

Government of India
Ministry of Environment, Forest and Climate Change
Wildlife Division

6th Floor, Vayu Wing,
Indira Paryavaran Bhawan
Jor Bagh Road
New Delhi.

F. No 8-50/2020 WL

Dated: 27th August 2020

Advertisement for engaging of Consultants

Applications in the prescribed proforma (as per Annexure to the advertisement) are invited from eligible candidates for filling up of posts of two Consultants in the Ministry of Environment, Forest & Climate Change, New Delhi, as per details given below:

1	Name of the Post	Legal Expert: 01 Technical Expert: 01
2	Period of Consultancy	The initial tenure of engagement for a person as Consultant would be upto 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 upto additional two years will be considered on case to case basis with the approval of the competent authority
3	Nature of Duties	The Consultants (1 Legal Expert and 1 Technical Expert) would be engaged to handle all matters pertaining to Convention on International Trade in Endangered Species of wild fauna and flora (CITES) in the Wildlife Division and to support the CITES Management Authority-India in the matters relating to CITES including: <ul style="list-style-type: none">• Implementation of decisions/Resolutions adopted by the Conference of Parties (COP);• Prepare documentation/proposals for safeguarding India's interest in the meeting convened by CITES, including:<ul style="list-style-type: none">• CITES COP• Standing Committee• Plants Committee• Animals Committee• To regularly monitor the Notifications brought out by the CITES Secretariat and take prompt action for implementation.

		<ul style="list-style-type: none"> • Regular coordination with CITES Secretariat. • Preparation of Annual Report for submission to the CITES • Prepare proposals for amending the appendices at the COP • Analyse proposals presented by other countries which would be of interest to India • Assist in Non Detrimental Findings, while issuing a permit and or while uplisting or downlisting the species in appendix. • To prepare a systematic inventory of policy-related information and activities for the management and conservation of CITES-listed species; • To suggest concrete ways of improving policy effectiveness and making more rational policy choices. • To regularly follow up to activities [Working Groups (WG)] of interest to India. • To ensure that the Indian species are in the correct appendix based on scientific information according to its conservation, management and international trade status. • Training the Enforcement Agencies on CITES • Other tasks assigned from time to time.
4	Job Location	Ministry of Environment, Forest and Climate Change, New Delhi.
5	Qualification & other Criteria	<p>Applicant should be Indian national. The essential qualification for each consultant is as under:</p> <p>Legal Expert:</p> <ol style="list-style-type: none"> i. Law graduate and completed LLB from a recognized University. ii. Possess sound knowledge on the working of CITES and its implementation modalities. iii. The Legal Expert is also required to possess knowledge about the various biodiversity related laws in force in India, laws and policies relating to trade and commerce of flora and fauna, and also knowledge on international laws pertaining to trade in flora and fauna. <p>Technical Expert:</p> <ol style="list-style-type: none"> i. Bachelors / Masters' Degree in Science (Life Science/Environmental Science/Wildlife Science/Zoology/Botany/Natural Science) ii. PhD holders in the relevant field will get preference.

		<ul style="list-style-type: none"> iii. At least 10 to 12 years of experience working with government and non-governmental organizations in India in the field of Wildlife conservation, environment, sustainable development, natural resources management, illegal wildlife crime with good knowledge of Biodiversity related UN Conventions. iv. Possess sound knowledge on the working of CITES and its implementation modalities. v. Possess good computer skills (online and offline) and should be able to effectively translate the notifications /Resolutions /decisions of the CITES to implementable actions and also communicate well with others. vi. Fluency in communicating and writing reports in English.
6	Remuneration & Entitlement	<p>Remuneration: Fixed monthly remuneration of Rs. 1.00 lakh (Rupees one lakh only) per month.</p> <p>Other Allowances: The Consultants shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.</p> <p>Leave:</p> <ul style="list-style-type: none"> (a) 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) 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. (e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

Increment:

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. Normally, Consultants will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultants 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 upto Rs. 800/- per day and hotel charges upto Rs. 3000/- per day, subject to the actual.

Air travel in public interest may be allowed if journey period by train is more than 8 hours, with the approval of Secretary, EF&CC.

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.

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 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>(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.</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>In addition to the above, the service conditions of the Consultants will be governed under the guidelines of the Ministry in this regard and as amended from time to time.</p> <p>As the posts are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.</p>
7	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 along with self-attested documentary proof.
8	Selection Procedure	Interview
9	Age Limit	The maximum age limit for Consultants shall be 65 years as on 01.01.2020.
10	Last Date for receiving application	16 th September 2020
11	Application should reach to	<p>Applications to be sent by E-mail to:</p> <p>The Deputy Inspector General of Forests Wildlife Division, MoEFCC New Delhi</p> <p>E.mail: dig-cza@nic.in</p>

ANNEXURE

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT
IN MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE, NEW
DELHI**

POST APPLIED FOR:

Legal Expert

Technical Expert

(Please mark ✓ Tick against the relevant post)

Paste
your recent
passport size
Photograph
here

1. Name:

2. Father's Name:

3. Date of Birth:

4. Age:

5. Gender: M/F

6. Educational Qualifications:

Sl. No.	Academic/ Professional Qualification	Name of Institution	Board/University	Course Duration/Year of Passing	Division/Grade % of Marks

7. Details of employment in the chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

8. Details of courses/ training programmes attended, if any:

9. Details of publication, if any:

10. Languages known:

11. Contract Details:

(a) Mailing Address:

(b) Permanent Address:

12. Documents to be attested (Self attested):

- (i) PhD Certificate (if any)
- (ii) Masters' Degree Certificate (as applicable)
- (iii) Bachelor's Degree Certificate (as applicable)
- (iv) Experience Certificates
- (v) Age proof

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:

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)

Date:

Place: