

**Government of India**  
**Ministry of Environment, Forest and Climate Change**  
**NATCOM Cell**

Indira Paryavaran Bhawan  
New Delhi  
Date: 25<sup>th</sup> October 2024

**Advertisement for one (01) Scientific Consultant Grade – II (Green House Gas Inventory)  
to be placed IPMU, NATCOM Cell, MoEFCC**

1. Applications in prescribed format are invited for one (01) position of **Scientific Consultant Grade—II (Green House Gas Inventory) on contractual basis in the IPMU of NATCOM Cell at MoEFCC for GEF-UNDP-MoEFCC Projects for preparation of the National Communications and Biennial Transparency Reports to UNFCCC** in the MoEFCC, New Delhi. The last date for receipt of the applications is 24<sup>th</sup> November 2024. The applications need to be sent via email to [natcom.india@undp.org](mailto:natcom.india@undp.org)
2. **Period:** Initially two years. Further extension based on performance appraisal and mutual willingness maximum up to 4 years (i.e. upto 2028) or project duration whichever is earlier.
3. **How to apply:** Interested applicants may submit applications indicating their interest in working for the Ministry of Environment, Forest and Climate Change **as per the Proforma at Annexure-I. The applications are to be sent via email to natcom.india@undp.org with the subject line ‘Application for the position of Scientific Consultant Grade – II (Green House Gas Inventory)’**, **within 30 days from the date of issuance of advertisement on the website of MoEFCC** by 24<sup>th</sup> November 2024. Incomplete application will summarily be rejected, and application received after the due date shall not be considered. No TA/DA will be payable by the Ministry to attend the interview. MoEFCC reserves the right to the cancel the advertisement for engagement of above post without assigning any reasons.
4. **Place of work:** IPMU, NATCOM Cell, Ministry of Environment, Forest and Climate Change, New Delhi
5. **Details:** The details of essential and desired qualifications and experience, duties and responsibilities and consolidated monthly remuneration are given below:

**Terms of Reference: Engagement of 01 Scientific Consultant Grade – II (Green House Gas Inventory)**

Sl No	Details of position	Qualifications & Experience		Indicative Duties / Responsibilities
		Essential	Desirable	
1	<b>Scientific Consultant Grade - II (Green House Gas Inventory)</b> Upper age limit: 45 years	Educational Qualification: Master’s degree from a recognized institution in Environmental Sciences, Climate Change or related fields	M.Phil., M.Sc., PhD, additional qualifications, research experience, published papers and post qualification experience in the	- Coordinate commissioning of studies for preparation of GHG Inventory in line with the 2006 IPCC Guidelines, as per the allocated budgets.

Experience: More than 10 years to up to 16 years	Or B.Tech. in Environmental Engineering or related fields	relevant field would be preferred.	- Facilitate collection of data and inventory preparation as per schedule. - Review the draft reports on GHG inventory. - Compile the GHG Inventory chapter for national reports under the projects. - Ensure regular and systematic documentation and archiving of data to ensure transparency and sustainability of the GHG inventory preparation process. - Coordinate the process for institutionalizing web-based digital platform for management of national GHG inventory. - Support capacity building initiatives related to GHG Inventory under CBIT
Renumeration per month: INR 1,20,000/-	Experience: Relevant experience (post-qualification) in climate change and related fields; including experience in GHG accounting, GHG emission inventory development, and reporting.	Knowledge of GHG accounting and reporting methodologies and GHG inventory development process including IPCC methodologies	
No. of positions – 01			

## 6. Other Terms and Conditions:

- i. Experience includes up to 3 years for Ph.D holders also, provided no experience is counted during those 3 years. Experience shall be in the relevant field of specialized work with good computer skills.
- ii. The Consultants Grade-I/Consultants Grade-II/Young Professionals/Consultant-B already working with the Ministry can apply for a higher Consultancy position in MoEFCC competing with external candidates provided they meet the eligibility criteria for the higher Consultancy positions that are advertised.
- iii. The consolidated remuneration in case of The Consultant will be inclusive of all applicable taxes and no other facility or allowance will be allowed. However, in case of retired Government Employees engaged as Consultant, the payment of remuneration, transport allowance etc. will be governed by the provisions of D/o Expenditure OM dated 09.12.2020 as amended from time to time or prescribed by the Central Government in this regard.
- iv. The initial engagement will be for 2 years. Further extension based on performance appraisal and mutual willingness maximum up to 4 years (i.e. upto 2028) or project duration whichever is earlier on case-to-case basis.

- v. The Consultant engaged shall be expected to perform the roles, responsibilities and duties specified against the position in the attached Terms of Reference (TOR).
- vi. The need to submit fortnightly progress report on the task assigned.
- vii. The appointment of the Consultant is purely on temporary nature (non-official) and the appointment can be cancelled at any time by the Ministry without assigning any reason. MoEFCC shall have powers to terminate any or all the professionals at any time without assigning any reason with the approval of the Secretary (EF&CC). 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.
- viii. In no case, any request for promotion of the Consultant shall be entertained.
- ix. The maximum age limit of the Consultant shall be as specified in the ToR attached.
- x. An agreement on stamp paper of Rs.100 /- duly notarized, must be signed between the National Project Director and the Consultant.

**7. 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
- e. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

**8. Annual Increment:**

The quantum of annual increment to the Consultant shall be between 0% to 8% in their remuneration depending upon quality of performance that may be determined judiciously by National Project Director, on case-to-case basis.

**9. TA/DA:**

No TA/DA shall be admissible for interview/joining the assignment or on its completion. Normally, The Consultant will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. The Consultant shall be allowed TA, DA and Hotel accommodation in connection with the official work as per the provisions of SR190. Travelling allowance will be allowed as per the rules in this regard from time to time.

**10. Attendance:**

- a. The working hours of the Consultant 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 National Project Director.
- b. The attendance shall be marked in the Biometric system by the Consultant.

**11. 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 the Consultant is found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;
- 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.
- 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. Process of Removal:**

- i. The process of removal of the Consultant shall be processed along with the justifications by the National Project Director and with the approval of the Competent authority with one-month notice period.

**13. Operation and reserve list of applications:**

- i. All the applications received in response to the requirements advertised will be scrutinized and shortlisted by the UNDP in association with NATCOM Cell and list of suitable candidates in 1:5 will be provided to the Selection Committee as approved by Secretary.
- ii. The selection Committee shall finalize the candidates based on the interview of all the candidates and provide the list of shortlisted candidates to the Ministry.
- iii. A waitlist of qualified candidates (nearly 2 times the no. of vacancy of the Consultant) shall be prepared & shall be kept in panel for three years. They will be considered against transfer, resignation, death etc cases.

**14. Remuneration:**

The monthly remuneration as specified against the position will be paid through UNDP on the recommendation of the National Project Director

**15. Monitoring Framework:**

The Consultant engaged will be reporting to the NPD and will work under the day-to-day supervision of the NPD and the Scientists in the NATCOM Division. The performance of the Consultant will be evaluated annually and recommendations for annual increment and/or continuation/discontinuation will be processed by the NPD and obtain approval of the Competent Authority.

Sd/-  
National Project Director  
NATCOM Cell

Application Proforma**POSITION APPLIED FOR:**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Age:
5. Gender:
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.

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

8. Details of courses/ training programmes attended, if any:
9. Details of publication, if any:
10. Languages known:
11. Contact Details:
  - (a) Mailing Address:
  - (b) Permanent Address:
12. Documents to be attached (Self attested): Total attachments **not to exceed 10 MB**
  - (i) PhD Certificate (if any)
  - (ii) Masters' Degree Certificate (if applicable)
  - (iii) Bachelor's Degree Certificate (if applicable)
  - (iv) Experience Certificates
  - (v) Age proof

13. Additional information, in support of suitability for the post.

**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.

Date:

(Signature of candidate)

Place: