

भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
एकीकृत क्षेत्रीय कार्यालय,
प्रथम एवं द्वितीय तल,
सी0जी0ओ0 परिसर,
लांगवुड, शिमला-171001



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST &
CLIMATE CHANGE
INTEGRATED REGIONAL OFFICE, SHIMLA
FIRST & SECOND FLOOR, C.G.O COMPLEX
LONGWOOD, SHIMLA-171001

File No. IRO/Shimla/Estt/01/2020 172

Date: 06.11.2020

पत्राचार का पता: एकीकृत क्षेत्रीय कार्यालय,
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय,
25 सुभाष रोड, देहरादून-248001

Address for Correspondence: Integrated Regional Office,
Ministry of Environment, Forest & Climate Change,
25, Subhash Road Dehradun-248001
Email: moef.ddn@gov.in

To,

Shri Anil Kumar,
Sr. Technical Director (NIC),
Ministry of Environment, Forest & Climate,
1st Floor, Agni Wing
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-110003.

Sub: Engagement of five (05) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Shimla, Himachal Pradesh-reg.

Sir,

With reference to this office letter No. IRO/Shimla/Estt/01/2020/68 dated 04.11.2020 wherein request was made to upload the advertisement alongwith TORs and other details on the website of the Ministry; please find enclosed the corrigendum for the preponement of last date for submission of bids. It is requested to upload the same on the website of the Ministry at the earliest for the notice of interested bidders.

Yours faithfully,

(T.C. Nautiyal)

DIG(F) & Head of Office

Copy to:

1. DIG-ROHQ, MoEF&CC, Indira Paryavaran Bhawan, New Delhi-110003.

(T.C. Nautiyal)
DIG(F) & Head of Office

INTEGRATED REGIONAL OFFICE, SHIMLA, HIMACHAL PRADESH
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
FIRST & SECOND FLOOR, C.G.O COMPLEX
LONGWOOD, SHIMLA-171001

Address for Correspondence: Integrated Regional Office,
Ministry of Environment, Forest & Climate Change, Uttarakhand
25, Subhash Road Dehradun-248001
E-mail: moef.ddn@gov.in

CORRIGENDUM/PREPONEMENT OF LAST DATE FOR SUBMISSION OF BIDS

In reference of this office Notice inviting Bids for providing services of various manpower published in The Tribune and Amar Ujala Newspaper on 5th November 2020, it is notified that the last date for submission of bids is preponed and rescheduled to **16.11.2020, 10:30 A.M.** (instead of 19.11.2020, as mentioned earlier). The Bids will be opened on same date at 11:00 A.M.

**DIG(F) & Head of Office
IRO, Dehradun**

भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
एकीकृत क्षेत्रीय कार्यालय,
प्रथम एवं द्वितीय तल,
सी०जी०ओ० परिसर,
लांगवुड, शिमला-171001



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST &
CLIMATE CHANGE
INTEGRATED REGIONAL OFFICE, SHIMLA
FIRST & SECOND FLOOR, C.G.O COMPLEX
LONGWOOD, SHIMLA-171001

File No. IRO/Shimla/Estt/01/2020/68

Date: 04.11.2020

वर्तमान पता: एकीकृत क्षेत्रीय कार्यालय,
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय,
25 सुभाष रोड, देहरादून-248001

Address for Correspondence: Integrated Regional Office,
Ministry of Environment, Forest & Climate Change,
25, Subhash Road Dehradun-248001
Email: moef.ddn@gov.in

To,

Shri Anil Kumar,
Sr. Technical Director (NIC),
Ministry of Environment, Forest & Climate,
1st Floor, Agni Wing
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-110003.

Sub: Engagement of five (05) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Shimla, Himachal Pradesh-reg.

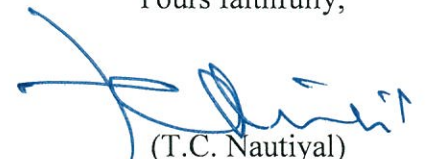
Sir,

In supersession of the letter of even No. dated 02.11.2020, I am directed to enclose herewith the advertisement for engagement of five (05) contractual staffs (purely on contract basis) in the Integrated Regional Office, MoEF&CC, Government of India, Shimla, Himachal Pradesh.

In view of the above, it is requested that the said advertisement along with Annexures may kindly, uploaded at MoEF&CC website at the earliest.

Encl: As above.

Yours faithfully,


(T.C. Nautiyal)
DIG(F) & Head of Office

Copy to:

1. DIG-ROHQ, MoEF&CC, Indira Paryavaran Bhawan, New Delhi-110003.

(T.C. Nautiyal)
DIG(F) & Head of Office



भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST &
CLIMATE CHANGE

एकीकृत क्षेत्रीय कार्यालय, शिमला हिमाचल प्रदेश
Integrated Regional Office, Shimla,
Himachal Pradesh
प्रथम एवं द्वितीय तल, सी०जी०ओ० परिसर,
लॉंगवुड, शिमला-171001
First & Second Floor, C.G.O Complex,
Longwood, Shimla-171001.

वर्तमान पता: एकीकृत क्षेत्रीय कार्यालय,
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय,
25 सुभाष रोड, देहरादून-248001

Address for Correspondence: Integrated Regional Office,
Ministry of Environment, Forest & Climate Change,
25, Subhash Road Dehradun-248001
Email: moef.ddn@gov.in

No. IRO/Shimla/Estt/01/2020/67

Dated: 04.11.2020

Advertisement for the engagement of contractual staffs (purely on contract basis) in the IRO, Shimla, Himachal Pradesh

Integrated Regional Office, Ministry of Environment, Forests and Climate Change, Shimla, Himachal Pradesh invites applications from reputed service providers registered under Registrar of Companies for engagement of contractual staff (purely on contract basis):

| S. | Post & Number | Qualifications & Experience | Experience | Remuneration per month (INR) |
|----|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1. | Scientist F (Post-01) Age Limit- not more than 45 years as on 1 st April 2020 | Master's Degree in Natural Science or Agricultural Science; or Bachelor's Degree in Engineering or Technology 'or Bachelors' Degree in Medicine OR Doctorate in Natural Science or Agricultural Science or Technology or Engineering | Experience: Educational qualification with 16 years of experience OR Educational qualification with 13 years of experience | 60,000/- (excluding profit and taxes) |
| 2 | Technical Officer/Research Investigator (02 Post) Age Limit- not more than 35 years as on 1 st April 2020 | Qualification for Technical Officer/Research Investigator: Master's Degree in Statistics or operations Research or Forestry or Economics (with statistics) or Commerce (with Statistics) or Mathematics (with Statistics) or Mathematics (with Statistics) or Agriculture (with Statistics) or two years Post-graduate Diploma in Forestry management from a recognized Institute/University | two years' Experience in collection or compilation or analysis of data including data in Agriculture or Forestry work. | 40,000/- (excluding profit and taxes) |
| 3 | Legal Assistant One (01) Age Limit:- not more than 35 years as on 1 st April 2020 | Essential: Bachelor of Law/Masters of Law from Recognized University Desirable: Candidates possessing valid licence to practice Legal matters with one/two years' experience | | 30,000/- (excluding profit and taxes) |
| 4 | Upper Division Clerk/Lower Division Clerk (01 Post) | 12 th Class pass or equivalent qualification from a recognized Board or University with typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. | | 15,000/- (excluding profit and taxes) |

1. Terms of Engagement:

- (a) The engagement to the above posts on contract basis in the Integrated Regional Office at Shimla of the Ministry of Environment, Forest & Climate change will be for a period of one year or till the joining of regular staff, whichever is earlier, subject to assessment of performance and contribution

of the professional and extension will be considered on case to case basis, with the approval of Competent Authority.

- (b) The contractual appointment would be on full time basis and appointed person will not be permitted to take up any other assignment during the period of engagement with the Ministry. As the post is temporary in nature and purely on contractual basis, in no case any request for promotion or absorption as permanent employee shall be entertained.
- (c) The appointment will be purely of a temporary nature and can be cancelled at any time by the Ministry without assigning any reason whatsoever.

2. Allowances:

The staff shall not be entitled to any allowance such as Dearness Allowance, Residential, Telephone, Residential accommodation, Bonus, Retirement Benefits, Leave Travel Concession, personal staff, CGHS, Medical reimbursement etc. They shall be entitled for Travel allowances for approved tours at par with regular employees drawing similar basic pay.

3. Leave:

The contractual staffs shall be eligible for eight (08) days leave in a single year of engagement. The leave shall accrue on completed month basis calculated from the date of joining on pro-rata basis. Un-availed leave in tenure of single year cannot be carried forward to next tenure of one (01) year. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave shall not be counted against eight (08) leaves.

4. Admissibility of TA/DA:

No TA/DA shall be admissible for attending interview/joining the assignment or on its completion. For outstation Travel: as per the MoEFCC, Government of India's order from time to time.

5. Attendance and working days:

- (a) The working hours of the contractual staffs 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 Head of Department, IRO, MoEF&CC, Shimla, Himachal Pradesh.
- (b) The attendance shall be marked in the Biometric system by all the contractual staffs, unless instructed by the Administration Division to mark attendance manually, under exceptional circumstances.

6. Conflict of Interest:


- (a) Every contractual staff shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case the services of contractual staff found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for immediate discontinuation without assigning any reason.
- (b) During the period of engagement with MoEF&CC, each contractual staff would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her engagement to anyone who is not authorized to know the same.
- (c) Selected candidates shall provide integrity certificate issued by two (02) 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, pending against him/her.

7. Submission of Application: Service providers may submit their quotations (along with the self-attested copies of education qualification and post qualification experience of the candidates) in sealed envelope.

8. The selection procedure for the contractual staff will be as per the guidelines/orders/rule of Govt. of India.

09. The right of any change in this advertisement and selection procedures is reserved with MoEF&CC, Government of India.

10. The last date of the receipt of applications is 19th November 2020. The applications may be sent to the following address through post:
Integrated Regional Office,
Ministry of Environment, Forest & Climate Change,
25, Subhash Road Dehradun-248001
11. Any further information/clarification may be sought through e-mail at moef.ddn@gov.in.



(T.C. Nautiyal)
DIG(F)/Head of Office

Important Note:

1. Candidate must check the eligibility conditions including the experience conditions before applying for the post.
2. Information related to experience may be mentioned correctly along with self-attested copy of the documentary proof.
3. Application should be neatly typed in A-4 size paper in Arial Font Size-12 and filled up with the particulars. Incomplete/ambiguous/illegible/handwritten applications not in proper format as required will be **summarily rejected**.
4. Experience certificate should clearly mention the areas of work accomplished clearly mentioning the period.
5. The Integrated Regional Office, MoEF&CC, Shimla, Himachal Pradesh does not assume any responsibility if any candidate is not able to e-mail his/her application on account of technical reasons or for any other reasons or for any other reason beyond the control of the Ministry.

ANNEXURE –I

**Application format for engagement of Contractual Staffs (Purely on contract basis) in the
Integrated Regional Office, MoEF&CC, Shimla, Himachal Pradesh**

1. Name of Service Provider :
2. Address of the Service Provider (alongwith
Email address) :

| |
|------------------------------------|
| Recent Passport Size Photograph |
|------------------------------------|

Details of Applicant:-

3. Post Applied for :
4. Full Name :
5. Father's Name :
6. Date of Birth :
7. Domicile :
8. Nationality :
9. Mailing Address :
(with Telephone/Mobile No. and email
Address)
9 Permanent Address :
10 Educational Qualification :

| S.No | Course | Subject | University/Institute | Year of Passing | Division/Class |
|------|--------|---------|----------------------|--------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

11. Work Experience:

| S.No | Organization/Institute | Period From -To | Nature of Work | Remarks |
|------|------------------------|--------------------|-------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

12. Any other information:

Declaration: I hereby declare that all statements made in the application above are true, complete and correct to the best of my knowledge and belief. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

(Signature of candidate)

(Signature of Service Provider)

TERM OF REFERENCE

1. (Service Provider) will be responsible to Head of the Department (HOD) of Integrated Regional Office Ministry of Environment, Forest & Climate Change, Government of India, Shimla, Himachal Pradesh for the task of providing..... (name of contractual staff & No.) on purely contractual basis (as per the indicated below) for the duration w.e.f.
2. (Service Provider) will enter into the agreement directly with the selected persons and Head of the Department (HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Shimla, Himachal Pradesh will not be a party to this agreement/contract. The monthly payment/remuneration will be released to the individuals by (Service Provider), hired on contract on or before 7th of subsequent month. The Continuance of the manpower will also be subject to the satisfaction of the client. The person cannot be discontinued without consent of this office.
3. Contractual appointment(s) is purely on temporary basis.
4. The appointee (s) will be working under the directions of Head of the Department (HOD) of Integrated Regional Office, Ministry of Environment, Forest & Climate Change, government of India, Shimla, Himachal Pradesh.
5. (Service Provider) will be paid remuneration of the manpower mentioned below plus service charge of on the gross disbursement of remuneration to the manpower on monthly basis (on completion of the month) + Service Tax/GST as applicable.

MODE OF PAYMENT:

..... (service provider) would provide the following manpower and pay remuneration to each person engaged on contract basis in the Integrated Regional Office, Ministry of Environment, Forest & Climate Change, Government of India, Shimla, Himachal Pradesh:-

| Designation | No. of Posts | Consolidated Remuneration (Rs) |
|-------------|--------------|------------------------------------------|
| | | Rs...../-+Service Tax/GST+Service charge |

FOR THE CLIENT

FOR THE SERVICE PROVIDER

Signed by

Signed by