

64

F.No. 22-7/2016-RT
Government of India
Ministry of Environment, Forest & Climate Change
Research & Training Division

Indira Paryavaran Bhavan
Jorbagh Road, New Delhi-110003
Dated: 19.06.2017

NOTICE

Subject: Engagement of Retired Government Official for assisting the Central Project Monitoring Unit (CPMU) for implementation of the Japan International Cooperation Agency (JICA) funded project on "Capacity Development for Forest Management and Training of Personnel"-regarding.

The Ministry of Environment, Forest and Climate Change, Government of India has implemented a JICA funded project on "**Capacity Development for Forest Management & Training of Personnel**". This externally aided project is aimed at improving training of frontline forestry force by improving training infrastructure, training methodology & trainer development and being implemented in **thirteen States** namely Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Himachal Pradesh, Jharkhand, Kerala, Madhya Pradesh, Maharashtra, Mizoram, Nagaland, Uttarakhand, West Bengal and CASFos under DFE, Dehradun.

The project is implemented by CPMU headed by Deputy Inspector General (RT) who is also the Project Director. The states are implementing this project through their State Project Management Units (SPMU) usually headed by a Senior officer of the Forest Department in the rank of Addl. PCCF/ CCF, who is in-charge of the training in their state.

(1) Eligibility:-

Applications are invited from retired Govt. servants for managing the CPMU as under:-

Consultant Accountant

- a) Masters/Bachelor's Degree in the field of Accounting/ related field
- b) At least 10 years' experience in the field of Accounting
- c) Good command of English

(2) Age Limit

Candidate should not be more than 65 years of age. The cut-off date will be the last date of closure of receipt of application.

3. Terms and Conditions:-

- (i) **Emoluments:** (a) The total emolument will be Last Pay plus DA (at the applicable rate) minus the pension being drawn by the candidate.
- (ii) The tenure will be upto 31st December, 2017 and further will be extended as per the mutual consent and requirement of the project.
- (iii) The tenure can be terminated by giving one month's notice on either side.
- (iv) The candidate are advised to fill the application furnishing details as per the prescribed format (Annexure A & A-I). In absence of which his application is liable to be rejected.
- (v) **Maintaining Professional Ethics:** During the Term of Engagement and thereafter the Persons shall maintain strict confidentiality of the matters pertaining to the organisation.
- (vi) MoEF&CC or its representative reserves the right to reject any application without assigning any reasons.

4. **Nature of Work:-**

- a) To assist CPMU in establishing and maintaining accounts and keep accounting books/ documents in order (continue till the completion of the Project) ;
- b) To assist CPMU in developing and establishing financial and budgetary management and auditing systems for the Project including procedures for reimbursement to the target states of the eligible expenditures incurred by the target states ;
- c) To assist CPMU in ensuring that all matters pertaining to accounts, financial management and audit, preparation of reimbursement claims to JICA of eligible expenditures incurred by the target states as well as PMU are done as per project agreements (continue till the completion of the Project);
- d) To assist CPMU in the preparation of annual plans of operations and in submitting JICA as per project agreements, project progress reports, audit reports and project completion report (continue till the completion of the Project);
- e) A Project Management Information System (NIS) for project management and monitoring and evaluation by setting up operational arrangements for collecting, analysing and reporting project data, including records on procurement carried out by the target states;
- f) To undertake any other work as assigned by Project Director, PMU, if necessary.

5. **Mode of Selection:-**

Application received in response to notification will be scrutinised and would be short listed, who will be called for a personal interaction and document verification with originals. Based on qualification and experience three candidates will be sorted out for one post and an Interview Board will take the interview to select the candidate.

6. **Place of posting:-**

CPMU Office in the in the Ministry of Environment, Forest & Climate Change Government of India, Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi.

7. **Closing date of Application:-**

Application along with all the documents should reach Mr Naresh Kumar, Technical Officer (F), RT Division, 5th Floor, Vayu Block, Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi-110003 by 5:00 PM on ..03.07.2017...

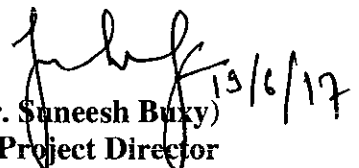
8. **Documents to be submitted:-**

- i. Self-attested copy of PAN Card/Aadhar Card/Passport/Driving License Matriculation Certificate/PPO/Mark sheet for age proof.
- ii. Self-attested copy of details of experience.
- iii. Self-attested copy of PPO issued by the Ministry/Department on retirement.

9. **Submission of Application:-**

Candidates desirous of applying for engagement may submit in the format provided at Annexure-A & A-I .The application on the prescribed format may be sent to:-

Shri Naresh Kumar
Technical Officer (F)
Research and Training Division, 5th Floor, Vayu Block
Indira Paryavaran Bhawan, Aliganj
Jorbagh Road, New Delhi-110003


(Dr. Suneesh Buxy)
15/6/17

Deputy Inspector General of Forest (RT) & Project Director

Sub: Engagement of _____ - 'A' for Ministry of Environment, Forest & Climate Change.

Sl. Information Details

No.

- 1 Name of Candidate :
- 2 Address with Telephone Nos. :
- 3 Academic Qualification :
- 4 Details of job experience in the Department of Forest/Environment or other Department to be furnished in a separate sheet in the format (Annexure-'A-I'), covering the entire service career in the Govt. of India and the starting from the applicant's recent posting :
- 5 Details of previous placement/employment :
- 6 Any other information you may like to give:
- 7 List of Enclosures :

DECLARATION

I hereby, undertake that the information give above are true and correct. I agree to the terms and conditions for engagement as Consultant.

Place:

Date:

Signature of the Candidate:

Name:

Address:

Mob. No.:

Annexure-A-I

Sl. No.	Name of Department	Designation	Period	Nature of duties