

**File No.31011/02/2021-IFS.II**  
**Government of India**  
**Ministry of Environment, Forest & Climate Change**

Indira Paryavaran Bhawan,  
6th Floor, Prithvi Block,  
Jor Bagh Road, New Delhi-110003.

Dated the 08.10.2021

**CIRCULAR**

**Subject: Engagement of Consultant in Ministry of Environment, Forest & Climate Change (MOEF&CC) for dealing with the activities pertaining to Indian Forest Service Division.**

IFS Division invites applications from eligible candidates /retired officers of Central Government Ministries/Departments having experience of functioning in Government organizations for engagement as consultant.

2. The details including brief description of duties, eligibility criteria, Terms of Reference, Application Format etc. for the post of Consultant is attached as annexures.

3. MOEF&CC reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

4. Last date of receipt of application is 15 days from the date of issue of circular/uploading on the MOEF&CC website i.e. 22.10.2021 till 5.30.P.M only. Applications received after the due date/ time or incomplete application without mentioning DoB, enclosing supporting documents, LPC &, PPOs (wherever applicable) etc. will not be entertained.

5. Application can only be forwarded online to the following address within due date along with all the relevant documents via email to ifs@nic.in: -

**Under Secretary (IFS.II Division)**  
**6th Floor, Prithvi Wing,**  
**Indira Paryavaran Bhawan, Jor Bagh Road,**  
**Ali Ganj, New Delhi-110003.**

  
(Ramesh Chandra Jha)

Under Secretary to the Govt. of India  
Tel : 24695383

To

NIC Cell of MOEF&CC for uploading on website

**Ministry of Environment & Forest Change  
(IFS.II Division)**

**1. Job Description:**

- i. processing of Data of Indian Forest Service (IFS) officers for vacancy determination and cadre allocation through the integrated software developed by Department of Personnel and Training (DOPT), Government of India.
- ii. Processing and maintaining of various rosters after cadre allocation.
- iii. Uploading of Notification/office order/circulars in respect of IFS officers on IFS website (<http://www.ifs.nic.in>).
- iv. Updation of Civil List/Gradation list of IFS officers and generation of Indian Forest Service(IFS) Civil List using Crystal Report.
- v. Maintenance of online Records of Cadre Allocation for Direct Recruit officers.
- vi. Maintenance of online IFS Cadre Management System and processing of applications received for training of IFS Officers
- vii. Maintenance of Records of online Executive Records Sheet of IFS officers.
- viii. Updation of database and generation of reports in respect of IFS officers as and when required.
- ix. Maintenance of ACRs/PARs of IFS officers and online submission of data in E-A-S-Y software for empanelment of IFS officers in the rank of Joint Secretary under CSS-DOPT.
- x. Maintenance of online Central Deputation records and other related information of IFS officers containing their service details.
- xi. Handling of online application of IFS officers under CSS-MOEF&CC.
- xii. Updated version of the ACC Vacancy Monitoring System (AVMS) has been made operational as a part of SUPREMO (Single User Platform Relating to Employees Online). The IFS Division is the Nodal Division of the Ministry for updating the status of vacancies and post details requiring ACC approval in the AVMS. The related activities in this regards are being performed by the Consultant.
- xiii. Though the IFS Division is the Nodal Division in the Ministry for updating the records of IFS officers but submission of the information of Probity in respect of all the officers and staff of the ministry has been entrusted to this Division. This work has to be performed on a regular monthly basis and the information has to be submitted to DOP&T.
- xiv. Regular database live backup from Intranet to IDC Cloud based IFS Cadre Management System developed by NIC-MoEF&CC.
- xv. Restoration of Intranet database into IDC IFS Cadre Management System database.
- xvi. Generation of various Reports/statements using SQL query in IFS Cadre Management System.
- xvii. Working knowledge of VPN.

**2. Age Limit:** The maximum age limit for all categories of Consultants shall be 65 years.

*Ramesh*

**3. Type of appointment:** The appointment of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the MOEF&CC. The appointment of Consultants is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason with the approval of Secretary (MOEF&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.

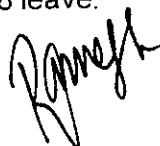
**4. Qualification and Experience:**

Category of Consultant	Essential Qualifications and Experience	Remuneration Fee
Consultants A	<p>i) Master's degree in Science or Bachelor degree in Engineering/ Technology as the minimum Qualification with good Knowledge of MS Office, MS SQL and</p> <p>ii) experience as per job description mentioned in Annexure-I for a period of more than 8 years</p> <p style="text-align: center;">Or</p> <p>i) The Retired Government Employees with i) Grade pay of Rs.4600/- and above and knowledge of M.S. Office, MS SQL and</p> <p>ii) Experience as per job description mentioned in Annexure-I for a period of more than 3 and up to 5 years.</p> <p style="text-align: center;">Or</p> <p>i) Bachelor's Degree from a recognized University with good Knowledge of MS Office, MS SQL and</p> <p>ii) experience as per job description mentioned in Annexure-I for a period of more than 8 years and above in Government Organisations only.</p>	Rs.60,000/-

**5. Allowances:** The consultants will not be entitled to any allowances such as DA, Residential Telephone, Residential Accommodation, Medical Reimbursement, CGHS, Personal Staff etc.

**6. Leave:**

- 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 pre-rata basis
- c. Consultants 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 for next tenure of 1 year.
- e. The intervening Saturday, Sunday or Gazetted Holidays during spell of leave not to be counted against the 8 leave.



**7. Tenure of appointment:**

- a. The initial tenure of engagement for a person as Consultant would be up to a period of three years (1+1+1) (subject to performance and presence of professional in the Division concerned being highly useful). Continuation of the Consultant beyond three years for up to additional two years will be considered on case to case basis with the approval of the Competent Authority.
- b. As the post is temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.
- c. This Division reserves the right to accept or reject in part or in full any or all the responses without assigning any reason whatsoever.

**Last date of submission of application is 22-10-2021 up to 5.30 P.M.** Application received after due date and time will not be considered.



(Ramesh Chandra Jha)

Under Secretary to the Govt. of India

## APPLICATION FORMAT

1. Name in full (BLOCK LETTERS)
2. Father's Name
3. Address for correspondence with Pin code
4. Tel/Mobile No. & email id
5. Date of Birth & Date of superannuation if from Govt. Service
6. Name and Address of the last office where worked
7. Educational qualifications (with supporting documents)
8. Brief particulars of experience in Govt. Service (attach separate sheet, if necessary)

Ministry/Department/ Organization	Post held	Period		Nature of work
		From	To	

9. Details of Present employment (wherever applicable)
10. Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet if necessary)

I hereby declare that all the statements in this applications are true and complete to the best of my knowledge and belief. I have read this document and I am ready to accept the terms and conditions of engagement of Consultants.

Place

Signature of candidate

Date

Name \_\_\_\_\_