

F. No. 23/14/2022-EIACP(Pt-I)
Government of India
Ministry of Environment, Forest and Climate Change
(EIACP Cell)

Sub:- Advertisement for engagement of Two Consultants in the EIACP Programme Cell of Ministry of Environment Forest & Climate Change on contractual basis

Applications are invited for engagement for the post of: -

i. National Programme Coordinator(One post equivalent to Consultant C @ remuneration of Rs. 1,00,000/month on contract basis)

ii. Content Writer/Copy Editor (One post equivalent to Consultant A @ remuneration of Rs. 60,000/month on contract basis)

2. For the details regarding eligibility, job requirement and terms & conditions, prescribed format for submitting applications, please visit this Ministry's website www.moef.gov.in

3. The last date of receipt of application in prescribed format is 21 days from the date of publication of this advertisement in the newspaper. The Ministry would not entertain any application received beyond the due date and time.

4. Willing persons, who meet the eligibility criteria are requested to submit their application both through online mode on the e-mail unmana.sarangi@nic.in and lipika.roy@gov.in and physical mode at the following address

Dr. Unmana Sarangi,
Director, EIACP Cell,
Ministry of Environment, Forest & Climate Change
Indira Paryavaran Bhawan, Jor Bagh Road
New Delhi-110003
Tele. No. 011- 20819325

cbc13101/11/0004/2526



(डा. उनमना सारंगी)
(Dr. UNMANA SARANGI)
निदेशक/Director
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23/14/2022-EIACP(Pt-I)
Government of India
Ministry of Environment, Forest and climate change
EIACP Cell

Dated 07.06.2025

Subject: Advertisement for engagement on the posts of National Programme Coordinator(1) and Content Writer/Copy Editor(1) in the Environmental Information, Awareness, Capacity building and Livelihood Programme (EIACP) under EEARSD Scheme of the Ministry of Environment, Forest and Climate Change –regarding.

Ministry of Environment Forest and Climate Change (MoEF&CC) invites applications for filling up the following posts with remuneration equivalent to Consultant 'A/C' (hereafter to be referred as 'Consultants') for Environmental Information, Awareness capacity building and livelihood Programme in the EIACP Programme Cell.

2. The engagement of Consultants is of 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 any or all the Consultants at any time without assigning any reason(s), with the approval of Secretary, EF&CC.

3. **Eligibility:** Minimum Qualifications, Experience and remuneration for various posts in the Programme Cell are as under:

Sl. No.	Post	Essential Qualification	Remuneration equivalent to
1.	National Programme Coordinator	M.Sc. (Natural Sciences/Environmental Science)/MCA/ B.Tech./ BE, well versed in computer applications/ Web Development with at least 10 years of experience.	Consultant C @ ₹1,00,000/-
2.	Content Writer/Copy Editor	M.Sc. (Natural Sciences/ Environmental Science) or P.G with at least 3 years' experience in content Management, Content Editing, Content Strategy, Article Writing.	Consultant A @ ₹ 60,000/-

General Condition for Engaging Consultants:

4. Period of Engagement:

a. The initial tenure of engagement for a person as Consultant would be up to 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 up to additional two years will be considered on case to case basis with the approval of Competent Authority.

b. The engagements/continuation on the above posts is co-terminus with the period of EIACP under EEARSD Scheme and the same will be subject to the provisions of the Guidelines and any amendments thereof.


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c. As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.

5. **Age Limit:** - The maximum age limit for all categories of Consultants shall be 65 years as on the date of publishing of advertisement.

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

7. **Leave:**

- Consultant shall be allowed paid leave of absence at the rate of 1.5 days for each completed month of service.
- The leave shall accrue to them to completed month basis calculated from their date of joining on pro-rata basis.
- Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a year (calculated on pro-rata basis).
- Unavailed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against the leaves admissible.
- 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.

8. **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.

9. **Admissibility of TA/DA:** 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. Consultant shall be allowed TA, DA and hotel accommodation, in connection with the official work as per the provisions of SR190. Travelling allowance may be allowed uniformly to both categories viz. retired Government Servants or professionals of the desired skill as under:-

- Consultant 'A':** Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city; food bill upto ₹500/- per day and hotel charges upto ₹2000/- per day, subject to the actual;
- Consultant 'C':** Journey by train in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill upto ₹800/- per day and hotel charges upto ₹3000/- per day, subject to the actual. However, 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.

10. **Attendance and working days:**

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- The working hours of the consultants 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 EIACP Cell.
- The attendance shall be marked in Biometrics system by the Consultants.

11. Notice Period: In the event of the Ministry deciding to terminate the services of any Consultant or if any Consultant wishes to get relieved from his/her services in the Ministry, the Ministry/Consultant concerned shall provide, at least thirty (30) days prior, written notice of the termination/resignation to the Consultant concerned/Ministry, as the case may be. During the notice period, the Consultant shall continue to provide all services in full and in a proper manner and shall cooperate with the Ministry and put his/her best efforts to safeguard the interests of the Ministry.

12. 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 service of Consultants found In conflict with interest 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. The consultant shall not except with the previous sanction of MoEF&CC in the bonafide 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 newspapers or periodicals, 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.

d. Selected candidates shall provide integrity certificate from 2 references know to them.

e. 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.

13. Ministry reserves the right to call any number of applicants for interview based on essential and desirable qualification and experience of the applicant.

14. Application as prescribed in format at **Annexure I** to be sent to Shri Unmana Sarangi Joint Director, EIACP Cell, MoEFCC, Agni Wing, Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the e-mail Address: unmana.sarangi@nic.in and lipika.roy@gov.in respectively and in physical mode at the following address:

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Director, EIACP Cell,
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Also, the applicant should mention clearly on the cover of the application - "Application for the Post of NPC/CW" while submitting the application".

Last date for receiving the application^{is} within 21 days of publication of Advertisement and any application not received as per the Application Format or received after the due date and time would be summarily rejected.

Annexure I

Application format for appointment as National Programme Coordinator/Content Writer 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 To	From	Nature of Work	Remarks

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11. Desirable Work Experience:

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

12. 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 by the rules, regulations and procedures for appointment to the post applied for:

Date and Place:

(Signature of Applicant)

NOTE:

1. Candidates must check the eligibility conditions including the experience conditions before applying for the post.
2. Information related to experience may be mentioned correctly along with the documentary proof. The certificates/documents shall be submitted in proper chronological order.
3. The applications shall be clearly readable and should preferentially be typed. Incomplete/ambiguous/illegible applications will be summarily rejected.
4. The Ministry does not assume any responsibility if any candidate is not able to e-mail his/her application on account of technical reasons or for any other reason beyond the control of the Ministry.

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