

No.A-12013/4/2016-NRCD
Government of India
Ministry of Environment, Forest & Climate Change
National River Conservation Directorate

Dated : 25.01.2017

Ministry of Environment, Forest & Climate Change, Government of India, invites applications for the following posts:

Sl. No.	Name of the Post	Number of Post
1.	Research Assistant	2
2.	Legal Assistant	1
3.	Office Assistant	1

The above posts are purely contractual and temporary and the consultants will have no right to claim any regular appointment in the Ministry of Environment, Forest and Climate Change, Government of India. The Terms of Reference of the posts are attached.

A. General conditions to Apply:-

- (i) Only persons of Indian origin need apply.
- (ii) Application should be sent in hand written or typed in the prescribed format A-4 size paper
- (iii) Applications unsigned or without the name of the post applied for or incomplete in any respect or received after the last date will not be considered.
- (iv) Selection will be on the basis of interview. In case of applications received in large numbers, a written test may be conducted. Canvassing in any form will be a disqualification.
- (v) If at any stage, it is discovered that an attempt has been made by the applicant to conceal or misrepresent the facts, the candidature of the applicant will be summarily rejected.
- (vi) Original documents of educational/technical qualifications and experience shall be produced by the applicant as and when required.
- (vii) No TA/DA will be given for appearing in the interview.

B. Proforma for application

1. Name of the post applied for
2. Name of the applicant (in Block Letters)
3. Date of birth (in Christian era)
4. Nationality
5. Father's / Husband's Name
6. Postal address with PIN Code
Telephone No.
Email Identity

7. Whether belongs to General or SC/ST or OBC category
8. Educational qualification
9. Secondary and territory skills, if any
10. Experience relevant to the post (in years and months)
11. (Attested copies of the certificates to be attached)
12. In case of selection, minimum time to join the post
13. Any other information

Declaration: I hereby affirm that the information given in the application is true and correct. I also fully understand that, if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the fact, my candidature may summarily be rejected or employment terminated.

C. Applications, duly filled in with a passport size photograph, may be sent (in triplicate) by speed post/email at the following address latest by 15.02.2017 (5.00 PM). Applications sent through email should be followed by hard copy, duly signed by the applicant.

(Shri Arvind P. Singh)
Under Secretary,
Room No. 129
Ministry of Environment, Forest & Climate Change
National River Conservation Directorate
1st Floor, Pt. Deendayal Antodhaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003

e-mail: arvindp.singh@gov.in
wisearvind.singh@gmail.com

TERMS OF REFERENCE

Sl. No.	Name of Post & No.	Qualifications & Experience	Responsibilities	Monthly consolidated remuneration
1.	Research Associates / Technical Officers (2 Nos.)	Post Graduate Degree in Environmental Science/Life Sciences/Ecology/Limnology (or) Degree in Civil /Environmental Engineering	Assist the concerned Officers of the Ministry in the wetlands related work i.e. <ul style="list-style-type: none"> • Appraisal of the proposals received from the States & UTs for Notification of wetlands, their conservation & management as per the Wetlands Rules, 2010 and their amendments. • Preparation and updating of the data-base/inventory of the wetlands across the Country. • Convening the meetings of Central Wetlands Regulatory Authority (CWRA) and implementation of the decisions taken from time to time. • Regional/state-wise workshops to familiarize the states about the importance of wetlands, facilitate them in the preparation of 'Brief Documents' 	30,000/- with minimum 2 years experience /25,000/- with less than 2 years experience or no experience

			<p>for Notification of wetlands and their conservation & management.</p> <ul style="list-style-type: none"> Any other relevant work assigned 	
2.	<p>Legal Assistant</p> <p>(1 No.)</p>	<p>Degree in Law as per PL Div. norms</p>	<p>Assist the concerned Officers of the Ministry in the wetlands related work i.e.</p> <ul style="list-style-type: none"> Implementation of Wetlands Rules, 2010. Preparation and updating the list & status of all the legal matters Drafting reply affidavits 56Attending the hearings in Hon'ble NGT, High Court, Supreme Court etc. Any other relevant work assigned 	25,000/-
3.	<p>Office Assistant</p> <p>(1 No.)</p>	<p>Graduate in Science with good typing speed in English & Hindi with one year experience.</p>	<p>Assist the concerned Officers of the Ministry in the wetlands related work i.e. record maintenance, typing, e-office, website updating etc.</p>	18,000/-

(Shri Arvind P. Singh)
 Under Secretary, (NRCD, MoEF&CC)
 1st Floor, Pt. Deendayal Antodhaya Bhawan
 CGO Complex, Lodhi Road
 New Delhi - 110003