



भारत सरकार
Government of India
एकीकृत क्षेत्रीय कार्यालय
INTEGRATED REGIONAL OFFICE



पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change
लॉउ सीब लुम्बतंगेन/LAW-U-SIB, LUMBATNGEN,
शिलॉंग/Shillong-793021
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No. 12-25/2020/Estt/ 2225-26

05th November, 2020

To,

Shri Anil Kumar,
Technical Director, NIC
Ministry of Environment, Forests & Climate Change,
1st Floor, Agni Wing,
Indira Paryavaran Bhawan, Jor Bagh Road,
Aliganj, New Delhi – 110 003.

Sub: Engagement of Seven (07) contractual staffs (Purely on Contract basis) in the Integrated Regional Office, MoEF&CC, Guwahati, Assam – reg.

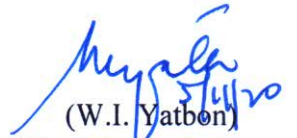
Ref: The MoEFCC, New Delhi letter No. 6-11/2020-ROHQ dt. 15.10.2020.

Sir,

In inviting a reference to the above mentioned subject, I am directed to enclose herewith the advertisement for engagement of seven (07) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Government of India, Guwahati, Assam.

In view of the above, it is requested that the said advertisement along with Annexure may kindly be uploaded at MoEF&CC website at the earliest after which the newspaper advertisement will be published.

Yours faithfully,


(W.I. Yatbon)

Deputy Inspector General of Forests (Central)
& Head of Office

Copy to:

The DIG (ROHQ), MoEF&CC, Indira Paryavaran Bhawan, New Delhi – 110003.

9/11/20

Dated: 05th November, 2020

Advertisement for the engagement of contractual staff
(Purely on contract basis) in the IRO, Guwahati
(MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dated 15.10.2020.)

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

Sl. No.	Name of the Post & No. of contractual staff	Educational Qualifications	Experience	Remuneration
1.	Category: Scientist F One (01) - Age limit Not more than 45 years as on 01 st April 2020.	Master's Degree in Natural Science or Agricultural Sciences; or Bachelor's Degree in Engineering or Technology; or Bachelor's Degree in Medicine OR Doctorate in Natural Science or Agricultural Science or Technology or Engineering	Educational qualification with 16 years of experience. OR Educational qualification with 13 years of experience.	Rs. 60,000/- p.m. per person excluding profit and taxes
2.	Category; Scientist D One (01) Age limit: Not more than 40 years as on 01 st April 2020.	Master's Degree in Natural Science or Agricultural Science; or Bachelor's Degree in Engineering or Technology; or Bachelor's 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
3.	Category: Research Officer(RO)/Research Assistant(RA) One(01)	Qualification for Research Officer/Research Assistant: Master's degree in Environmental Science/Earth Sciences/ Botany/ Zoology/Chemistry/ Bio-Technology or Bachelor's Degree in Engineering/	Experience of 1 to 3 years in collection and analysis of data on Environmental Sciences as	Rs. 40,000/- p.m. per person excluding profit and taxes

	Age limit: Not more than 35 years as on 01 st April 2020	Technology in Environmental Sciences/ Bio-Technology from a recognized University/ Institute	well and good know ledge of M.S. Office	
4.	Category: Technical Officer (TO) / Research Investigator (RI): One (01) Age limit: No more than 35 years as on 01 st April 2020.	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	Two years experience in collection or compilation or analysis of data including data in Agriculture or Forestry work.	Rs. 40,000/- p.m. excluding profit and taxes
5.	Category: UDC One (01) Age Limit:- Age should be between 18 and 27 years on 01 st April 2020.	Upper Division Clerk (UDC): 12th Class pass or equivalent qualification from a recognized Board or University with typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer	-	Rs. 15,000/- p.m. excluding profit and taxes
6.	Category: MTS One (01) Age Limit:- Age should be between 18 and 27 years on 1 st April 2020.	Multi Tasking Staff (MTS); Matriculation or equivalent from a recognized Board or Industrial Training pass certificate from a recognised Institute.	-	Rs. 15,000/- p.m. excluding profit and taxes
7.	Category: Legal Assistant) One (01) Age limit: Not more than 35 years as on 01 st April 2020.	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.	-	Rs. 30,000/- p.m. excluding profit and taxes

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

b) The contractual appointment would be on full time basis and 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 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.

2. **Attendance and working days:** a) The working hours of the contractual staffs 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, IRO, MoEF&CC, Guwahati.

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

3. **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.

4. **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

5. **Submission of Application:** Interested candidates may submit their application in prescribed format alongwith self-attested copies of educational certificates, experience certificates etc. by email to krs.resource@gmail.com. No TA/DA to shortlisted candidates shall be paid by this office to appear for the interview. Incomplete applications shall be rejected outright.

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

7. 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.

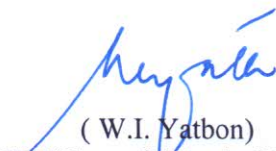
c) Selected candidates shall provide integrity certificate from 2 references known to them.

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 pending against him/her.

8. The order issued by Govt. of India vide MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dt. 15/10/2020, GFR, 2017 and MoEFCC, New Delhi letter no. A-65013/7/2018-P.II dated 21.12.2018 shall be strictly adhered.

9. The right of any change in this advertisement and selection procedures is reserved with the MoEFCC, Govt. of India.

10. The last date of the receipt of applications is 17th November, 2020.


(W.I. Yatbon)
DIGF(Central) Head of Office

IMPORTANT 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 self-attested copy of the documentary proof.
3. Application should be neatly typed in A-4 size paper in Arial Font Size-12 and filled up with the particulars. Incomplete/ambiguous/illegible/handwritten applications not in proper format as required will be **summarily rejected**.
4. Experience certificate should clearly mention the areas of work accomplished clearly mentioning the period.
5. The Integrated Regional Office, MoEF&CC, Guwahati 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 reasons or for any other reason beyond the control of the Ministry.

ANNEXURE-I

Application format for engagement of Contractual Staffs (Purely on contract basis) in the Integrated Regional Office, MoEF&CC, Guwahati

Recent passport
size photograph

1. Post Applied for
2. Full Name :
3. Father's Name :
4. Date of Birth :
5. Domicile :
6. Nationality :
7. Mailing Address :
(with Telephone "Mobile No. and email
Address
8. Permanent Address :
9. Educational. Qualification :

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

10. Work Experience:

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

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 of candidate)