

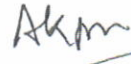
F. No. 3/10/2023-GIM-MISHTI
Government of India
Ministry of Environment, Forest and Climate Change
Green India Mission

Dated: 31st January 2024

Subject: - Advertisement for the engagement of Contractual Staff under MISHTI Cell in Directorate of Green India Mission, Ministry of Environment, Forest & Climate Change.

Applications are invited for hiring of contractual staff (Consultant; Research Associate and Office Assistant) in Directorate of Green India Mission, Ministry of Environment, Forest & Climate Change. Full details of the vacancy circular are available on Ministry of Environment, Forest & Climate Change website www.moef.nic.in.

The last date of receipt of application (as per the attached format in Annexure-1) is 21 days from the date of publication of this advertisement in on the website of Ministry.


आनंद कुमार प्रभाकर/A. K. PRABHAKAR
उप वन महानिरीक्षक
Dy. Inspector General of Forests
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Mo Environment, Forest and Climate Change
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

F. No. 3/10/2023-GIM-MISHTI
Government of India
Ministry of Environment, Forest and Climate Change
Green India Mission

Engagement of Contractual Staff in MISHTI Cell under Directorate of Green India Mission

1. Technical Consultant (Consultant-B)-01 No.

ToR/Duties and Responsibility

- Examining the Implementation plan and Annual Plan of Operations submitted by the States under MISHTI.
- Examining the Annual Plans of Operation (APO) received from the States.
- Facilitate the administrative and financial approval for sanction of APOs and release of funds to the States.
- Collating, managing data and mapping it with the activities being carried out in the states.
- Expenditure Statement, Quarterly Progress Reports and Consolidated Annual Progress Reports submitted by the States.
- Suggesting ways to improve processes, systems and technology.
- Designing reports and/or data extracts for the purpose of providing information customized to meet specific needs.
- Assisting the Green India Mission Directorate or any committee constituted under the Directorate in the preparation of plan/strategy for effective implementation of activities in the States.
- Assist in Preparing the M&E plan and yearly budget for the programme.
- Facilitate compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms.
- Monitor and control financial status of MISHTI activities in terms of physical targets and yearly allocation to the states.
- Provide facilitation in periodic monitoring of achievements being done by the States.
- Examining the technical documents and preparation of inputs as required.
- Any other work assigned by the Officers.

Essential Qualification and Experience as per the Category of Consultant is given below:

S. No	Category of Consultant	Pay Scale/ Remuneration	Qualifications	Experience (In years)
1	Technical Consultant	80,000/- fixed per Month (Fixed)	Essential: <ul style="list-style-type: none">• Master Degree in	5-10years

			<p>Forestry/Natural Resource Management/Coastal Management/Environment Science or other relevant discipline or Ph.D. on relevant topic from a recognised University.</p> <ul style="list-style-type: none"> • Minimum of 05 years of experience in forestry, climate change mitigation and adaptation, environment conservation, research and development, mangrove restoration with focus on planning, monitoring & reporting, and stakeholder and team coordination for local and international development organisations. • Demonstrated experience in management of a Project/Program of similar complexity. <p>Desirable:</p> <ul style="list-style-type: none"> • At least 5 years' experience of working in a Government Institution/Ministry and handling of Forestry/NRM/ related activities. • Experience of handling the remote/sensing and GIS software would be an advantage. 	
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Duration of Engagement

The engagement of consultants will be initially for a period of 01 (one) year which may be extended after review of the performance of the incumbent and as per the requirement of MISHTI Cell under Directorate of Green India Mission.

Reporting

The Consultants/Staff will be based in New Delhi and will report to the Directorate of Green India Mission.

Age limit

The maximum age limit for all categories of consultants shall be 65 years.

Pay Scale/Remuneration: 80,000/-fixed per Month (Fixed)

Other Terms:

- i. No claim whatsoever for absorption in Government Service under the Ministry shall be entertained.
- ii. The Services of technical consultant may be terminated by any of the following means:
 - By either party on a one month notice at any stage. Provided further that the Ministry, in lieu of any notice, may give a sum equivalent to the amount of fee of the notice period;
 - In the event of her/him found unfit on any account or s/he is found guilty of any insubordination and any misconduct, his services can be terminated by the Ministry without any previous notice.

2. Research Associate-01 No.

Research Associate shall be entitled to draw a consolidated sum of Rs. 40,000/- per month for an initial period of one year, which may be extended up to maximum 5 years depending on the performance of the candidate/requirement of the Ministry of Environment, Forest & Climate Change. No other pay and allowances of any nature whatsoever would be admissible.

The duties to be performed by the Research Associate are as under:

- To assist the Inspector General of Forests (GIM) in implementation of MISTHI.
- Provide overall technical support related to activities under all the components and sub- components of the Scheme(s).

- Coordinate with all States for submission of project proposals, assist in scrutiny of the proposals received from States as per Guidelines
- Provide inputs and assist in preparing monitoring framework of the scheme.
- To work in close coordination with implementing agencies for submission of data, mandatory documents etc. relating to the Scheme(s).
- Will assist in compiling data, formulation of technical report, and publication of outcome and best practices of the scheme.
- Will provide technical inputs training support on the use of spatial technologies and tools in developing quality improvement programs and in overall monitoring.
- S/he will be responsible for ensuring that relevant data on scheme(s) interim and outcome indicators in the project's results framework are being collected, compiled and entered in the project's MIS.
- S/he will support preparation of semi-annual/annual project progress reports covering issues related to all the components and reflecting achievements and challenges.
- Any other responsibility as allocated by the IGF (GIM).

Qualifications and Experience

A. Essential:

- Master's Degree from any recognized university in Forestry/ Forestry Management/ Natural Resource Management/ Environmental Science / Environmental Biology / Life sciences with 1-3 years for Research Associate of post-qualification working experience in the field of Forestry/ Environment conservation/ experience of working with reputed Organisation/NGOs in the field of Natural Resource Management / Forestry.
- Familiarity with preparation and operation of quality improvement programs, restoration approaches and sustainable land and ecosystem management approaches would be desirable.
- The candidate should have strong monitoring and evaluation skills and have practical experience in stakeholder engagement and consultation, community participation.
- Proficiency in computer operations, accounting software and standard MS office applications (Word, Excel, Power point).
- Fluency in English and Hindi.

B. Desirable:

- Minimum of 1-3 years for Research Associate experience in a Government Agency/council regarding the implementation of National Level Scheme or Programme.
- Knowledge and work experience of at least 2 years in the MoEF&CC will be an added advantage.

Reporting:

Research Associate will report to Directorate of Green India Mission, for his/her work and will be based in New Delhi.

Age limit

The maximum age limit for Research Associate shall be 65 years.

Pay Scale/Remuneration: 40,000/-fixed per Month (Fixed)

Other Terms:

- iii. No claim whatsoever for absorption in Government Service under the Ministry shall be entertained.
- iv. The Services of Research Associate may be terminated by any of the following means:
 - By either party on a one month notice at any stage. Provided further that the Ministry, in lieu of any notice, may give a sum equivalent to the amount of fee of the notice period;
 - In the event of her/him found unfit on any account or s/he is found guilty of any insubordination and any misconduct, his services can be terminated by the Ministry without any previous notice.

3. Position title: Office Assistant-01No.***Major duties & responsibilities:***

Under the supervision and guidance of the Under Secretary/AIGF Green India Mission, the Office Assistant will perform diversified administrative and accounting duties, and specific projects for the MISTHI. Office Assistant shall be entitled to draw a consolidated sum of Rs. 20,000/- per month for an initial period of one year, which may be extended depending on the performance of the candidate/requirement of the Ministry of Environment, Forest & Climate Change. Assistant will serve as the primary point contact person for internal and external offices, institutions and clients related to tracking, filing and safekeeping of documents referred, received, endorsed

and released at the MISTHI Cell. He/She is specifically expected to undertake the following:

- i. Receive, review and release documents requiring action from the MISTHI Cell;
- ii. Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the Official;
- iii. Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
- iv. Maintain a record and filing system as repository of all pertinent Project documents at the Office of MISTHI Cell both in hard and electronic copy files;
- v. Assist in the maintenance of database and consolidation of relevant reports (e.g., progress reports, status of requests/queries, subproject status), as necessary;
- vi. Provide administrative support and perform other tasks that may be assigned, as necessary.
- vii. Assist program staff to plan and execute logistical operations, including planning and coordinating meetings and special seminars;
- viii. Any other work assigned by the superior authority

Required Education and Qualification

A. Education and Relevant Experiences

- Bachelor's degree of minimum 3 years or its equivalents.
- Diploma/ Certificate course in computer Software/MS Office 6th month duration from any Institute.

B. Knowledge, Competencies and Skills

- Proficient in written and oral communications Hindi and English;
- Computer literate with high proficiency in MS word, MS excel, and MS powerpoint;
- Proven organizational skills and ability to manage multiple tasks simultaneously;

Age limit

18-30 years on the date of engagement

Pay Scale/Remuneration: 20,000/-fixed per Month (Fixed)

Other Terms:

- v. No claim whatsoever for absorption in Government Service under the Ministry shall be entertained.
- vi. The Services of Office Assistant may be terminated by any of the following means:
 - By either party on a one month notice at any stage. Provided further that the Ministry, in lieu of any notice, may give a sum equivalent to the amount of fee of the notice period;
 - In the event of her/him found unfit on any account or s/he is found guilty of any insubordination and any misconduct, his services can be terminated by the Ministry without any previous notice.

How to apply:

Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed Performa at **Annexure-1** in sealed cover super scribed **“Application for engagement of Technical Consultant/Research Associate/Office Assistant”**. The duly completed application should be reach this office at the following address.

**Directorate of Green India Mission
First Floor, Prithvi Wing,
Indira Payavaran Bhawan
Aliganj, Jor Bagh Road
New Delhi-110003
Email:gim-mef@nic.in**

Application Form for the Post of Technical Consultant

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

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

9. Work Experience

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

10. List of Publications and Awards:

11. Any other information

Declaration: I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

Date and Place:

(Signature of Applicant)