

F.No.12-22/2018/ESTT/VOL-II



भारत सरकार/ GOVERNMENT OF INDIA
क्षेत्रीय कार्यालय REGIONAL OFFICE
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
लुम्बतंगेन/ LUMBATNGEN, शिलॉग/ SHILLONG- 793021
E-mail: moefro.shillong@gov.in / ro.nez.shil@gmail.com
Tel: 0364-253-7609/7395/4650




Date: 24.01.2025

VACANCY CIRCULAR

Ministry of Environment, Forest and Climate Change, Regional Office, Shillong invites applications for filling up of one (01) post of Associates (Legal)-A on contractual basis on payment of a consolidated monthly remuneration of ₹40,000/-.

The detailed Advertisement including the Application Form, qualifications, terms of engagement, age limit, conditions of service, etc. are available on the Ministry's website www.moef.gov.in.

The last date for submitting the application in the Regional Office, Shillong is **28/02/2025**. All applications together with enclosures have to be submitted to the Head of Office, Regional Office, Shillong, Ministry of Environment, Forest and Climate Change, Lumbatngen, Shillong – 793021. The Regional Office, Shillong shall not entertain any application received beyond the due date.


(Mrs. L.J. Syiemiong)
Deputy Inspector General of Forests (Central)
& Head of Office

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सत्यमेव जयते

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दिनांक 24.01.2025

रिक्ति परिपत्र

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, क्षेत्रीय कार्यालय, शिलांग अनुबंध के आधार पर एसोसिएट्स (लीगल)- 'ए' के एक (01) पद ₹40,000/- के समेकित मासिक पारिश्रमिक के भुगतान पर भरने के लिए आवेदन आमंत्रित करता है ।

आवेदन पत्र, योग्यता, नियुक्ति की शर्तें, आयु सीमा, सेवा की शर्तें आदि सहित विस्तृत विज्ञापन मंत्रालय की वेबसाइट www.moef.gov.in पर उपलब्ध है ।

क्षेत्रीय कार्यालय, शिलांग में आवेदन जमा करने की अंतिम तिथि 28/02/2025 है। सभी आवेदन संलग्नकों सहित कार्यालय प्रमुख, क्षेत्रीय कार्यालय, शिलांग, पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, लुंबटंगेन, शिलांग - 793021 को जमा करने होंगे। क्षेत्रीय कार्यालय, शिलांग नियत तिथि के बाद प्राप्त किसी भी आवेदन पर विचार नहीं करेगा ।

(श्रीमती. एल.जे. सियांग)

उप वन महानिरीक्षक (केंद्रीय)
एवं कार्यालय प्रमुख

DETAILED ADVERTISEMENT



सत्यमेव जयते

भारत सरकार/ GOVERNMENT OF INDIA
क्षेत्रीय कार्यालय REGIONAL OFFICE
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
लुम्बतंगेन/ LUMBATNGEN, शिलॉग/ SHILLONG- 793021
E-mail: moefro.shillong@gov.in / ro.nez.shil@gmail.com
Tel: 0364-253-7609/7395/4650



Subject: Engagement of one (01) Associates (Legal)-A in Regional Office, MoEF&CC on contractual basis in the Ministry of Environment, Forest and Climate Change – reg.

Applications are invited for engagement of one (01) Associates (Legal)-A in Regional Office, Shillong of the Ministry of Environment, Forest & Climate Change on payment of a consolidated monthly remuneration of ₹40,000/- to assist the RO/Sub-Office, Guwahati of MoEF&CC in handling all legal cases and matters related thereto.

2. The engagement of Associates (Legal)-A is of a 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 the Associates (Legal)-A at any time without assigning any reason(s), with the approval of the competent authority. Absence from duty for a continuous period of eight (08) days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

3. **Eligibility:** The qualifications, experience, and remuneration of Associates (Legal)-A are as under:

Name of the Post	Qualifications and Experience	Remuneration per month (₹)
Associate (Legal) - A	<p>Essential: Bachelor's Degree in Law (L.L.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India and having experience of more than one (1) year and upto two (2) years.</p> <p>Enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of The Advocates Act, 1961.</p> <p>Desirable: (i) experience of handling cases related to environment, forests, biodiversity and wildlife etc. in a Government of India or State Government Department/ Board;</p> <p>(ii) possessing a Diploma/ Certificate of specialization in related subjects/ fields from a recognized University/ Institution.</p>	40,000.00 (Forty Thousand only)

NOTE-1: Preference would be given to (i) candidates having scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the L.L.B Exam, (ii) candidates having studied in full time L.L.B Course, and (iii) candidates having scored 60% (Sixty Percent) and above marks/ CGPA

equivalent in the LL.M Exam.

4. Period of engagement:

The initial tenure of engagement for a person as Associate (Legal)-A would be upto a period of three years (1+1+1) subject to satisfactory performance and contribution of the professional in the Regional Office, Shillong/Sub-Office, Guwahati being highly useful. Continuation of the Associates (Legal) beyond three years will be considered based on assessment of performance and contribution to the Ministry, on case to case basis, with the approval of competent authority.

The maximum tenure of a person as Associate (Legal)-A would be up to five years and continuation of the Legal (Associate)-A beyond three years for up to additional two years will be considered on case to case basis, with the approval of competent authority.

As the posts is temporary in nature and purely contractual, in no case any request for promotion by an Associate (legal) shall be entertained.

5. Age Limit:

The maximum age limit for engagement of Associates (Legal)-A shall be 50 years.

6. Procedure:

- a. The Terms of Reference for engagement of the Associates (Legal) as given in **Annexure-I**.
- b. Concerned RO will issue an advertisement for inviting applications in the prescribed format for engagement of Associates (Legal)-A and upload it on the MoEF&CC's website and also get it published in two widely circulated national dailies (one each in English and Hindi) and in Employment News/ Rozgar Samachar.
- c. All applications received in response to the vacancies advertised will be scrutinized and shortlisted by the concerned RO as per requirement and in the light of these guidelines. Thereafter, the concerned RO would submit a proposal before the Committee constituted for the purpose of engagement of Associate (Legal)-A which is to be headed by the Inspector General of Forest (ROHQ), MoEF&CC. The Committee would recommend suitable candidate(s), along with one candidate as reserve for each vacancy.
- d. The composition of the Committee shall be as under:
 - i. Inspector General of Forest (ROHQ), MoEF&CC - Chairperson
 - ii. Deputy Secretary, Policy and Law Division, MoEF&CC - Member
 - iii. Deputy Secretary, Administration Division, MoEF&CC - Member
 - iv. Head of Office (HoO) of the concerned RO - Member Secretary
- e. After receiving the recommendations of the Committee, the concerned RO shall prepare a check list and obtain the approval of Secretary, MoEF&CC for engaging Associates (Legal)-A. All the documents containing Committee recommendations, supporting documents, offer of engagement and joining report of the individuals shall be sent to the ROHQ Division for record and information purpose.

7. Allowances:

The Associates (Legal)-A shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone facility, Residential accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

8. Leave:

(i) Associates (Legal)-A shall be eligible for 1.5 days leave after completion of each month of service. The leave shall accrue on completed month basis calculated from the date of joining on pro-rata basis. Accumulation of leave beyond the calendar year/extension period shall not be allowed. Leave cannot be claimed as a matter of right and the same may be refused or revoked in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on the commencement of the notice period. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made. Further, the absence of up to one month may be considered to be without remuneration.

(ii) The women Associate Legal may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No S-36012/03/2015-SS-1 dated 12th April 2017.

9. Annual Increment:

The quantum of annual increment to Associates (Legal)-A shall be between 0% to 10% (including 2% weightage for updation of LIMBS Portal and Legal Repository of MoEF&CC if any) in their remuneration depending upon quality of performance that may be determined judiciously by Divisional Heads and ROHQ Division on case to case basis.

9 (a). Incentive:

The quantum of incentive to Associates (Legal)-A for appearing before the Hon'ble National Green Tribunal in pro forma cases shall be Rs.1500/- per appearance and the maximum incentive per case shall not be more than Rs.15,000/-.

10. Admissibility of TA/ DA:

No TA/ DA shall be admissible for attending interview/ joining the assignment or on its completion. Under exceptional circumstances, Associates (Legal)-A will be allowed domestic travel at Government expenses, with the approval of Secretary, MoEF&CC, in public interest. Associates (Legal)-A shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Traveling Allowance may be allowed uniformly to all Associates (Legal)-A as under:

Associates (Legal) – A, B, C, D, E, F and G:

(a) For outstation travel: Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill/ stationary charges up to Rs. 500.00 per day and hotel charges Rs.2,000.00 per day on production of proper receipt, subject to the actual expenditure.

(b) For travel within Headquarter/ NCR: Travel charges through taxi on actual basis for travel within the city where RO is located, and stationary charges/ food bill up to Rs. 200.00 per day, subject to the actual expenditure.

11. Attendance and working days:

The working hours of the Associates (Legal)-A shall be same as regular Government employees working in RO/Sub-Office of 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 Head of Office of the concerned RO.

The attendance shall be marked in the Biometric system by all the Associates (Legal), unless instructed by the Head of Office of the concerned RO to mark attendance manually, under exceptional circumstances.

12. Notice Period:

In the event, if the RO/Ministry decides to terminate the services of an Associate (Legal)-A or the Associate (Legal) is willing to get relieved from his/ her services in the RO, the RO/Associate (Legal)-A shall provide at least thirty (30) days prior written notice of the termination/

resignation date to the RO/Associate (Legal), as the case may be. During the notice period, the Associate (Legal) shall continue to provide all services in full and in a proper manner and shall cooperate with the RO/Ministry and put his/ her best efforts to safeguard the interests of the RO/ Ministry.

13. Conflict of Interest:

Every Associate (Legal)-A shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case, the services of an Associate (Legal)-A are found to be in conflict with the interests of the Government or unsatisfactory, his/ her engagement will be liable for immediate discontinuation without assigning any reason.

During the period of engagement with the MoEF&CC, each Associate (Legal)-A 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 engagement to anyone who is not authorized to know the same.

Selected candidates shall provide certificates of integrity issued by two references known to them.

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.

14. Relaxation: Where the Secretary, Ministry of Environment Forest & Climate Change is of the opinion that it is necessary or expedient to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these guidelines.

15. Eligible and willing candidates may submit their applications to **Head of Office, Regional Office, Shillong, Ministry of Environment, Forest and Climate Change, Lumbatngen, Shillong – 793021** together with enclosures on or before **28/02/2025**. The Regional Office shall not entertain any other mode of submission of application nor shall process any application received beyond the due date and time.



(Mrs. L.J. Syiemiong)
Deputy Inspector General of Forests (Central)
& Head of Office

Terms of Reference for engagement of Associates (Legal)-A on contractual basis in Regional Office, Shillong/Sub-Office, Guwahati, MoEF&CC.

Statement of Objectives:

To assist the RO/Ministry concerned in handling and monitoring all legal issues and judicial cases and preparation of material for briefing(s) of the Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor Generals, Ld. Assistant Solicitor Generals, Senior Central Government Standing Counsels, Central Government Standing Counsels etc., about the cases.

Outline of the tasks to be carried out:

- i. Assisting the RO/Ministry on all matters wherever legal issues are involved.
- ii. Assisting the RO/Ministry in handling issues related to law to ensure effective implementation of the related Laws and Framework.
- iii. Assisting in formulation of Legislation, Review and Amendments of the Acts, Rules and Notifications.
- iv. Assisting the RO/Ministry in court cases pending before the Supreme Court of India, various High Courts, National Green Tribunal (NGT) and its Benches and other Courts and Judicial Forums.
- v. Drafting and filing of affidavits, applications, appeals, special leave petitions, transfer petitions, para-wise replies, etc. for submission in various Courts/ Tribunals.
- vi. Attending/ appearing in Court proceedings on dates of hearing in Supreme Court of India, High Courts, NGT and its Benches and other Courts and Judicial Forums, as and when required.
- vii. Pro-actively monitoring all legal issues and judicial cases and assist in briefing the Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor Generals, Ld. Assistant Solicitor Generals, Senior Central Government Standing Counsels, Central Government Standing Counsels etc., about the cases.
- viii. Assisting the Government Counsels during the hearing before the Supreme Court of India, various High Courts, NGT and its Benches and other Courts and Judicial forums.
- ix. Maintaining status report of all ongoing Court cases and tracking the dates of next hearing etc. to suitably alert the officers concerned and to ensure timely and effective action.
- x. To follow up all cases, case files and tracking court hearings.
- xi. Coordination with the officials of State Governments as well as with the officers from the other Ministries / Departments on legal matters.
- xii. Coordination with the MoEF&CC / other Regional Offices of MoEF&CC/Autonomous Bodies/ Subordinate offices etc.
- xiii. Liaison with all the Central Govt. Legal Counsels and empanelled Counsels of MoEF&CC for NGT, to keep abreast of ongoing Court Cases.
- xiv. Streamlining of all court cases and developing a more efficient legal monitoring system.
- xv. Updation of information/ data in the LIMBS software of Ministry of Law & Justice or any other database developed in the RO/Ministry.
- xvi. Conducting research on prevailing laws / queries relating to laws.

- xvii. Assisting in answering RTI applications and Parliament Questions where legal issues are involved.
- xviii. Undertaking any other task and responsibility as assigned by the competent authority.



(Mrs. L.J. Sylemiong)
Deputy Inspector General of Forests (Central)
& Head of Office

Advertisement No. 12-22/2018/ESTT/VOL-II dated 24th January, 2025

**APPLICATION FORM FOR THE POST OF ASSOCIATE (LEGAL) ON CONTRACTUAL BASIS
IN THE REGIONAL OFFICE/SUB-OFFICE, MINISTRY OF ENVIRONMENT, FOREST &
CLIMATE CHANGE**

Affix recent passport size photograph (Please put Signature in the box below)

Post Applied For: (Please Tick against the post applied)	Associate (Legal) - A	Associate (Legal) - B	Associate (Legal) - C	Associate (Legal) - D	Associate (Legal) - E	Associate (Legal) - F	Associate (Legal) - G

1. **Full Name (in Block Letters):**
2. **Father's Name:**
3. **Address:**

i. Residential: State:..... PIN Code: Telephone /Mobile No. Email ID:	ii. Office Particulars (If applicable): State:..... PIN Code: Telephone /Mobile No..... Email ID:
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4. **Whether fulfilling Essential Eligibility Criteria:**

(a).i	Whether secured Bachelor's Degree in Law (LL.B) or equivalent from a recognized University and/ or Institute in India, recognized by the Bar Council of India:	(Yes/ No)				
(a). ii	Whether secured Master's Degree in Law (LL.M) from a recognized University and/ or Institute in India, recognized by the Bar Council of India.	(Yes/ No)				
(b).	If Yes, details of LL.B Degree and other Educational Qualifications: (Starting from highest degree obtained since Graduation)					
	Sl. No.	Name of the University/ Equivalent Institution	Degree	Year of Passing	% of Marks Obtained/ CGPA	Subjects Specialization
(c)	Whether enrolled as an Advocate with the Bar Council of India or any State Bar Council, under the provisions of the Advocates Act, 1961:					(Yes/ No)
(d)	If Yes, Date of Enrollment, along with Enrollment Number of Bar Council of India or any State Bar Council:					
(e)	Whether eligible as per Age Limit (Not exceeding 50 Years) on the last date of receipt of Applications:					(Yes/ No)
(f)	If Yes,					
	i. Date of Birth (DD/MM/YYYY)					_ _ / _ _ / _ _ _ _
	ii. Age as on 31.01.2025.				 Years Months

5. Length of Experience of Working:

(a)	Whether having experience of working in a Government of	
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	India or State Government Department/ Board:	(Yes/ No)				
(b)	If Yes, length of experience of working in a Government of India or State Government Department/ Board: Years Months				
(c)	Details of work experience in a Government of India or State Government Department/ Board:					
	Sl. No.	Organization	Length of Service		Nature of Work/ Post Held	Experience in Handling Legal Matters
			From	To		
(d)	Whether having experience of working in a Private Organization/ Firm etc.:		(Yes/ No)			
(e)	If Yes, length of experience of working in a Private Organization/ Firm etc.:	 Years Months			
(f)	Details of work experience in a Private Organization/ Firm etc.:					
	Sl. No.	Organization	Length of Service		Nature of Work/ Post Held	Experience in Handling Legal Matters
			From	To		
(g)	Total length of experience of working: (Government plus Private) (b) + (e)	 Years Months			

6. Whether fulfilling Desirable Eligibility Criteria:

(a)	Whether having experience of handling court cases related to environment, forests, biodiversity, wildlife, climate	(Yes/ No)
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	change, pollution and other related fields in a Government of India or State Government Department/ Board:	
(b)	If Yes, length of such environmental related experience: Years Months
(c)	Details of such environmental related experience:	
(d)	Whether possessing a Diploma/ Certificate of Specialization in related subjects/ fields (environment, forests, biodiversity, wildlife, climate change, pollution etc.) from a recognized University/ Institution:	(Yes/ No)
(e)	If Yes, details of the Diploma/ Certificate of Specialization in related subjects/ fields from a recognized University/ Institution:	
	Sl. No.	Name of the University/ Equivalent Institution
		Diploma/ Certificate
		Year of Passing
		% of Marks Obtained/ CGPA
(f)	Whether any legal research paper published in a peer-reviewed law journal preferably in Environment related matters.	(Yes/ No)
(g)	If Yes, details of the legal research paper:	

7. Whether fulfilling Preferential Eligibility Criteria:

(a)	Whether scored 60% (Sixty Percent) and above marks/ CGPA equivalent in the LL.B. exam:	(Yes/ No)
(b)	If Yes, Percentage/ CGPA Marks obtained in the LL.B. exam:	
(c)	Whether studied in full time LL.B. Course:	(Yes/ No)
(d)	Whether scored 60% (Sixty Percent) and above marks / CGPA equivalent in the LL.M exam:	(Yes/ No)
(e)	If Yes, Percentage/CGPA Marks obtained in the LL.M exam:	

8. Any other relevant information, if any:

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(Note: Documents/ Certificates etc. submitted in support shall be Self Attested by the candidate. The applicant must submit information strictly in the format prescribed, along with all the supporting documents, otherwise their candidature stand liable to be cancelled.)

DECLARATION

I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/ false/ incorrect or I do not satisfy the eligibility criteria, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for engagement to the post applied for.

List of Enclosures:

Sl. No.	Particulars	Page No.
1.	LL.B. Degree	
2.	Higher Secondary School Certificate (12 th)	
3.	Secondary School Certificate (10 th)	
4.	Other Educational Qualifications Certificates (LL.M./ M.B.A./PGDM etc.)	
	4.1	
	4.2	
	4.3	
	4.4	
	4.5	
	4.6	
	4.7	
5.	Diploma/ Certificate of Specialization	
6.	Bar Council of India/ State Bar Council Certificate	
7.	Publication record of research papers in specified field.	
8.	Age Proof (Aadhaar/ Voter ID/ Driving License etc.)	
9.	Work Experience Certificates (including work experience certificate of present employer)	

	9.1	
	9.2	
	9.3	
	9.4	
	9.5	
	9.6	
	9.7	
10.	Any other relevant documents etc.	

I hereby declare that all the above listed documents/ certificates etc. submitted in support of the application have been Self Attested and Verified by me, and in case of relevant documents/ certificates etc. not found enclosed/ found missing with the duly filled application form, my candidature/ engagement is liable to be cancelled/ terminated, without assigning any reasons thereof.

(Name and Signature of the applicant)

Place:

Date: