Compensatory Afforestation Fund Management and Planning Authority (NA- CAMPA) came into existence on 30th September 2018. National Authority takes up subjects of national and regional importance pertaining to conservation of forest, wildlife & biodiversity; enhancement of ecosystem services, and research programmes relevant in the field of forest and wildlife. In this regard it is also required to maintain and process the data and information for planning, monitoring and evaluation.

The National Authority invites application from eligible candidates for engagement of Consultant (Computer Science/IT) on contractual and temporary basis initially for a period of one year, which may be extended after review of the performance of the incumbent.

The details of vacancies including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

Consultant (Computer Science/IT) - 01 post

I. Duties and Responsibilities:-

- Develop and implement new software programs;
- Maintain and improve the performance of existing softwares;
- Clearly and regularly communicate with management and technical support colleagues;
- Test and maintain software products to ensure strong functionality and optimization;
- Recommend improvements to existing software programs as necessary;
- Any other work assigned time to time by Dy. CEO and higher authorities

II. Qualification and Experience:-

Essential:-

- Minimum BE/ B.Tech in (Computer Science/IT) /MCA/ M.Sc (IT/ CS)
- Minimum 5 to 10 years working experience in software development and maintenance.



Desirable:

- i. Knowledge of programming language, data backup, recovery and security etc.
- ii. Preference will be given for experience of working with the Central Ministries/ Public Sector Undertakings / Government Departments /Agencies in software development

III. Age Limit: Not above 45 years on the date of advertisement.

IV. Consolidated remuneration: Rs.80,000/- per month

V. Terms & Conditions of Engagement:

- i. The appointment of the Consultant will be of a temporary & contractual in nature and can be cancelled on one month notice by the CEO, National Authority without assigning any reason.
- ii. Absence from duty for a continuous of 8 days without any information shall lead to automatic termination of contractual agreement.
- iii. Other conditions of engagement of the Consultants will be as per guidelines issued by the Ministry from time to time in this regard.
- iv. They shall be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Ministry. All such documents will be the property of the Government.
- v. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the NA-CAMPA without the express written consent of the CEO, NA-CAMPA.
- vi. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the NA-CAMPA shall remain with the NA-CAMPA.
- vii. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in NA-CAMPA. The Consultant so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the NA-CAMPA nor will they indulge in any activity outside the terms of the contractual assignment.
- viii. Consultant shall not be entitled to any kind of allowance or accommodation facility. However, should they require to travel inside the country in connection with the official work of the National Authority, TA/DA as admissible to a Consultant will be paid to him/her after obtaining approval of the competent authority.
- ix. Tax Deduction at Source (TDS):- TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.
- x. Consultant will be engaged on full time basis and no parallel engagement will be permitted

VI. Procedure for Selection: The Screening Committee constituted in the National Authority/ MoEFCC will scrutinise the applications and select Consultant based on the eligibility criteria as stated above.

VII. Termination of Consultancy: The engagement of Consultant can be terminated by the CEO, National Authority on 30 days notice without assigning any reason thereof. Consultant will have to give 30 days advance notice before resigning from the engagement.

VIII. How to apply: Interested candidates fulfilling the requisite qualification and experience may apply and send his/her application through email to **nationalcampa-moefcc@gov.in** in the prescribed application form (Annexure-I) along with CV and all supporting documents (photographs, qualification, experience, PPO, references) **latest by 21st February, 2025 till 05:00 PM.**

The National Authority reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. Only candidates whose candidature has been provisionally accepted shall be called for interview. No TA/DA will be provided for appearing for the interview. Incomplete applications or applications received after the due date will be rejected.

Application Form: Annexure-I

(Kamal Jeet Singh)
Deputy Chief Executive Officer
National Authority
16/1/25

Application Form for engagement of Consultant (Computer Science/IT) in the National Authority, MoEF&CC, New Delhi

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (Telephone/ Mobile No., e-mail address):
7. Permanent Address:
8. Educational Qualification (Graduation and above level):

Recent Passport size
photograph
(3.5 cm X 3.5 cm)

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

9. Desirable Educational Qualification:

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

10. Essential Work Experience:

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

11. Desirable Work Experience:

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

12. Any other information:

Date and Place

Signature

Full name of the Applicant

Declaration

I solemnly declare that all the information provided/ statements made in this applicable are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the National Authority.

Further. I have read the vacancy circular and I am ready to accept all the terms and conditions for engagement of Consultant.

Date and Place

Signature

Full name of the Applicant