


F. No. 4-64/2019-NA1
Government of India
Ministry of Environment, Forest and Climate Change
(National Authority)

E-mail: adhoc-campa-mef@nic.in

Applications are invited for engagement of one Consultant (GIS & MIS) and one Consultant (Finance & Accounts) in the National Compensatory Afforestation Fund Management Authority (National Authority), Ministry of Environment, Forest and Climate Change, New Delhi. The vacancy circular is available on website www.moef.nic.in.

The last date of receipt of application is 21 days from the date of publication of this advertisement on the website of Ministry of Environment, Forest & Climate Change.


(Anand Kumar Prabhakar)
Deputy Inspector General of Forests

Government of India
Ministry of Environment, Forest and Climate Change
National Authority

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Hall No.1, CGO Complex
Lodhi Road, New Delhi-110003
Dated: 24th March, 2022

Vacancy Circular regarding Engagement of Consultants for National Authority

The National Compensatory Afforestation Fund Management and Planning Authority (National Authority) invites applications from eligible candidates for engagement of one Consultant on contract basis initially for a period of one year, which may be extended after review of the performance of the incumbent.

Interested individuals fulfilling the requisite qualification and experience may apply and send his/her application through email to adhoc-campa-mef@nic.in in the given application form (Annexure-I) along with CV and all supporting documents (photographs, qualification, experience, references) latest by 5.00 PM at the end of 21 days from the date of publication of the advertisement in the MoEFCC website.

The National Authority reserves the right to accept or reject in part or in full or all the responses without assigning any reason whatsoever. Only candidates whose candidature has been provisionally accepted shall be called for interview. No TA/DA will be provided for appearing for the interview. The details of vacancies including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

1. Consultant (GIS & MIS) - 01 post

Duties and Responsibilities

- a. Assisting the National Authority and State CAMPA in collection of various datas/ KML file etc. and uploading of same over e-Green watch portal
- b. Assisting the National Authority in Monitoring and Evaluation works through analysis of polygon over e-Green watch portal,
- c. Assisting the National Authority in retrieval of information from various MIS and GIS related applications/ Portals;

- d. Providing data and research support for preparation of new schemes;
- e. Assisting the National Authority in holding Virtual Conferences/ Webinars etc.
- f. Any other work assigned by the CEO, National Authority.

Qualification and Experience

Essential

- a. Bachelor's degree Information Technology, Computer Science from a recognized university;
- b. 5-10 years of experience of working in IT related projects;
- c. Strong written and verbal communication skills.

Desirable:

- a) Master's degree in Information Technology, Computer Science from a recognized university;
- b) Knowledge of GIS/ MIS related applications and its use in the field of forests, wildlife and biodiversity conservation;

Age Limit: 45 years

Consolidated remuneration: Rs. 80,000/- Per Month.

Application Form: Annexure-I

2. Consultant (Finance & Accounts) - 01 post

Duties and Responsibilities

- a. Assisting the National Authority in maintenance of accounts, head-wise reconciliation of compensatory levies deposited in the erstwhile Ad-hoc CAMPA/ National Authority and its transfer to the States,
- b. Assisting the National Authority in examination of APOs/ Proposals received from financial angle,
- c. Assisting the National Authority in devising a transparent system for inspecting and undertaking financial audit of works executed by utilizing fund released by the National Authority and State Authorities in the States/ UTs,

- d. Examining Audit reports and preparation of replies to audit objections, facilitating completion of audit,
- e. Coordinating with the States and with the other Divisions of the Ministry to prepare replies to audit and address audit objections
- f. Liaison with the States/Budget section/IFD of the Ministry
- g. Economic analysis of APOs, projects and their cost benefit analysis etc.
- h. Any other works assigned by the National Authority

Qualification and Experience

Essential

- a. Qualified Chartered Accountant/Cost Accountant/M. Com/ MBA(Finance) from a recognized university,
- b. 5-10 years of experience relating to finance and accounts in Government Organizations/ Industries/ Academic institutions,
- c. Experience of Financial management, Internal control, System development, Government treasury accounting, Auditing & reporting, Taxation, General management
- d. Proficiency in computer operations, accounting software and MS office applications.

Age Limit: 45 years

Consolidated remuneration: Rs. 80,000/- Per Month.

Application Form: Annexure-I

Terms & Conditions of Engagement:

The appointment of the above consultants will be of a temporary(non-official) nature and can be cancelled at any time by the Ministry without assigning any reason. Absence from duty for a continuous of 8 days without any information shall lead to automatic termination of contractual agreement. Other conditions of engagement of the Consultants will be as per guidelines issued by the Ministry from time to time in this regard.

Application Form for engagement of Consultant in the National Authority, MoEFCC, New Delhi

Name of Post:

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (Telephone/ Mobile No., e-mail address):
7. Permanent Address:
8. Educational Qualification (Graduation and above level):

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

9. Desirable Educational Qualification:

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

10. Essential Work Experience:

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

11. Desirable Work Experience:

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

12. Any other information:

Declaration

I solemnly declare that all the statements made in this applicable are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the National Authority. Further. I have read the vacancy circular and I am ready to accept all the terms and conditions for engagement of Consultant.

Date and Place

Signature

Full name of the Applicant