



क्षेत्रीय कार्यालय
REGIONAL OFFICE
भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE
CHANGE



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Circular

Sub: Advertisement for the engagement of Consultant (01) and Data Entry Operator (01) on contract basis.

The Regional Office, Ministry of Environment, Forests and Climate Change (MoEF&CC) invites applications from willing persons for Consultants (One) and Data Entry Operator (One) purely on contract basis under National CAMPA Fund for strengthening, monitoring and implementation of the Compensatory Afforestation Act (CAF Act) in the Sub Office, MoEF&CC, Aranya Bhawan, Naya Raipur, Raipur (C.G.), the qualifications, terms and conditions are as bellow:-

Sr.	Name of the Post	Consultant – (Posts - 01)	Data Entry Operator (01 Post)
1.	Period of Consultancy Period of engagement/Tenure	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 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 the competent authority.	The initial tenure of engagement for a person as Data Entry Operator would be up to a period of three years (1+1+1) subject to performance and presence of the professional in the Division being highly useful. Continuation of the Data Entry Operator beyond three years for up to additional two years will be considered on case to case basis with the approval of the competent authority.
2.	Nature of Duties For Consultant	To attend the following works under the guidance of Officer-In charge, National CAMPA Fund, RO, MoEF&CC, Nagpur Works related to VSSA, 1988, Related Functions. a) Works related to Working Plan Related Functions b) Works related to Monitoring of CAMPA activities. c) Works related Environment Management and Pollution Control Functions To attend miscellaneous works assigned by the HOD from time to time.	Data Entry: Managing the Data relevant to CAMPA and forest related Works assigned by the officer in charge and CAMPA from time to time.

3.	Job Location	Sub Office, MoEF&CC, Aranya Bhawan North Block, Sector-19. Nava Raipur Atal Nagar Chhattisgarh ,	Sub Office, MoEF&CC, Aranya Bhawan North Block, Sector-19. Nava Raipur Atal Nagar Chhattisgarh ,
4.	Qualification & other Criteria.	M.Sc. in Forestry with work experience of 1 to 3 years in the required field i.e. Forest Conservation/ Forest Management/ Forest Working Plans/ Wild Life Management. With good knowledge of M.S. Office.	Diploma or Degree, Bachelor degree, graduation, BCA, Diploma in Computer applications, preference will be given to the experience candidates. A Data Entry operator needs to have good communication skills, fast typing speed and accuracy. A high concentration level is necessary. They must stay focused on their task while working with limited distractions from other things. Working with technology is also essential, as they work primarily from a computer. Preference will be given to the candidates having typing knowledge in Hindi and English both. (Most preferably with one year course in computer or secretarial practice)
5.	Age limit	The maximum age limit for Consultants shall be 40 years as on 01.04.2025	The maximum age limit for Data Entry Operator shall be 35 years as on 01.04.2025.
6.	Remuneration:	Rs.40,000/- per month	Rs.25,000/- per month
7.	Entitlement for Consultant and Data Entry Operator	<p>Other Entitlements Allowances: The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.</p> <p>Leave: (a) The consultant shall be eligible for 8 days leave in a single year of Consultancy; (b) The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis; (c) The consultant shall not draw any remuneration in case of his/her absence beyond 8 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.</p>	

		<p>The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves</p> <p>Increment: The consultant shall be entitled to 8% annual increase in their remuneration subject to recommendation/ satisfactory report by Divisional Head. No TA / DA shall be admissible for interview/ joining the assignment or on its completion.</p> <p>Normally, the Consultant will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest.</p> <p>The consultant 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 in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill up to Rs. 500/- per day and hotel charges up to Rs. 2000/- per day, subject to the actual on submission of original bills.</p> <p>The Data Entry Operator shall not be allowed TA, DA etc.</p> <p>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 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</p>
8.	Conflict of Interest and Confidentiality	<p>Conflict of Interest:-</p> <p>(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;</p> <p>(b) During the period of assignment with RO, MOEF&CC, Nagpur the Consultant would be subject to 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.</p> <p>(c) Selected candidates shall provide integrity certificate from 2 references known to them.</p> <p>(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.</p> <p>The consultant may not, except with the prior approval of competent authority in writing, in the bona-fide discharge of duties, publish a book or research paper or a compilation of articles or participate in a radio/TV broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.</p> <p>f) The Consultant engaged by the RO, MoEF&CC, Raipur 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.</p>

		In addition to the above, the service conditions of the consultant will be governed under the guidelines of the Ministry in this regard and as amended from time to time. As the posts are temporary in nature and purely contractual, in no case, any request for promotion of a candidate shall be entertained.
9.	Other Conditions	<p>(i) The appointment of consultant 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 RO, MoEF&CC Raipur</p> <p>The appointment of consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the RO, MoEF&CC, and Nagpur without assigning any reason. RO MoEF&CC, Nagpur shall have powers to terminate any or all the professionals at any time without assigning any reasons.</p>
10.	How to apply	Interested applicants may submit application indicating their interest in working for the Ministry of Environment, Forest and Climate Change as per proforma given in Annexure I along with self-attested documentary proof
11.	Selection Procedure	Selection will be through personal interview. Only shortlisted candidates will be called for interview in case if the applications are received in large number. No TA/DA will be paid for attending personal interview.
12.	Last Date for receiving application	21 days from the date of publication of Advertisement in Employment News
13.	Mode for Submission of application	<p>(a) Candidate may submit their application in the prescribed format as per annexure –A along with the self-attested copies of education qualification and post qualification experiences at email apccfcentral-ngp-mef@gov.in . No other mode of application will be accepted and application will be summarily rejected.</p> <p>(b) Candidates shall specially mentioned “Application for the post of Consultant (N-CAMPA) Raipur and Application for the post of Data Entry Operator (N-CAMPA) Raipur in the subject of the email.</p>


Head of Office

Annexure-A**Application format for the post of Consultant-A / Data Entry Operator on contract basis under National CAMPA Fund in Sub - Office, MoEF&CC, Raipur (Chhattisgarh)**

- 1) Full 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/Instit	Year of passing	Division/Class

- 9) Essential Work Experience:

10)

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

- 11) Any other information (Separate sheet may be enclosed)

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)