

**PROJECT MANAGEMENT UNIT**  
**OZONE CELL**  
**MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE**  
**GOVERNMENT OF INDIA**

Project Management Unit (PMU) is a registered Society under the aegis of the Ozone Cell, the National Unit of the Ministry of Environment, Forest and Climate Change, Government of India, set up for implementation of the Montreal Protocol activities in India. The PMU invites applications for the following positions on contractual basis:

S. No.	Post / Remuneration per month / Number of Posts	Qualifications		Duties/ responsibilities
		Essential	Desirable	
1.	<b>Senior Technical Officer</b> <b>(Rs. 1.35 lakh)</b> <b>(Number of Post – 1)</b>	<p><b>Academic Education:</b></p> <p>Bachelor's degree in Mechanical engineering, Chemical Engineering, Environmental Engineering, Civil Engineering / Master's degree in Physics/Chemistry/ Environmental Science.</p> <p><b>Relevant Work experience:</b></p> <ul style="list-style-type: none"> <li>• Excellent documentation skills, including technical and analytical writing. The incumbent should be able to communicate in a clear, concise and unambiguous manner, both through written and verbal communication.</li> <li>• Good IT skills and their application in day-to-day work</li> <li>• Ability to write reports including briefs on technical topics/issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Persons with M Phil, M Tech in Engineering and PhD, Additional qualifications in Research experience in the relevant field would be preferred.</li> <li>• Experience of working with Central / State Governments for externally aided projects</li> <li>• Field experience / practical knowledge in environment/ chemical sectors</li> <li>• Working knowledge of English and Hindi</li> </ul>	<p>The incumbent will have to work in the implementation of activities relating to Montreal Protocol and the India Cooling Action Plan and perform the following duties:</p> <ul style="list-style-type: none"> <li>• Implement projects and activities under the framework of Montreal Protocol.</li> <li>• Compile and develop background material for use in discussions and briefing sessions along with relevant supporting data.</li> <li>• Develop theme-based publications.</li> <li>• Prepare technical briefs, presentations, etc., for technical assistance and awareness activities, including post event reports/summary of discussions.</li> <li>• Prepare annual work plans and implementation framework.</li> <li>• Implement and enforce policies and regulations pertaining to the Montreal Protocol implementation.</li> <li>• Interact/liaise with implementing/bilateral agencies associated with Montreal Protocol implementation, relevant government and semi-organizations/departments and industry stakeholders in the context of</li> </ul>

		<ul style="list-style-type: none"> <li>Ability to carry out research and communicate solutions that guide decisions</li> </ul>		implementation of Montreal Protocol projects and activities.
2	<p><b>Technical Officer</b></p> <p><b>(Rs. 80,000 to 1.00 lakh)</b></p> <p><i>To be decided based on qualifications, experience and performance in the Group Discussion and interview.</i></p> <p><b>(Number of Posts– 4)</b></p>	<p><b>Academic Education:</b></p> <p>Bachelor's degree in Mechanical engineering, Chemical Engineering, Environmental Engineering, Civil Engineering / Master's degree in Physics/Chemistry/ Environmental Science.</p> <p><b>Relevant Work experience:</b></p> <ul style="list-style-type: none"> <li>Excellent documentation skills, including technical and analytical writing. The incumbent should be able to communicate in a clear, concise and unambiguous manner, both through written and verbal communication.</li> <li>Good IT skills and their application in day-to-day work</li> <li>Ability to write reports including briefs on technical topics/issues.</li> </ul> <p>Ability to carry out research and communicate solutions that guide decisions</p>	<ul style="list-style-type: none"> <li>Persons with M Phil, M Tech in Engineering and PhD, Additional qualifications in Research experience in the relevant field would be preferred.</li> <li>Experience of working with Central / State Governments for externally aided projects</li> <li>Field experience / practical knowledge in environment/chemical sectors</li> <li>Working knowledge of English and Hindi</li> </ul>	<p>The incumbent will have to work in the implementation of activities relating to Montreal Protocol and the India Cooling Action Plan and perform the following duties:</p> <ul style="list-style-type: none"> <li>Support Implementation of projects and activities under the framework of Montreal Protocol.</li> <li>Compile and develop background material for use in discussions and briefing sessions along with relevant supporting data.</li> <li>Assist in developing theme-based publications.</li> <li>Prepare technical briefs, presentations, etc., for technical assistance and awareness activities, including post event reports/summary of discussions.</li> <li>Prepare annual work plans and implementation framework.</li> <li>Support Implementation and enforcement of policies and regulations pertaining to the Montreal Protocol implementation.</li> <li>Perform other duties/tasks assigned in the context of implementation of Montreal Protocol projects and activities.</li> </ul>
3	<p><b>Research Associates</b></p> <p><b>(Rs. 60,000 to 80,000)</b></p> <p><i>To be decided based on qualifications, experience and performance in the Group Discussion and interview.</i></p>	<p><b>Academic Education:</b></p> <p>Bachelor's degree in engineering/ Master's degree in science/ Bachelor's degree in science.</p> <p><b>Relevant Work experience:</b></p>	<ul style="list-style-type: none"> <li>Persons with Research experience in the relevant field would be preferred.</li> </ul>	<p>The incumbent will have to work in the implementation of activities relating to Montreal Protocol and the India Cooling Action Plan and perform the following duties:</p> <ul style="list-style-type: none"> <li>Compile and develop background material for use in discussions and briefing sessions along with relevant supporting data.</li> </ul>

	<p><b>(Number of Posts– 2)</b></p>	<ul style="list-style-type: none"> <li>• Excellent documentation skills, including technical and analytical writing. The incumbent should be able to communicate in a clear, concise and unambiguous manner, both through written and verbal communication.</li> <li>• Good IT skills and their application in day-to-day work</li> <li>• Ability to write reports including briefs on technical topics/issues Ability to carry out research and communicate solutions that guide decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Field experience / practical knowledge in chemical sectors</li> <li>• Working knowledge of English and Hindi</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in developing theme-based publications.</li> <li>• Perform other duties/tasks assigned in the context of implementation of Montreal Protocol projects and activities and the India Cooling Action Plan</li> </ul>
4	<p><b>Research Associates</b></p> <p><b>(Rs. 60,000 to 80,000)</b></p> <p><i>To be decided based on qualifications, experience and performance in the Group Discussion and interview.</i></p> <p><b>(Number of Posts– 2)</b></p>	<p><b>Academic Education:</b></p> <p>Bachelor's degree in engineering/ Master's degree in science/ Bachelor's degree in science with postgraduate degree in economics/social science.</p> <p><b>Relevant Work experience:</b></p> <ul style="list-style-type: none"> <li>• Excellent documentation skills, including technical and analytical writing. The incumbent should be able to communicate in a clear, concise and unambiguous manner, both through written and verbal communication.</li> <li>• Good IT skills and their application in day-to-day work</li> <li>• Ability to write reports including briefs on technical topics/issues Ability to carry out research and communicate solutions that guide decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Persons with Research experience in the relevant field would be preferred.</li> <li>• Field experience / practical knowledge in chemical sectors</li> <li>• Working knowledge of English and Hindi</li> </ul>	<p>The incumbent will have to work in the implementation of activities relating to Montreal Protocol and the India Cooling Action Plan and perform the following duties:</p> <ul style="list-style-type: none"> <li>• Compile and develop background material for use in discussions and briefing sessions along with relevant supporting data.</li> <li>• Assist in developing theme-based publications.</li> <li>• Perform other duties/tasks assigned in the context of implementation of Montreal Protocol projects and activities and the India Cooling Action Plan</li> </ul>

**Other Information:**

1. Submission of application should be strictly in the proforma given at *Annexure – 1*
2. Selection will be made through a competency based in-person Group Discussion followed by a personal interview.
3. The initial contract will be for a period of One year and subsequently based on the performance the contract can be extended
4. Performance based increment in the range of 0% to 8% will be given on renewal of contract.
5. The remuneration will be subjected to applicable statutory tax/ rules of Government of India
6. Incomplete application will summarily be rejected, and the application received after the due date shall not be considered
7. Ozone Cell, MoEF&CC reserve the right to the cancel the advertisement for engagement of above posts without assigning any reasons
8. The application for the above-mentioned post shall be submitted strictly as per format given in Annexure, on or before 15.03.2024 by 5.00 PM.
9. Completed typed applications along with requisite supporting documents should be submitted **through only email at [ozone-mef@nic.in](mailto:ozone-mef@nic.in)**

**Sd/-**

**Director/ Scientist 'F'**

**Ozone Cell**

**Ministry of Environment, Forest and Climate Change**

**1<sup>st</sup> Floor, 9 Institutional Area**

**Lodhi Road**

**New Delhi – 110003**

**Ph: 011-24642176**

**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POSITIONS IN THE OZONE CELL, MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE, NEW DELHI**

Paste your recent passport size colour Photograph here

**POST APPLIED FOR: Sl. No \_\_\_ Post \_\_\_**

1. Name
2. Father's Name:
3. Date of Birth:
4. Age:
5. Gender: M/F
6. Educational Qualifications (Starting from Class 10/SSC):

Sl. No.	Academic/ Professional Qualification	Name of Institution	Board/University	Course Duration/Year of Passing	Division/Grade % of Marks

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

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

9.Details of publication, if any:

10.Languages known:

11. Contact Details:

(a) Mailing Address:

(b) Permanent Address:

(c) Mobile No:

(d) Phone No:

(e) Email ID:

12. Documents to be attested (Self attested):

1. Educational qualifications
2. Work experience
3. Age proof

13. Additional information (**such as research experience in the relevant field etc**), 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:

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