



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

एकीकृत क्षेत्रीय कार्यालय
Integrated Regional Office,
Gandhinagar, Gujarat
केन्द्रीय पर्यावरण भवन
“Kendriya Paryavaran Bhawan, E-5,
रविशंकर नगर / Ravishankar Nagar,
भोपाल (म.प्र.) / Bhopal-462016 (M.P.)
Phone No. 0755-& 2466525, 2465496,
अणुदाक /E-mail: rowz.bpl-mef@nic.in
Date : 05/11/2020

No. 9-7/97(FOR)/II/

To,

Shri Anil Kumar,
Sr. Technical Director(NIC),
Ministry of Environment, Forest & Climate Change,
1st Floor, Agni Wing,
'Indira Paryavaran Bhavan',
Jor Bagh Road, Aliganj, New Delhi- 110003

Sub: Corrigendum in the Advertisement for Engagement of Six (06) contractual staffs (Purely on contract basis) in the Integrated Regional Office, MoEF&CC, Gandhinagar, Gujarat – Regarding.

**Ref: 1. The MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dt. 03/11/2020.
2. The IRO, Bhopal letter no. 9-7/97(FOR)/II dt. 05/11/2020.**

Sir,

I am directed to enclosed herewith the corrigendum in the advertisement for engagement of six (06) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Government of India, Gandhinagar, Gujarat published vide IRO, Bhopal letter no. 9-7/97(FOR)/II dt. 05/11/2020.

In view of the above, it is requested that the said corrigendum in advertisement dt. 05/11/2020 may kindly be uploaded at MoEF&CC website at the earliest.

Yours faithfully,

(B. Abhay Bhaskar)

AIGF (Central) /Head of Office.

Copy to: (1) The ADG(FC), MoEF&CC, Indira Paryavaran Bhawan, New Delhi- 110003.
(2) Director-ROHQ, MoEF&CC, Indira Paryavaran Bhawan, New Delhi- 110003.

(B. Abhay Bhaskar)

AIGF (Central) /Head of Office.

**Advertisement for the Engagement of Contractual Staff
at Integrated Regional Office, Gandhinagar, Gujarat.
(The IRO, MoEF&CC, Bhopal letter no. 9-7/97(FOR)/II dt. 05/11/2020)**


Corrigendum

Integrated Regional Office, Ministry of Environment, Forest and Climate Change (MoEF&CC), Gandhinagar, Gujarat had invites an applications from reputed service providers for filling up posts of Contractual Staff, Data Entry Operator against the posts of Scientist 'F'/Research Officer/Research Investigator/Legal Assistant/Stenographer 'D'/ LDC purely on contract basis at IRO, Gandhinagar, Gujarat vide IRO, MoEF&CC, Bhopal letter no. 9-7/97(FOR)/II dt. 05/11/2020.

I am directed to convey the corrigendum in the advertisement conveyed vide IRO, MoEF&CC, Bhopal letter no. 9-7/97(FOR)/II dt. 05/11/2020 at Point no. 15 as follows:

Point No. 15 : The last date for submission of applications in sealed envelope is 10:30 am on 16th November 2020. The Bid will be opened at 11:30 am on 16th November 2020 at IRO, MoEF&CC, Bhopal.

All other terms and condition and Annexure shall remain applicable.


(B. Abhay Bhaskar)
AIGF (Central) /Head of Office.



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एकीकृत क्षेत्रीय कार्यालय
Integrated Regional Office,
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केन्द्रीय पर्यावरण भवन
"Kendriya Paryavaran Bhawan, E-5,
रविशंकर नगर / Ravishankar Nagar,
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Phone No. 0755-& 2466525, 2465496,
अणुडाक /E-mail: rowz.bpl-mef@nic.in
Date : 5/11/2020

No. 9-7/97(FOR)/II/

To,

Shri Anil Kumar,
Sr. Technical Director(NIC),
Ministry of Environment, Forest & Climate Change,
1st Floor, Agni Wing,
'Indira Paryavaran Bhavan',
Jor Bagh Road, Aliganj, New Delhi- 110003

Sub: Engagement of Six (06) contractual staffs (Purely on contract basis) in the Integrated Regional Office, MoEF&CC, Gandhinagar, Gujarat – Regarding.

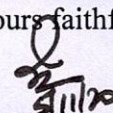
Ref: The MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dt. 03/11/2020.

Sir,

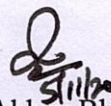
I am directed to enclosed herewith the advertisement for engagement of six (06) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Government of India, Gandhinagar, Gujarat in reference to MoEF&CC, New Delhi letter no. 6-11/2020-ROHQ dt. 03/11/2020.

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

Yours faithfully,


(B. Abhay Bhaskar)
AIGF (Central) /Head of Office.

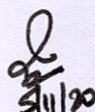
Copy to: (1) The ADG(FC), MoEF&CC, Indira Paryavaran Bhawan, New Delhi- 110003.
(2) Director-ROHQ, MoEF&CC, Indira Paryavaran Bhawan, New Delhi- 110003.


(B. Abhay Bhaskar)
AIGF (Central) /Head of Office.

**Advertisement for the Engagement of Contractual Staff
at Integrated Regional Office, Gandhinagar, Gujarat.
(The MoEF&CC, New Delhi letter No. 6-11/2020-ROHQ dt. 03/11/2020)**

Integrated Regional Office, Ministry of Environment, Forest and Climate Change (MoEF&CC), Gandhinagar, Gujarat invites applications from reputed service providers for filling up posts of Contractual Staff, Data Entry Operator against the posts of **Scientist 'F'/Research Officer/Research Investigator/Legal Assistant/Stenographer 'D'/ LDC** purely on contract basis at Gandhi Nagar, Gujarat :-

S. No.	Name of the Post	Educational Qualification	Experience	Remuneration
1.	Contractual Staff (Post-01) against the post of Scientist-F Age limit : Not more than 45 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 16 years of experience. OR Educational qualification with 13 years of experience	Rs. 60,000/- p.m. excluding profit and taxes, if applicable.
2.	Contractual Staff (Post-01) against the post of Research Officer Age Limit: Not more than 35 years as on 01 st April 2020.	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	Experience of 1 to 3 years in collection and analysis of data on Environmental Sciences as well and good knowledge of M.S. Office.	Rs. 40,000/- p.m. excluding profit and taxes, as applicable.
3.	Contractual Staff (Post-01) against the post of Research Investigator: Age Limit: Not more than 35 years as on 01 st April 2020.	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 Postgraduate 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, as applicable.
4.	Legal Assistant (Post-01) Age Limit: Not more than 35 years as on 01 st April 2020.	Essential: Bachelor of Law/Masters of Law from Recognized University Desirable: Candidates possessing valid licence to practice Legal matters with one/two years experience.	----	Rs. 30,000/- p.m. excluding profit and taxes, as applicable.
5.	Data Entry Operator (Post-01) against the post of Stenographer Grade D/ LDC. Age Limit: 18 -27 as on 01 st April 2020.	12 th Class pass or equivalent qualification from a recognized Board or University with dictation 10 minutes @80 w.p.m & transcription 50 minutes (English), 65 minutes (Hindi) on computer.	-----	Rs. 15,000/- p.m. excluding profit and taxes, as applicable.



6.	Multi Tasking Staff (MTS) (Post-01) against the post of Stenographer Grade D/LDC. Age Limit: 18 -27 as on 01st April 2020.	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.	-----	Rs. 15,000/- p.m. excluding profit and taxes, as applicable.
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2. **Terms of engagement-**

- The engagement to the above posts. on contract basis in the Integrated Regional Office of the Ministry of Environment, Forest and Climate Change, Gandhinagar, Gujarat 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.
- 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.

3. **Attendance and Working days:**

- 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 Integrated Regional Office, MoEF&CC, Gandhinagar, Gujarat.
- 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, IRO, MoEF&CC, Gandhinagar, Gujarat 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. **Conflict of Interest :**

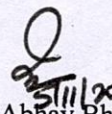
- Every contractual staff shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case, the services of contractual staff found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for immediate discontinuation without assigning any reason.
- During the period of engagement with MoEF&CC, each contractual staff would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know the same.
- Selected candidates shall provide integrity certificate issued by two (02) references known to them.
- 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.


5/11/20

8. **Submission of Applications:** Service providers may submit their quotations (along with the self-attested copies of educational qualification and post qualification experience of the candidates) in sealed envelope.
9. The selection procedure for the contractual staff will be as per the guidelines/orders/rule of Govt. of India.
10. The order issued by Govt. of India vide GFR, 2017, MoEFCC, New Delhi letter No. A-65013/7/2018-P.II dated 21.12.2018, MoEF&CC, New Delhi letter No. 6-11/2020-ROHQ dt. 15/10/2020 and MoEF&CC, New Delhi letter No. 6-11/2020-ROHQ dt. 03/11/2020 and shall be strictly adhered.
11. The right of any change in this advertisement and selection procedure is reserved with MoEF&CC, Government of India.
12. The "ANNEXURE-II : TERMS OF REFERENCE" of this contract shall be submitted to this office in sealed envelope and shall not be submitted via email.
13. The applications may be sent to the following address through post:

Integrated Regional Office,
Ministry of Environment, Forest and Climate Change,
'Kendriya Paryavaran Bhawan',
Link Road No.3, E-5, Ravishankar Nagar, Arera Colony,
Bhopal-462016 (Madhya Pradesh).

14. Any further information / clarification may be sought through email at rowz.bpl-mef@nic.in.
15. The last date of the receipt of applications is 19th November 2020.


(B. Abhay Bhaskar)
AIGF (Central) /Head of Office.

IMPORTANT NOTE :

1. Applicant 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, Gandhinagar, Gujarat 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, Gandhinagar, Gujarat**

1. Name of Service Provider :
2. Address of the Service Provider :
(along with Email address)

Details of Applicant:

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

Recent
passport
size
photograph

11. Educational Qualification :

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

12. Work Experience:

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

13. 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)

(Signature of Service Provider)

2/11/20

ANNEXURE 'II'

TERM OF REFERENCE

1. (Service Provider) will be responsible to *Head of the Department(HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Gandhinagar, Gujarat*, for the task of providing (name of contractual staff & No.) on purely contractual basis (as per the indicated below) for the duration w.e.f.
2. (Service Provider) will enter into the agreement directly with the selected persons and *Head of the Department(HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Gandhinagar, Gujarat*, will not be a party to this agreement/contract. The monthly payment/remuneration will be released to the individuals by (service provider), hired on contract on or before 7th of subsequent month. The continuance of the manpower will also be subject to the satisfaction of the client. The person cannot be discontinued without Consent of this office.
3. Contractual appointment (s) is purely on temporary basis.
4. The appointee (s) will be working under the directions of *Head of the Department(HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Gandhinagar, Gujarat*.
5. (service provider) will be paid remuneration of the manpower mentioned below plus service charge of% on the gross disbursement of remuneration to the manpower on monthly basis (on completion of the month) + Service Tax/GST as applicable.

MODE OF PAYMENT:

..... (service provider) would provide the following manpower and pay remuneration to each person engaged on contract basis in the *Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Gandhinagar, Gujarat*:-

Contractual Staff	No. of Person	Consolidated Remuneration (Rs.)
		Rs...../-+Service Tax / GST + Service charge%

FOR THE CLIENT

FOR THE SERVICE PROVIDER

Signed by

Signed by

