



भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
एकीकृत क्षेत्रीय कार्यालय, जम्मू / Integrated Regional Office, Jammu
Camp Office : Integrated Regional Office, Chandigarh



F.No.: A-02015/1/2020-Jammu

Date:05/11/ 2020

**Advertisement for the Engagement of Contractual Staffs
(Purely on Contract Basis) in the IRO, Jammu
(MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dated 15.10.2020)**

Integrated Regional Office, Ministry of Environment, Forest and Climate Change, Jammu invites applications from the reputed service providers registered under Registrar of Companies for engagement of following contractual staff (Purely on Contract Basis) as per the MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dated 15.10.2020.

S. No.	Name of the Post	No. of Vacancies	Financial Implication
A	Scientist D	01	Rs. 50,000/- p.m. per person
B	Technical Officer/ Research Officer/ Research Assistant/ Research Investigator	02	Rs. 40,000/- p.m. per person
C	Legal Assistant	01	Rs. 30,000/- p.m. per person
D	Upper Division Clerk/ Lower Division Clerk/ MTS, etc.	02	Rs. 15,000/- p.m. per person
	TOTAL	06	

Details of the Recruitment of the Contractual Posts

A. Engagement of Scientist D on contract basis:

1. Qualification:

Name of the Post	Educational Qualifications	Experience	Remuneration
Scientist D Age limit: Not more than 40 years as on 01 st April 2020.	Master's Degree in Natural Science or Agricultural Science; or Bachelors' Degree in Engineering or Technology; or Bachelors' Degree in Medicine OR Doctorate in Natural Science or Agricultural Science or Technology or Engineering	Educational qualification with 7 years of experience. OR Educational qualification with 4 years of experience.	Rs. 50,000/- p.m. per person excluding profit and taxes if engages through a Service provider.

2. Terms of engagement:- a) The engagement to the above posts on contract basis in the respective Integrated Regional Office of the Ministry of Environment, Forest and Climate Change will be

initially for a period of one year or till the vacant post are filled on regular basis at the discretion of the Competent Authority.

b) The contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of engagement with the Ministry. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.

c) The appointment will be purely on a temporary nature and can be cancelled at any time by the Ministry without assigning any reason whatsoever.

3. Attendance and Working days: a) The working hours 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 Head of Department of the concerned IRO.

b) The attendance shall be marked by the staff on Contract basis.

4. Leave: The staff shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

5. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. 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.

6. Allowances: The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.

7. Submission of Applications: Service providers may submit their quotes (along with the self attested copies of educational qualification and post qualification experience of the candidates)

8. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are received in large number.

9. a) The staff are expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services are found in conflict of interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.

b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him 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.

10. The last date of the receipt of applications is 15th November 2020.

B. Engagement of Technical Officer (TO)/Research Officer (RO)/Research Assistant (RA) / Research Investigator (RI) on contract basis

1. **Qualification for Research Officer / Research Assistant:** Master's degree in Environmental Sciences/ Earth Sciences/ Botany/ Zoology/ Chemistry/ Bio-Chemistry/ Bio-Technology or Bachelor's Degree in Engineering Technology in Environmental Sciences/ Bio-Technology from a recognized University/ Institute with experience of 1 to 3 years in collection and analysis of data on Environmental Sciences as well and good knowledge of M.S. Office.

2. **Qualification for Technical Officer / Research Investigator:** Master's degree in Statistics or Operations Research or Forestry or Economics (With Statistics) or Commerce (with Statistics) or Mathematics(with Statistics) or Agriculture (with Statistics) or two years Post Graduate Diploma in Forestry Management from a recognized Institute/University with two years experience in collection or compilation or analysis of data including data in Agriculture or Forestry work.

3. **Age Limit:-** Not more than 35 years as on 01st April 2020.

4. **Terms of engagement:-** a) The engagement to the above posts on contract basis in the respective Integrated Regional Office of the Ministry of Environment, Forest and Climate Change will be initially for a period of one year or till the vacant posts are filled on regular basis at the discretion of the Competent Authority.

b) The contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of engagement with the Ministry. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.

5. **Remuneration:-** A consolidated pay of Rs. 40,000/- p.m. per person excluding profit and taxes of engaged through a Service provider.

6. **Attendance and Working days:** a) The working hours 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 Head of Department of the concerned IRO.

b) The attendance shall be marked by the staff on Contract basis.

7. **Leave:** The staff shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

8. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. 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.

9. **Allowances:** The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.

10. **Submission of Applications:** Service providers may submit their quotes (along with the self attested copies of educational qualification and post qualification experience of the candidates)

11. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are received in large number.

12. a) The staff are expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services are found in conflict of interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.

b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him 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.

13. The last date of the receipt of applications is 15th November 2020.

C. Engagement of Legal Assistant on contract basis

1. Qualification for Legal Assistant:

Essential: Bachelor of Law/Masters of Law from Recognized University

Desirable: Candidates possessing valid licence to practise Legal matters with one/two years experience.

2. Age Limit: Not more than 35 years as on 1st April 2020.

3. Terms of engagement:- a) The engagement to the above posts on contract basis in the respective Integrated Regional Office of the Ministry of Environment, Forest and Climate Change will be initially for a period of one year or till the vacant posts are filled on regular basis at the discretion of the Competent Authority.

b) The contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of engagement with the Ministry. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.

4. Remuneration: A consolidated pay of Rs. 30,000/- p.m. per person excluding profit and taxes of engaged through a Service provider.

5. Attendance and Working days: a) The working hours 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 Head of Department of the concerned IRO.

b) The attendance shall be marked by the staff on Contract basis.

6. Leave: The Legal Consultant shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

7. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. 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.

8. **Allowances:** The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.

9. **Submission of Applications:** Service providers may submit their quotes (along with the self attested copies of educational qualification and post qualification experience of the candidates).

10. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are received in large number.

11. a) The staff are expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services are found in conflict of interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.

b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him authorized to know the same.

c) Selected candidates shall provide integrity certificate from 2 references known to them.

d) A self-understanding 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.

12. The last date of the receipt of applications is 15th November 2020.

D. Engagement of Upper Division Clerk/ Lower Division Clerk/ MTS, etc. on contract basis

1. Qualification:

Upper Division Clerk/Lower Division Clerk (UDC/LDC): 12th Class pass or equivalent qualification from a recognised Board or University with typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer.

Multi Tasking Staff (MTS): Matriculation or equivalent from a recognized Board or Industrial Training pass certificate from a recognised Institute.

2. **Age Limit:-** Age should be between 18 and 27 years on 1st April 2020.

3. **Terms of engagement:** a) The engagement to the above posts on contract basis in the respective Integrated Regional Office of the Ministry of Environment, Forest and Climate Change will be initially for a period of one year expandable one year at a time subject to assessment of performance of the professional and extension will be considered on a case to case basis with the approval of the Competent Authority.

b) The contractual appointment would be on full time basis and the appointed person will not be permitted to take up any other assignment during the period of engagement with the Ministry. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.

c) The appointment will be purely on a temporary nature and can be cancelled at any time by the Ministry without assigning any reason whatsoever.

4. **Remuneration:** A consolidated pay of Rs. 15,000/- p.m. per person excluding profit and taxes if engaged through a Service provider.

5. **Attendance and Working days:** a) The working hours 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 Head of Department of the concerned IRO.

b) The attendance shall be marked by the staff on Contract basis.

6. **Leave:** The staff shall be entitled for 8 days of leave annually without any provision for carry forward of the leave, if unutilized during the year. In case the staff member is absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made. Maternity Leave as per Government of India instructions issued from time to time would be available to female members.

7. The appointment is of temporary (non-official) nature and appointment can be cancelled at any time by the Head of Department without assigning any reason. 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.

8. **Allowances:** The staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Bonus, Retirement Benefits, Leave Travel Concession, Personal Staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.

9. **Submission of applications:** Service providers may submit their quotes (along with the self-attested copies of educational qualification and post qualification experience of the candidates).

10. Selection will be through personal interview. Only shortlisted candidates will be called for interview in case of the applications are received in large number.

11. a) The staff are expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties, his/her engagement will be liable for discontinuation without assigning any reason.

b) During the period of assignment with MOEF&CC, the staff would be subject to the provisions of the India Official Secret Act, 1923 and will not divulge any information gathered by him 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.

12. The last date of the receipt of applications is 15th November 2020.

Annexure-I

Application format for Appointment on Contract Basis in the Ministry of Environment, Forest & Climate Change, Integrated Regional Office.

1. Post Applied for:

Recent passport
size photograph

2. Full Name:

3. Father's Name:

4. Date of Birth:

5. Domicile:

6. Nationality:

7. Mailing Address:

(With Telephone/Mobile No. and e-mail Address)

8. Permanent Address:

9. Educational Qualification:

S. No.	Course	Subject	University/ Institute	Year Passing	of Division/ Class
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10. Work Experience:

S. No.	Organization/ Institute	Period From-To	Nature of Work	Remarks
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11. Any other Information:

Declaration: I hereby declare that all statements made in the application above 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.

(Signature)