



भारत सरकार/GOVERNMENT OF INDIA
उप-कार्यालय, शिमला (क्षेत्रीय कार्यालय, चंडीगढ़)
Sub-Office, Shimla (Regional Office, Chandigarh)
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change
सी.जी.ओ. कॉम्प्लेक्स, शिवालिक खण्ड, लॉंगवुड
CGO Complex, Shivalik Khand, Longwood
शिमला, हिमाचल प्रदेश-171001
Shimla, Himachal Pradesh – 171001



ईमेल/Email : iro.shimla-mefcc@gov.in, दूरभाष/Tel.0177-2658285, फैक्स/Fax: 0177-2657517

Date: as in signature

To,

Director IT & e-Governance
Ministry of Environment, Forest and Climate Change
1st Floor, Agni Wing
Indira Paryavaran Bhawan
Jor Bagh Road, New Delhi – 110003.

Sub: Reminder for advertisement in Website of MoEF&CC regarding engagement of one post of Technical Associate (purely on contract basis) in the Sub-Office, MoEF&CC, Shimla, Himachal Pradesh (RO, Chandigarh)-reg.

Sir,

With reference to the above cited subject, it is to inform you that letter for advertising the post in the website of the MoEF&CC has already been communicated to you vide letter dated 13.06.2024 (copy enclosed). 1st reminder thereof vide email dated 25th June 2024 and 2nd reminder vide email dated 03rd July, 2024 has been sent as well (copy enclosed). However, the advertisement for the post has not been published in the website of the MoEF&CC as on date.

It is pertinent to mention that a short advertisement for the post in few newspaper (Copy enclosed) has been already published mentioning that the details of the post can be seen at the website of the Ministry. Further the closing date for submitting the application in the Newspaper advertisement has been mentioned from 20th July. However, the advertisement for the post could not be seen in the website of the MoEF&CC as on date.

Therefore it is hereby requested the advertisement be made available on the website of MoEF&CC as soon as possible. This may be treated as most urgent.

Signed by Raja Ram Singh
Date: 03-07-2024 12:58:19

Yours faithfully

Enclosure: As mentioned above

Raja Ram Singh
DIGF (C)

Copy to

1. ROHQ, Ministry of Environment, Forest and Climate Change Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi – 110003 for information.



भारत सरकार/GOVERNMENT OF INDIA
 क्षेत्रीय कार्यालय, चंडीगढ़, उप-कार्यालय, शिमला/
 Sub-Office, Shimla of Regional Office, Chandigarh
 पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
 Ministry of Environment, Forest and Climate Change
 सी.जी.ओ. कॉम्प्लैक्स, शिवालिक खण्ड, लॉगवुड
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 Shimla, Himachal Pradesh – 171001



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 दूरभाष/Tel.0177-2658285,
 फैक्स/Fax: 0177-2657517



To,

Director IT & e-Governance
 Ministry of Environment, Forest and Climate Change
 1st Floor, Agni Wing
 Indira Paryavaran Bhawan
 Jor Bagh Road, New Delhi – 110003.

Subject: Engagement of one post of Technical Associate (purely on contract basis) in the Sub-Office, MoEF&CC, Shimla, Himachal Pradesh (RO, Chandigarh)-reg.

Sir,

With reference to the above cited subject, please find herewith enclosed documents for advertisement in the MoEF&CC website for the engagement of one (01) post of Technical Associate DSS-GIS (purely on contract basis) in the Sub-Office, Shimla, Himachal Pradesh (Regional Office, Chandigarh).

It is therefore, requested to arrange for uploading of advertisement along with Annexures in the MoEF&CC website at the earliest.

Encl: As above

Signed by

Raja Ram Singh

Date: 13-06-2024 09:34:40

Yours faithfully

Sd/-

(Dr. RajaRam Singh)

Deputy Inspector General of Forests(C)

Copy to:

Sh. Naresh Kumar, Assistant Commissioner (ROHQ Division), Indira Paryavaran Bhawan, Aliganj, Jor Bagh Road, New Delhi – 110003 for kind information please.

Sub-Office, Shimla (RO, Chandigarh)
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE,
GOVERNMENT OF INDIA
CGO Complex, Shivalik Khand, Himalok Parisar, Longwood,
Shimla, Himachal Pradesh – 171001

Dated: 11.06.2024

Notice for recruitment of one (01) Technical Associate on purely contractual basis for Sub-Office, Shimla (Regional Office, Chandigarh).

Decision Support System-Geographic Information System (DSS-GIS) work

Application are invited for engagement of one (01) Technical Associate on purely contractual basis through Service Provider for **Sub-Office, Ministry of Environment, Forest and Climate Change, Government of India, Shimla, Himachal Pradesh** to carryout **Decision Support System-Geographic Information System (DSS-GIS) work** initially for a period of one year subject to further extension, if required. The details such as essential qualification and experience, age limit, emoluments and selection criterion are given in Annexure-I.

The last date for submission of applications will be 20.07.2024 (upto 5.30 pm) and late applications will not be accepted. Sub-Office, Shimla will not responsible for any postal delay.

Selection Process:

Candidates who fulfil the essential/desirable qualification and experience should submit hard copy application form available on <http://moef.gov.in> on or before the due date. After screening of the application forms, the eligible candidates will be shortlisted and called for **Walk-in Test comprising Written Test and Hands-on Test at the Regional Office, Chandigarh located at Regional Office Bays No. 24-25, Sector 31A, Dakshin Marg, Chandigarh-160030.**

The final selection of the candidates will be done based on walk-in test which will comprise two parts (i) written (multiple-choice/short answer type) (ii) Hands-on Test on the use of Remote Sensing and GIS software (only those candidates who qualify written test will be asked to appear in Hands-on test).

Candidates called for walk-in test are required to bring their certificates of essential qualifications and age proof in original. The applicant will be responsible for the authenticity of information and other documents submitted. They should also bring a filled up form on prescribed format (pdf can be downloaded from the MoEF&CC Website <http://moef.gov.in>) while appearing for the walk-in test. The final selection would be based on combined performance in the Written Test and Hands-on Test. The selection Committee decision will be final. In case of any dispute in the process, the decision of the Regional Officer, Sub-Office, Shimla will be final. No TA/DA will be paid for appearing for the Walk-in Test.

The selection and appointment of Technical Associate is purely on contractual basis and does not imply any form of permanent employment in Sub-Office or extension beyond the period of engagement.

The remuneration will be based on guidelines issued through OM No. DST/PCPM/Z-06/2022 Dated June 26, 2023 of Department of Science & technology, Ministry of Science & Technology, Government of India, New Delhi which is Rs. 37,000/- (plus HRA) subject to revision from time to time.

The duly filled application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the following address in person or by post on or before 20.07.2024, 5.30 pm to:

Dr. Raja Ram Singh, DIGF (C)
Ministry of Environment, Forest and Climate Change,
Regional Office Bays No. 24-25, Sector 31 A,
Dakshin Marg, Chandigarh-160030
E-mail: iro.shimla-mefcc@gov.in

Superscribe the envelope as “**Application for the post of Technical Associate**”

- Note:** i) *Candidates must ensure that e-mail address and mobile number provided in the online application form as their own, as all information/communication will be sent through email on the registered email address or SMS on registered mobile number only.*
- ii) *For any queries/information related to selection procedure Dr. Anup Kumar Das, Scientist ‘B’, (Contact no. 8415027414), Sub-Office, Shimla may be contacted.*

S. No	Name of Post	Vacancy	Remuneration	Qualification	Experience	Age limit
1	Technical Associate	01	Rs. 37,000/- + HRA, as applicable (OM No. DST/PCPM/Z-06/2022 Dated June 26, 2023 Government of India, New Delhi)	<p>Essential Qualification:</p> <p>1. M.Sc. / M.Tech. in RS & GIS/ Geo-Informatics with working knowledge of DSS-GIS.</p> <p style="text-align: center;">or</p> <p>2. M.Sc. / B.E. / B.Tech. in IT/ Computer Science from a recognized university with 10 months PG Diploma course in Remote Sensing/GIS from a recognized university/institution and working knowledge in DSS-GIS</p>	<p>Desirable Experience:</p> <p>1. Experience in DIP/DSS-GIS using Erdas Imagine and Arc-GIS and Q-GIS</p> <p>Note: Experience should have been obtained after processing the essential educational qualification.</p>	<p>The upper age limit is 30 years as on 20th July, 2024</p> <p>The upper age limit is relaxable upto 5 year in the case of candidates belonging to SC/ST/OBC/PH</p>

Eligibility Criteria for the post of Technical Associate (Contract basis)

Sub-Office, Shimla (RO, Chandigarh)
Ministry of Environment, Forest and Climate Change
Govt. of India

Terms and Conditions for Technical Associate
(On contract basis through Service Provider)

The terms and conditions for engagement of Technical Associate is similar to the guidelines of DST. However some additional terms and conditions have been added. The terms and conditions for engagement of Technical Associate post is given as follows:-

1. The engagement to the post of Technical Associate is **purely on contract basis for a period of one (01) year**. The Contract does not imply to Technical Associate for any assurance or guarantee for subsequent employment in Regional Office. Extension of period of engagement beyond the stipulated period shall vest with the Regional Office, Sub-Office, Shimla.
2. **Emoluments:** They will be given a consolidated emolument of Rs 37,000/- + HRA (as applicable) as per OM No. DST/PCPM/Z-06/2022 dated June 26, 2023 of Department of Science & technology, Ministry of Science & Technology, Government of India, New Delhi.
3. **House Rent Allowance (HRA):** RO will not provide any accommodation to the Technical Associate engaged on contract basis. House rent allowance will be allowed as per the Central Government rules. The basic for calculating HRA will be the actual stipend of the Technical Associate.
4. **Medical Benefits:** They will be entitled for medical allowance as applicable in the RO for himself/herself only.
5. **Leave and other entitlement benefits:** Technical Associate will be entitled for 2 days casual leave per month only on calendar year basis. A maximum of 10 days of Casual Leave will be allowed to be carried forward, from the balance as on 31st December, of one calendar year to the next calendar year.
 - 5.1 Casual Leave would not be normally granted for more than 5 days at one time, except under special circumstances. Also, CL will be granted only from leave due to the person.
 - 5.2 No advance leave will be permitted.
 - 5.3 Participation in any scientific event/workshops in India or abroad only in connection with work related to RO will be treated as “on duty”.
 - 5.4 Maternity/Paternity leave as per Govt. of India instructions issued from time to time would be available to female candidates.
 - 5.5 There is no provision of compensatory leave for contractual employees.
6. **Bonus & Leave Travel Concession:** They will not be entitled to these allowances.
7. **Retirement Benefits:** They will not be entitled to these benefits.
8. The engagement of Technical Associate is on full time basis. They are required to submit themselves to the discipline, regulation of the RO in which they are working.
9. The Technical Associate DSS-GIS will be required to attend the office during the normal office hours (9.00 AM to 5.30 PM) of otherwise, in exigency of the work.

10. If required, Technical Associate DSS-GIS will have to go on tour. While on tour they will be entitled to T.A. & D.A. as per entitlement.
11. Compensatory leave will be granted only for works of special nature, not the routine project work in which a particular TA is engaged.
12. In case they are absent from the work beyond their entitled leave, proportionate deduction from their emoluments will be made.
13. If the Technical Associate DSS-GIS (on Contract) wants to leave the contractual appointment, he or she will have to give at least one month's advance notice to Sub-Office, Shimla.
14. Any kind of paid or honorary part-time or full time employment or private is not permissible during the tenure of contract.
15. Technical Associate DSS-GIS will work under the supervision of Regional Officer, Sub-Office, Shimla
16. Technical Associate DSS-GIS will have to submit a report of the work carried out by them every month to his/her supervisor apart from daily work progress.
17. The performance and work progress of the Technical Associate DSS-GIS will be reviewed by the Committee constituted by the Regional Officer, Sub-Office, Shimla on completion of the six months.
18. The Technical Associate DSS-GIS will observe all security measures followed in the Sub-Office campus. They will not bring any unauthorized person or material inside Sub-Office, campus; neither will they carry anything outside from Sub-Office campus.
19. The Technical Associate DSS-GIS will not have any Intellectual Property Right for the work assigned to them under the project or otherwise.
20. The contract will be terminated:
 - a) On the expiry of term of contract without notice.
 - b) In case the competent authority is not satisfied with his/her work and conduct, contract may be terminated at any time.
21. Disciplinary Proceedings- If any Technical Associate DSS-GIS is found guilty of any kind of misconduct, loss of data, poor quality of work or any other undesirable action, disciplinary action as deemed fit shall be initiated by Regional Officer, Sub-Office, Shimla and actions as given below shall be taken against him/her.
 - i) Warning
 - ii) Black listing of the person from any temporary or permanent employment at IRO.
 - iii) Communicating the decision of black listing to other organizations/institutions.
 - iv) Legal action as per the law.

Signed by
Raja Ram Singh
Date: 13-06-2024 09:35:50

Dr. Raja Ram Singh
Deputy Inspector General of Forests(C)
Sub-Office, Shimla (RO, Chandigarh)

Annexure-I**Application format for engagement of Technical Associate (Purely on contract basis) in the Sub-Office, MoEF&CC, Shimla, (Regional Office, Chandigarh) Himachal Pradesh.**

1. Name of the Candidate :
2. Father's/Husband Name :
3. Date of Birth (Proof of Self attested copy to be enclosed) :
- | | | |
|---|---|---|
| D | M | Y |
|---|---|---|
4. Age as on 20.07.2024 :
- | | |
|--|--|
| | |
|--|--|
5. Gender :
- | | |
|---|---|
| M | F |
|---|---|
6. Address for communication :
7. Permanent Address :
8. Nationality :
9. Category :
- | | | | |
|----|----|-----|----|
| SC | ST | OBC | PH |
|----|----|-----|----|
10. Mailing Address (with Telephone/Mobile No. and Adhaar No.) :
11. **Educational Qualification** :

Recent Passport size self attested photograph to be pasted here

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

12. Work Experience:

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

13. Any other information:

14. List of Certificates Attached :

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.

Place:

(Signature of candidate)

Date: