

ADVERTISEMENT FOR IT PROFESSIONAL

NO.1-1/CEC2023-24
Central Empowered Committee
Chanakya Bhawan,
Ministry of Environment, Forest & climate Change
Government of India
New Delhi

2ND FLOOR Chanakya Bhawan,
New Delhi- 110021


Dated: 16th February,
2024.

Sub: Notice inviting application for One IT Professional (IT Software Developer) in the office of Chairman, Central Empowered Committee (CEC), Chanakya Bhawan, Ministry of Environment, Forest & Climate Change -reg.

Applications are invited for engagement of One IT Professional (IT Software Developer) in the office of the Central Empowered Committee (CEC), Chanakya Bhawan, Ministry of Environment, Forest & Climate Change. The vacancy circular is available on website www.moef&cc.nic.in.

2. The last date of receipt of application is 07 days from the date of this advertisement i.e. on February, 2024 on the website of Ministry of Environment, Forest & Climate Change.
3. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma (**ANNEXURE**) in sealed cover super-scribed "Application for engagement of IT Professional (IT Software Developer) on contract basis in CEC" which should reach this office latest by 06/03/2024 at the following address.

MEMBER SECRETARY, CEC,
2ND FLOOR, CHANKYA BHAWAN,
CHANAKYA PURI,
NEWDELHI-110021.


(MEMBER SECRETARY)
Central Empowered Committee
Tel. No. 21610612

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New Delhi- 110021

Dated: 16th February, 2024.

Vacancy Circular

Engagement of one IT Professional (IT Software Developer) in Central Empowered Committee

The Central Empowered Committee invites applications from eligible candidates for engagement of One IT Professional (IT Software Developer) on contract basis initially for a period of one year, which may be extended after review of the performance of the incumbent.

The details of vacancies including the eligibility criteria, Terms of Reference (TOR) etc., are as under:

Sr. Consultant/Consultant (IT Software Developer) - 1 posts

I. Duties and Responsibilities:-

- a. Develop and implement new software programs;
- b. Maintain and improve the performance of CEC website and existing software;
- c. Clearly and regularly communicate with management and technical support colleagues;
- d. Test and maintain software products to ensure strong functionality and optimization;
- e. Recommend improvements to existing software programs as necessary;
- f. To assist all the officers/staff of the CEC in routine IT related works;
- g. Liaisoning with the NIC team assigned to the MoEF&CC in various network related issues.

II. Qualification and Experience:-

Essential:-

- a. Minimum BE/ B.Tech in Computer Science/ Electronics and Communication/ Information Technology



- b. Minimum 10 to 15 years working experience in software development and maintenance.

Desirable:

- i. Preference will be given for experience of working with PSU/ Government departments/ Agencies in software development.
- ii. Knowledge of programming language, data backup, recovery and security.

III. **Age Limit:** Not above 45 years on the date of advertisement.

IV **Consolidated remuneration:** Rs 1,00,000/- per month

Terms & Conditions

1. **Period of engagement**

The engagement shall be initially for a period of *one year* which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

2. **Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultant will be selected from shortlisted candidates.

» CEC reserves the right to reject any application without assigning any reason.

3. **Remuneration**

A fixed monthly amount shall be admissible, the amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/ percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

4. **Scope of Duties**

During the period of such engagement, the Consultants would be required to perform any work as assigned to him by the concerned Officer.

5. **Leave**

The Consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

6. **Transport Allowance**

No TA/DA is admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in CEC whenever they are required to travel outside Delhi in connection with the work of the Committee.

7. **Office time and working hours**

Engagement of Consultant would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/other Gazetted holidays, if required. The consultant may be required to mark his/her attendance in Bio-metric System or any other system as prescribed time to time.

8. **Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. **Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. **Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy

11. **Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she has to give 07 day's notice which can be curtailed/extended depending upon the workload.

» In the event the Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. **The CEC shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.**



13. **Guidelines For the submission of the applications**

The duly completed application in prescribed proforma should be submitted so as to reach the office **latest by 06.03.2024**. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a. Copy of PAN card and AADHAR card-mandatory

APPLICATION FORM: ANNEXURE



Annexure

Application Form for engagement of IT Professional (IT Software Developer) in the Central Empowered Committee, MoEFCC, New Delhi

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):

Recent Passport size
photograph
(3.5 cmX3.5 cm)

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:

Date and Place

Signature

Full name of the Applicant

Declaration

I solemnly declare that all the information provided/ 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 Central Empowered Committee.

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