

F. No.: 1-4/2020 B I (NAEB) Part 3
Government of India
National Afforestation and Eco-development Board
Ministry of Environment, Forest and Climate Change

Engagement of 01 Consultant, 2 Research Associates and 01 Office Attendant for Nagar Van Yojna under the National Afforestation and Eco-Development Board

By recognizing the importance of Urban forests as green infrastructure in an urban landscape where trees and associated vegetation provide an assortment of environmental services like cleaning the air, improving local environment, recreational and aesthetic value, the Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India has launched a comprehensive Scheme “Nagar Van Yojna under the aegis of NAEB

The vision of the scheme is to create Nagar Van/Urban Forest in each Class I City or City having Municipal Corporation/Municipality for providing wholesome healthy living environment for the residents and thus contributing to growth of clean, green, healthy and sustainable cities. The main objectives of scheme include:

- Creating green space and aesthetic environment in an urban set up.
- Creating awareness about plants and biodiversity and develop environment stewardship.
- Facilitating in-situ conservation of important flora of the region.
- Contributing to environmental improvement of cities by pollution mitigation, providing cleaner air, noise reduction, water harvesting and reduction of heat islands effect.
- Extend health benefits to residents of the city, and
- Help cities become climate resilient.

The National Afforestation and Eco-Development Board invites applications from eligible candidates for engagement as consultants/office assistant on contractual basis. The engagement of manpower will be initially for a period of 01 (one) year with the possibilities of further extension based on the performance and requirement.

2. The details of manpower required are given below.

Sl. No	Name of Post	Number of Post	Consolidated monthly Remuneration	Qualifications and Experience	Duties and responsibilities
1.	Consultant ‘A’	1	Rs.60,000/-	As listed in para no. 4 below	As listed in para no. 3 below
2.	Research Associate-RA	2	Rs.40,000/-		
3.	Office Attendant(OA)	1	Rs.20,000/-	Minimum Standard 1 year working experience as OA desirable	X To assist daily routine office work of PMU in NAEB

Interested individuals fulfilling the requisite qualification and experience may apply in prescribed form (Annexure-1) along with CV in triplicate along with all supporting documents

(photographs, qualification, experience, two reference) in an envelope clearly superscribed “Engagement of Consultant-Nagar Van Yojna” to the Under Secretary, NAEB, CGO Complex, Lodhi Road, New Delhi-110003, either by post or by hand, latest by 5.00 PM at the end of 21st Day from the date of publication of the advertisement. Applications received after 5.00 PM of 21st day shall not be considered. The candidates applying for the post will have to submit at-least two references from persons of repute.

The Ministry of Environment, Forest and Climate Change reserves the right to either accept or reject application in part or in full without assigning any reason. 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 including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

Terms of Reference for Consultant/Research Associate in NAEB under Nagar Van Yojana

3. Duties and Responsibilities:

Consultants

The Consultant 'A' and Research Associate shall be entitled to draw a consolidated sum of Rs. 60,000/- per month and Rs.40,000/- per month respectively for an initial period of one year, which may be extended up to maximum 5 years depending on the performance of the candidate/requirement of the Ministry of Environment, Forest & Climate Change. No other pay and allowances of any nature whatsoever would be admissible. The duties to be performed by the Consultant/Research Associate are as under:

- a. To assist the Inspector General of Forests (NAEB) in implementation of Nagar Van Yojana.
- b. Provide overall technical support related to activities under all the components and sub-components of the Scheme(s).
- c. Coordinate with all States for submission of project proposals, assist in scrutiny of the proposals received from States as per Guidelines
- d. Provide inputs and assist in preparing monitoring framework of the scheme.
- e. To work in close coordination with implementing agencies for submission of data, mandatory documents etc. relating to the Scheme(s).
- f. Will assist in compiling data, formulation of technical report, and publication of outcome and best practices of the scheme.
- g. Will provide technical inputs training support on the use of spatial technologies and tools in developing quality improvement programs and in overall monitoring.
- h. S/he will be responsible for ensuring that relevant data on scheme(s) interim and outcome indicators in the project's results framework are being collected, compiled and entered in the project's MIS.
- i. S/he will support preparation of semi-annual/annual project progress reports covering issues related to all the components and reflecting achievements and challenges.
- j. Any other responsibility as allocated by the IGF (NAEB).

4. Qualifications and Experience:

A. Essential:

- a. Master's Degree from any recognized university in Forestry/ Forestry Management/ Natural Resource Management/ Environmental Science / Environmental Biology / Life sciences with 3-5 years for Consultant 'A' and 1-3 years for Research Associate of post-qualification working experience in the field of Forestry/ Environment conservation/ experience of working with reputed Organisation/ NGOs in the field of Natural Resource Management / Forestry.
- b. Familiarity with preparation and operation of quality improvement programs, restoration approaches and sustainable land and ecosystem management approaches would be desirable.
- c. The candidate should have strong monitoring and evaluation skills and have practical experience in stakeholder engagement and consultation, community participation.
- d. Proficiency in computer operations, accounting software and standard MS office applications (Word, Excel, Power point).
- e. Fluency in English and Hindi.

OR

- f. The retired Government Employee with (i) Grade Pay of Rs.4600/ and above and knowledge of M.S Office (ii) Experience in relevant field for period of 3 years and upto 5 years

B. Desirable:

- i. Minimum of 3-5 years for Consultants and 1-3 years for Research Associate experience in a Government Agency/council regarding the implementation of National Level Scheme or Programme.
- ii. Knowledge and work experience of at least 2 years in the MoEF&CC will be an added advantage.

5. Reporting:

- Consultant will report to Inspector General of Forest (NAEB), for his work and will be based in New Delhi.

6. Other Terms:

- No claim whatsoever for absorption in Government Service under the Ministry shall be entertained.
- The Services of Consultant/Research Associate may be terminated by any of the following means:
 - i. By either party on a one month notice at any stage. Provided further that the Ministry, in lieu of any notice, may give a sum equivalent to the amount of fee of the notice period;
 - ii. In the event of him found unfit on any account or he is found guilty of any insubordination and any misconduct, his services can be terminated by the Ministry without any previous notice.

7. Age limit

The maximum age limit for consultant shall be 65 years.

Office Attendant

One Office Attendant with minimum education qualification of X Standard along with 2 years working experience as Office Attendant to attend to daily routine office work of PMU in NAEB @ Rs.20,000/-per month. Age limit between 18-50 years on the date of engagement. 1 year working experience as OA desirable.

** (For retired Government servant upper age limit is 62 years.)

Contact person:

Under Secretary to the Govt. of India
National Afforestation and Eco-Development Board
CGO Complex, Lodhi Road, New Delhi-110003
Email: naebmoef@gmail.com
