

No. 6(3)/2/2022-IC-I
Government of India
Ministry of Environment, Forest & Climate Change
(International Corporation Division)

3rd Floor, Jal Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
Ali Ganj, New Delhi-110003.
Dated the 03 April, 2024.

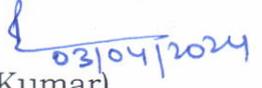
OFFICE MEMORANDUM

Subject: Extension of date for inviting applications for recruitment of 06 Consultants (05 Category B and 01 Category C) to be engaged in the International Cooperation Division of the Ministry of Environment, Forest and Climate Change (MoEFCC) on the website of this Ministry - Regarding.

The undersigned is directed refer to OM of even no. dated 18.03.2024 on the subject cited above and to inform that with the approval of competent authority, the original advertisement deadline of 14 days, expired on 2/4/2024, is hereby extended upto 10/4/2024 for inviting applications of eligible candidates.

2. IT Cell is , therefore, requested to upload the same on the Ministry's website.

3. This issues with the approval of competent authority


(Pradip Kumar)
Under Secretary(IC)
Intercom: 3324

To
Sr. Consultant(IT)
MoEFCC, New Delhi

No. 6(3)/2/2022-IC-I
Government of India
Ministry of Environment, Forest & Climate Change
(International Corporation Division)

3rd Floor, Jal Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
Ali Ganj, New Delhi-110003.
Dated the 18th March, 2024.

OFFICE MEMORANDUM

Subject: Request to upload Vacancy Circular for recruitment of 06 Consultants (05 Category B and 01 Category C) to be engaged in the International Cooperation Division of the Ministry of Environment, Forest and Climate Change (MoEFCC) on the website of this Ministry - Regarding.

The undersigned is directed to enclose herewith approved Vacancy Circular for engagement of 6 Consultant in International Corporation Division for uploading on the Ministry 's website for inviting application of the eligible candidates.

2. This issues with the approval of competent authority

18/03/2024
(Pradip Kumar)

Under Secretary to the Govt. of India.

Encl.as above

To

Sr. Consultant(IT)
MoEFCC, New Delhi

No. 6(3)/2/2022-IC. I
Government of India
Ministry of Environment, Forest and Climate Change
(International Cooperation Division)

Subject: Vacancy Circular for recruitment of 06 Consultants (05 Category B and 01 Category C) to be engaged in the International Cooperation Division of the Ministry of Environment, Forest and Climate Change (MoEFCC) - Regarding.

Applications are invited from the willing and eligible Indian citizen for the following 06 Consultants) (purely on contractual basis) to be engaged in the International Cooperation Division of the MoEFCC: -

- a. 2 (Two) Consultants 'B' - having expertise/knowledge about International Relations
- b. 1 (One) Consultant 'B' - in the field of International Law
- c. 1 (One) Consultant 'C' - having knowledge and understanding of Administrative work
- d. 1 (One) Consultant 'B' - in the field of Finance/Budget.
- e. 1 (One) Consultant 'B' - in the field of news/media analyst

2. Details of Educational and Desirable Qualifications, Experience, Terms of Reference (ToR), Remuneration, Application format etc., are annexed herewith.

3. Interested candidates should apply in the prescribed format and send the application along with the supporting documents in soft copy, clearly mentioning their eligibility for the specific category of consultant

4. The duly signed copies of the application can be submitted within **14 days from the date of uploading** this Vacancy Circular on the website of the Ministry (www.moef.gov.in). The electronic copy duly filled up application (scanned) shall be mailed to pradip.kumar@nic.in.

5. **Note:**

- (i) Applications received after the deadline shall not be considered.
- (ii) The applications received in the Ministry will be scrutinized and only shortlisted candidates shall be called for the interview.

(iii) Incomplete, unsigned, not in the prescribed format and applications received after due date will not be entertained and summarily rejected. Only candidates whose candidatures are provisionally accepted will be called for interview.

(iv) No TA/DA will be provided for appearing for interview. The request for virtual interview shall not be considered.

(v) The place of posting will be New Delhi.

(vi) The Ministry has the prerogative to cancel the engagement process at any stage and no query will be entertained in this regard.

(vii) During the period of assignment with MOEFCC, the Consultant would adhere the provisions of the Indian Official Secrets 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.

(viii) 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 is pending against them.

(ix) The Consultant engaged by the MoEFCC shall in no case represent or give opinion or advice to others in any matter which is contrary to the stated position of Government of India. Any violation may lead to discontinuation of engagement.

6. The proposed **Terms of Reference** are as follows: -

Expected outcome from the consultants: To assist for effective discharge of work allocated to the International Cooperation division in the Ministry.

The consultants in the field of International relations and International Law are expected to provide analytical inputs on important international matters related to Environment, Forest and Climate Change. The consultancy assignment may include but not limited to the following: -

- a. They are expected to be updated on the various international conferences, meetings, seminars etc on the topics of Environment, Forest and Climate Change. They should examine and analyse the outcomes of such meetings and conferences and give opinion in the context of country's environmental and climate policies.
- b. The consultants must be able to prepare briefs, write ups, reports, presentations, concept papers, cabinet notes, etc on matters dealt in IC Division.
- c. The consultant must be able to examine and analyse the proposals, draft communique, concept notes received from the international organisations and other countries.

- d. The consultants are expected to have good knowledge and understanding of computer including proficiency in MS Word, Excel, Powerpoint, maintaining database and computer records etc.
- e. The consultants are expected to have good communication skills with command over English language both spoken and written.

The consultant in the field of administrative matter is expected to have good computer skills and communication skills. The consultant handling finance /budget is expected to have good knowledge of Microsoft excel. The consultant handling the media work should have very good reading and comprehension skills.

• **Specific work may be assigned to the consultants as under-**

a. For International Relations (Consultant Level 'B') :

- i. Prepare talking points / briefs and folder for bilateral meeting with foreign delegates at official and Ministerial level.
- ii. Prepare and maintain record of discussion / Minutes of meeting and its follow up activity.
- iii. Preparing briefings, notes, talking points, speeches etc. for multilateral meetings involving international bodies
- iv. Coordination with regional bodies.
- v. Preparing comments on the Draft Joint Statements, draft declaration, draft communique etc. of bilateral/multilateral nature based on inputs from different divisions.

b. For International Law (Consultant Level 'B'):

- i. Drafting of MoUs/MoCs and maintaining record of signed MoUs/MoCs
- ii. Liasoning with other Divisions of the Ministry as well as other Ministry /Departments for obtaining their comments and inputs on the draft MoU/MoC.
- iii. Implementation of the MoU/MoC through Joint Working Group Meeting, technical dialogues, Joint Committee meeting etc.
- iv. Drafting cabinet notes.
- v. Updating/Renewing the MoU/MoCs

vi. Seeking clarification on articles of MoU/MoC from L&T Division of MEA.

vii. Maintaining record of all the MoUs, International Treaties, Conventions, etc. related to Environment, Forest and Climate Change.

viii. Maintaining updated and complete record of meetings of various multilateral international bodies and organisations including SCO, BIMSTEC, BRICS, CICA, UNEA, GEF, G20, G7, SAARC, UN Bodies etc.

c. For News/ Media analyst (Consultant Level 'B'):

(i) Prepare daily reporting on the important news items related to Environment and Climate Change published in leading newspapers both National and International Daily, and circulate in IC Division.

(ii) Prepare analysis of the news/reports published in print, electronic and social media including Instagram, twitter, Facebook , YouTube etc.

(iii) Regularly access the MEA website and identify the important developments in each country on matters related to Environment, Forest and Climate Change.

(iv) Keep updated record of all the joint statements issued at the National and International level in areas related to Environment, Forest and Climate change.

(v) Regularly visiting the website of various multilateral international bodies and organisations including SCO, BIMSTEC, BRICS, CICA, UNEA, GEF, G20, G7, SAARC, UN Bodies etc. and keep updated record of the developments.

(vi) Track international news on all treaties, conventions handled by various division of MoEF&CC as well as countries for bilateral issues on environment and climate.

(vii) Create the news items in a manner that it can be archived and accessed immediately, when required.

d. For Finance/Budget matters (Consultant Level 'B'):

- i. To deal with all the matters related to GEF projects, contributions to UN agencies and matters related to committing funds to other Divisions in MoEF&CC.
- ii. process annual contributions to international bodies.
- ii. To deal with all the budget related matters.
- iii. Maintain the budget record up to date and booking the expenditure under correct heads in a timely manner.
- iv. Preparing draft sanction orders.
- v. To regularly update the chart of the RE and BE expenses.
- vi. To maintain regular liasoning with the Budget Division, MoEFCC.

e. For Administrative matter (Consultant Level 'C'):

- i. To deal with all administrative issues including making arrangements for bilateral or multilateral meeting
- ii. To deal with and Maintain record of all audit objections, RTIs, CPGRAMS, VIP references, etc.
- iii. Maintaining record of all consultants hired in IC division of the Ministry, including their attendance, leaves, official tours etc.
- iv. Arranging official visit of the senior officers in IC Division.
- v. Liasoning with other divisions of the Ministry to obtain comments/inputs on matters such as Joint Statements / Communiques / zero draft / talking points etc. received from other Ministries.

Apart from the above matters from (a) to (e), the consultants may be assigned additional work from time to time.

7. Details of Essential Educational and Desirable Qualifications, Experience for Consultant 'B' and 'C'

Category of Consultants	Essential Qualifications, Desirable Qualifications and Experience	Consolidated monthly remuneration
Consultant 'C'	<p>Essential Qualifications: -</p> <p>Consultants should have (i) Master's degree in Science / Bachelor's Degree in Engineering / Technology / Medicine / Ph.D from a recognized University and more than 10 years upto 15 years experience in Research / Development / Design / Construction in Industrial / Academic / Government Institutions/ / Organizations in environment / forestry / infrastructure / medical sector</p> <p>Maximum age limit 45 years as on 01.01.2024</p> <p>Desirable Qualifications: Consultant should have knowledge and understanding of Administrative work</p>	Rs. 1,00,000/-
Consultant 'B'	<p>Essential Qualifications: -</p> <p>Consultants should have (i) Master's degree in Science or Bachelor's degree in Engineering / Technology as the minimum qualification with good knowledge of M.S. Office and (ii) experience in the relevant field for a period of more than 5 years and upto 10 years.</p> <p>Maximum age limit 40 years as on 01.01.2024</p> <p>Desirable Qualifications: Consultant should have expertise/knowledge about International Relations /International Law/ Finance/Budget/ news/media analyst</p>	Rs. 80,000/-

8. **Support to be provided by the MoEF&CC to facilitate the consultancy:** The following support may be provided by the Ministry to the Consultant for facilitating the consultancy work:

- i. A desktop computer, printer, internet connection and office space.
- ii. Facilities for communication i.e. telephone, fax, stationary, photocopying, mailing etc. to effectively discharge the assigned work.
- iii. Infrastructure support and other logistic support for organising meetings with stakeholders.
- iv. The consultants will report to the Director / Deputy Secretary under the overall supervision of the Joint Secretary or equivalent, MoEF&CC.

9. **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 of the candidate. The period of engagement will be assessed on half yearly basis for continuation, if required, and the performance, if found to be satisfactory.

10. The assignment will not create any employer-employee relationship between the MoEF&CC and the Consultant.

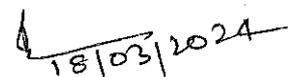
11. **Leave:** The consultant will be entitled for Eight (8) days leave during the contractual period of one year subject to the prior approval of the reporting authority. Un-availed leave in tenure of single year will not be carried forward to next tenure.

12. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sunday/Gazetted holidays. Compensatory leave for in-person work in such cases shall be at the discretion of the divisional head.

13. The attendance shall be marked in the Biometric System. There may be deductions in monthly remunerations/consultancy fee for late coming/absence without intimation.

14. 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 the prerogative to initiate action, as deemed fit, on the basis of the nature and level of guilty found, if any, in this context.

15. The engagement shall be governed by the existing revised guidelines for Engagement of Consultants in the Ministry of Environment, Forest and Climate Change, issued vide No. A-65013/7/2018-P. II dated 22/09/2020 and as amended from time to time.


18/03/2024

(Pradip Kumar)

Under Secretary to the Government of India

Annexure-II

Application format for appointment as Consultant 'B' & 'C' in the International Cooperation division of the Ministry of Environment, Forest and Climate Change

(Separate applications are to be filled for each post if an applicant is applying for more than one post/category)

Paste recent
passport sized
photograph

1. Name:

2. Father's Name:

3. Date of Birth:

3(a). Age (as on the date of publication of vacancy circular)

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 of Passing	Division/Class

9. Desirable Education Qualification:

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

10. Essential Work Experience: Total year of experience:

S.No	Organization/Institute	Post held	From (dd/mm/yy)	To (dd/mm/yy)	Nature of Work	Remarks

11. Desirable Work Experience: Total year of experience:

S.No	Organization/Institute	Post held	From (dd/mm/yy)	To (dd/mm/yy)	Nature of Work	Remarks

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

13. Details of publication, if any:

14. No of years of experience of working with government/academic organizations in India in the field of environment, sustainable development, natural resources management:

15. Documents to be attested (Self attested):

- PhD Certificate (if any)
- Masters' Degree Certificate (if applicable)
- Bachelor's Degree Certificate (if applicable)
- Experience Certificates
- Age proof

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

Undertaking:

I hereby state that I have no criminal record or criminal case pending against me in any court.

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)