**Regional Office,**
**Ministry of Environment, Forest and Climate Change**
**Ground Floor, East Wing, New Secretariat Building, Civil Lines, Nagpur – 440001**

---

**Advertisement for the engagement of One Consultants -A on contract basis**

Regional Office, Ministry of Environment, Forest and Climate Change (MoEF&CC), Nagpur invites applications for filling up One posts of Consultants-A on contract basis. The essential /desirable qualification, experience and terms of engagement is as under:-

| S. No. | Category of Consultant and number of posts | Essential Qualification & Experience |
|---|---|---|
| 1 | One Consultant - A for Forest Wing | i) M.Sc. in Forestry as the minimum qualification with good knowledge of MS Office. ii) Experience in the relevant field for a period of more than 3 years and up to 5 years.<br>**OR**<br>The Retired Government Employees with (i) Grade Pay Rs. 4600/- and above and knowledge of MS Office and (ii) experience in the relevant field for period more than 3 year and up to 5 years<br>**Desirable Qualification –** Experience of working in the subject domain under MoEF&CC or other Ministries of the Government of India. |

**1. Mode of Submission of Applications**

Interested candidates fulfilling the prescribed eligibility criteria may submit their applications in the prescribed proforma (Annexure-II), available on the MoEF&CC website at www.moef.nic.in/recruitment. The application should be sent in a sealed cover super-scribed: "Application for Engagement as Consultant 'A' –Forest Wing on Contract Basis in RO, MoEF&CC, Nagpur" and addressed to: The Regional Office, MoEF&CC, Ground Floor, East Wing, New Secretariat Building, Civil Lines, Nagpur – 440001. No other mode of application will be accepted. Applications received after the due date shall be summarily rejected.

**2. Last Date for Submission**

Applications must reach within 21 days from the date of publication of this advertisement in newspapers (English/Hindi).

**3. Selection Procedure**

The Selection will be made through personal or virtual interview. Only shortlisted candidates will be called for interview, particularly if applications are received in large numbers. No TA/DA will be paid for attending the personal interview.

**4. Terms and Conditions / Remuneration**

For terms and conditions of engagement, remuneration, and related details, candidates are requested to refer to: MoEF&CC Office Memorandum No. ADMIN-43012/1/20222-P-II (E-176223) dated 15-04-2025, available at www.moef.nic.in/recruitment.

**(Head of Office)**
**RO, MoEF&CC, Nagpur**

Government of India
Ministry of Environment, Forest and Climate Change
(Personnel-II Section)

Indira Paryavaran Bhawan,
Jorbagh Road, Aliganj, New Delhi

Dated: 15th April, 2025

## OFFICE MEMORANDUM

**Subject: Revised guidelines for engagement of Consultants in Ministry of Environment Forest and Climate Change.**

In supersession of the general conditions for engagement of Consultants in this Ministry issued vide No. A. 65013/7/2018-P II dated 22.09.2020 and its addendum on engagement of Scientific Consultants guidelines vide F.No. ADMIN-43012/1/2022-P-II (E-176223) dated 11.12.2023, the undersigned is directed to convey that following general conditions for engagement of Consultants and Scientific Consultant in this Ministry are laid with immediate effect and until further order:

i. Consultants would be engaged for a fixed period of time for providing high quality services to MoEFCC or for attending to specific and time-bound jobs like preparation of project reports, etc. Consultants would normally not be appointed as Heads of Divisions and should not be engaged for routine day to day work;

ii. Professionals with requisite qualifications and experience would be hired as Consultants. They shall submit their education qualification and experience details along with the supporting documents as per Annexure-II. Retired Government employees with relevant experience would also be eligible for engagement as Consultants;

iii. The job/activities for engagement of Consultant will invariably be quantifiable in measurable terms and the time period required for completion of such should be carefully assessed and specified so that unnecessary engagement of any individual Consultant, for a longer period than it is actually required, may be avoided;

iv. The appointment of Consultants would be on full time basis-and they would not be permitted to take up any other assignment during the period of Consultancy with the MOEFCC.

v. The Consultant shall not, except with the previous sanction of MoEFCC in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper (s) or periodical (s), either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy assignment.

vi. Official (Government) e-mail id and access to intranet system can be provided to Consultant with the approval of the concerned Divisional Head. This will be done in consultation with NIC. The sensitivity and confidentiality of the

documents being handled by the Division and the nature of job of the Consultants will also be kept in view.

vii. The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEFCC shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Secretary (EF&CC). Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

viii. The term "Consultant" would mean Scientific Consultant under categories i.e. Young Professional, Scientific Consultant Grade-I, Scientific Consultant Grade-II, Scientific Consultant Grade-III and Scientific Consultant Grade-IV and non-Scientific Consultant under categories i.e. Research Associates, Consultant A, Consultant B, Consultant C and Senior Consultant as mentioned below and the qualifications, experience and remuneration/fee of these are given hereunder:

(A) <u>Non-Scientific Consultant</u>

| Category of Consultants | Essential Qualifications and Experience | Remuneration/ Fee |
|---|---|---|
| Research Associates | Master's degree in Science or Bachelor's degree in Engineering/Technology as minimum qualification with experience of 1-3 years in the required field as well as good knowledge of MS Office | Rs. 40,000 |
| Consultants "A" | Consultants should have (i) Master's degree in Science or Bachelor's degree in Engineering/Technology as the minimum qualification with good knowledge of MS Office and (ii) experience in the relevant field for a period of more than 3years and upto 5 years<br><br>OR<br><br>The Retired Government Employees with (i) Grade pay of Rs.4600/- and above and knowledge of MS Office and (ii) experience in the relevant field for a period of more than 3 years and upto 5 years. | Rs. 60,000 |
| Consultants "B" | Consultants should have (i) Master's degree in Science or Bachelor's degree in Engineering/Technology as the minimum qualification with good knowledge of MS Office and (ii) experience in the relevant field for a period of more than 5 years and upto 10 years<br><br>OR<br><br>Retired Government Employees with (i) Grade pay of Rs.6600/- and above and knowledge of M.S (ii) experience in the relevant field for a period of more than 5 years and upto 10 years | Rs. 80,000 |

| | | |
|---|---|---|
| Consultants "C" | 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<br><br>OR<br><br>Retired Government Employees with (i) Grade pay of Rs.8700/- and above and (ii) experience in the relevant field for a period of more than 10 years and upto 15 years. | Rs. 1,00,000/- |
| Senior Consultants | Senior Consultants should have Master's degree in Science/.Bachelor's Degree in Engineering/Medicine/Technology/Ph.D from a recognized University.<br><br>Minimum of 15 years of experience in Research/Development/Design/Construction in Industrial academic/ Government Institutions/ Organization's In environment/forestry/infrastructure/medical sector.<br><br>OR<br><br>Retired Government employees of the level of Joint Secretary with experience and knowledge in the required field would also be eligible. | Rs. 1,25,000 |

(B) Scientific Consultant

| Name of the Position | Educational Qualification | Experience in years | Upper age limit | Remuneration/ per month (in Rs. ) |
|---|---|---|---|---|
| Young Professional | *Essential:* Master's Degree in relevant subject or BE/B.Tech. *Desirable:* Persons with M Phil, M.Tech, M Sc., Ph D additional qualifications. | More than 3 and upto 5 years | 32 years | 70,000/- |
| Scientific Consultant Grade-I | | More than 5 and upto 10 years | 40 years | 90,000/- |
| Scientific Consultant Grade-II | | More than 10 and upto 16 years | 45 years | 1,20,000/- |

| | | | | |
|---|---|---|---|---|
| Scientific Consultant Grade-III | research experience, published papers and post qualification experience in the relevant field would be preferred. | More than 16 and upto 20 years | 50 years | 1,45,000/- |
| Scientific Consultant Grade-IV | | More than 20 years | 62 years | 1,75,000/- |

*Note-1: Experience includes up to 3 years for Ph.D holders also, provided no experience is counted during those 3 years. Experience shall be in the relevant field of specialized work, with good computer skills.*

*Note-2: The Consultants Grade-I/Consultants Grade-/Young Professionals already working with the Ministry can apply for a higher Consultancy position in MoEFCC competing with external candidates provided they meet the eligibility criteria for the higher Consultancy positions that are advertised.*

*Note-3: The consolidated remuneration in case of Scientific Consultants will be inclusive of all applicable taxes and no other facility or allowance will be allowed. However, in case of retired Government employees engaged as consultants, the payment of remuneration, Transport Allowance, etc. will be governed by the provisions of D/o Expenditure O.M. dated 09.12.2020, as amended from time to time or prescribed by the Central Govt. in this regard.*

ix. Desirable Qualification and Experience: Program Divisions shall lay down appropriate short listing criteria in terms of specific work experience and qualification in accordance with the job requirement.

x. **Period of Engagement:**

a. The initial tenure of engagement for a person as Consultant would be upto a period of three years (1+1+1) (subject to performance and presence of the professional in the Division concerned being highly useful). Continuation of the Consultant beyond three years for upto additional two years will be considered on case to case basis with the approval of Competent Authority.
b. Completion of tenure should be carefully assessed and specified so that unnecessary engagement of any individual Consultant, for a longer period than it is actually required, may be avoided.
c. As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained

xi. **Age Limit** - The maximum age limit for all categories of Consultants shall be 65 years.

xii **Procedure:**

(a) With approval of Secretary, MoEFCC, the allocation of Consultants shall be made to different Divisions by the Administration Division. The number, so fixed, could be reviewed on yearly basis. The Divisions desirous of engaging Consultants as per the allocation shall prepare Terms of Reference (Annexure —I) for the job to be performed

(b) Based on their requirement and allocation, the concerned Division will prepare an advertisement (Annexure-III) for inviting applications for engagement of Consultants and place the same on MoEFCC website and also in two newspapers. Copy of vacancy circular be sent to reputed scientific institute/organization (in case of Scientific consultant). mode of communication be "e-mailed", intimation to the successful candidate forwarding offer of engagement and joining may be accepted.

(c) As per work experience, qualification and desirable criteria, about 5 numbers of Candidates will be shortlisted against each vacancy/requirement. Desirable criteria so laid by the Program Division should have approval of Competent Authority as case may be before advertising the post. It should also be clearly mentioned in the advertisement that "Ministry/Department reserves the right to call any number of applicants for interview based on essential and desirable qualification and experience of the applicant."

(d) All the applications received in response to the vacancies/requirements advertised will be scrutinized and shortlisted by the Concerned Divisions as per their need and in the light of Consultancy guidelines. Thereafter, the concerned Division would submit a proposal before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate(s), along with one candidate as reserve for each vacancy/requirement.

xiii. The CEC would be serviced by the concerned subject Division. The composition of the CEC shall be as under:-

(A) **For Senior Consultants:**

| | |
|---|---|
| Secretary or Special Secretary or Additional Secretary, MoEFCC | Chairman |
| Joint Secretary, Administration | Member |
| Joint Secretary/ Scientist 'G'/IG (dealing with concerned Division) | Member Secretary |

(B) **For Consultant "A", "B", "C" and Research Associates:**

| | |
|---|---|
| Joint Secretary (Administration) | Chairman |
| Concerned Joint Secretary/Scientist "G"/IG or their nominee now below the rank of Director/Scientist 'F' / Scientist 'E'/DIG | Member |
| Director/Deputy Secretary (Administration) | Member Secretary |

(C) **For Scientific Consultants Grade-I,II, III & IV and Young Professionals:**

I. For Scientific Consultants Grade-III & Grade IV.

| | |
|---|---|
| Secretary or Special Secretary or Additional Secretary, MoEFCC | Chairperson |
| Joint Secretary, Administration | Member |
| Technical Expert (External– nominated) | Member |
| Joint Secretary / Scientist-G/ IG (dealing with the concerned Division) | Member Secretary |

ii For Scientific Consultants Grade-I/II and YPs

| | |
|---|---|
| Special Secretary or Additional Secretary, MoEFCC | Chairperson |
| Director / Deputy Secretary, Administration | Member |
| Technical Expert (External - nominated) | Member |
| Concerned Joint Secretary / Scientist-G/IG or their nominee not below the rank of Director/Scientist F/ Scientist E/ DIG | Member Secretary |

xiv After approval of the Consultancy Evaluation Committee (CEC), the concerned Division shall prepare a check list (Annexure –IV) and obtain the approval of the Secretary, MoEF&CC for engaging Consultants. All the documents containing CEC recommendations, supporting documents, offer of engagement and joining report of the individual shall invariably be sent to the Administration (P.II Section) under the signature of Divisional Head.

xv. The amount of fee/remuneration in the case of retired Government officials appointed .as Consultants in any of the categories shall be decided in accordance with the extant instructions of Department of Personnel and Training.

xvi. **Drawal of Pension:** A retired Government official appointed as Consultant in any of the categories mentioned above shall continue to draw pension and the dearness relief on pension during the period of his / her engagement as Consultant.. His/ Her engagement as Consultant shall not be considered as a case of re-employment.

xvii. **Allowances:** The consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.

xviii. **Leave:**

a. Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service.
b. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
c. Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year (calculated on pro-rata basis).
d. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
e. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the leaves admissible.
f. Female Consultants shall be eligible for maternity leave governed by the Maternity Benefit Act, 1961, as amended from time to time and extant Maternity Leave Rules based on the said Act.

xix **Annual increment:** The quantum of annual increment to Consultant shall be between 0% to 8% in their remuneration depending upon quality of

performance that may be determined judiciously by Divisional Head on case to case basis.

xx. No TA / DA shall be admissible for interview) joining the assignment or on its completion. Normally, Consultants will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultants shall be allowed TA, DA and hotel accommodation, in connection with the official work as per the provisions of SR 190. Travelling allowance may be allowed uniformly to both categories viz. retired Government servants or professionals of the desired skill as under:-

a. Research Associates/ Consultants "A", & "B": Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city; food bill upto Rs. 500/- per day and hotel charges upto Rs.2000/- per day, subject to the actual;
b. Consultants "C" & Senior Consultants: Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill upto Rs. 800/- per day and hotel charges upto Rs. 3000/- per day, subject to the actual. However, Consultants Senior Consultants may be allowed to travel by air in public interest if the journey period by train is more than 8 hours, with the approval of the Secretary EF&CC.

xxi. **Attendance and working days:**

a. The working hours of the professional shall be same as regular Government employee working in 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 Divisional Head of the concerned Division.
b. The attendance shall be marked in the Biometric system by the Consultant.

xxii. **Conflict of interest:**

a. The Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Consultants found In conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;
b. During the period of assignment with MoEFCC, the Consultant would be subject to the provisions of the Indian Official Secret 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.
c. Selected candidates shall provide integrity certificate from 2 references known to them.
d 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.

xxiii Any amendment/ relaxation in the above guidelines would require prior approval of Secretary (EF&CC) on the proposal furnished by the user Division with adequate justification's and the proposal shall be routed Administration.

xxiv The Service of Consultants engaged under the earlier terms and conditions of the Ministry will also be governed by the revised guidelines from the date of annual renewal of their agreements.

2. This issues with the approval of the Competent Authority

Mridha 15/04/25

(Chiranjib Mridha)
Under Secretary to the Government of India
E-mail: chiranjibmridha-cwc@nic.in
Tel: 20819190

To

1. All Divisional Heads, MoEFCC
2. All Officers and Sections, MoEFCC

Copy to:

1. PS to Hon'ble Minister, EF&CC
2. APS to Hon'ble MOS, EF&CC
3. PSO to Secretary, EF&CC
4. PPS to DGF&SS
5. PPS to AS(AG)/PPS to AS(NPG)/PSO to AS&FA/PPS to Sr. EA .
6. Dir (OL) for Hindi version.
7. US(IT) for uploading on e-office portal and whatsapp group of the Ministry.
8. Guard File/Spare copies

*Annexure-II*

**Application format** for appointment as Consultant in the **Ministry of Environment, Forest** and Climate Change

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Address (With Telephone/Mobile No. and e-mail address):

7. Permanent Address:

8. Essential Educational Qualification:

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

9. Desirable Educational Qualification:

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

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

(Signature)