



No. 13(1)/2012-CS(BCRLIP)
GOVERNMENT OF INDIA/BHARAT SARKAR
Ministry of Environment & Forests
Biodiversity Conservation and
Rural Livelihood Improvement Project

Dated: 1st March, 2013

The Ministry of Environment & Forests, Govt. of India is implementing a World Bank aided Project titled 'Biodiversity Conservation and Rural Livelihood Improvement Project' (BCRLIP) at biodiversity rich landscapes in forested regions of the country. A National Project Management Unit (PMU) has been established in New Delhi for coordinating the implementation of the BCRLI Project which is spread in two landscapes i) at Askot, (Uttarakhand) ii) Little Rann of Kutchchh (Gujarat) and three Field Learning Centres at Gir (Gujarat), KMTR (Tamilnadu), Periyar (Kerala) and National Capacity Centre at the WII, Dehradun.

Applications are invited for the following posts of specialist and support staff in the Project Management Unit. The appointments are purely contractual and temporary and the appointees will not have any claim to seek regular appointment in the Ministry of Environment & Forests. The appointees will not be treated as Government employee at any stage.

1. Communication Specialist - 1(One)
2. Project Assistant (Administration) – 1 (One)
3. PA/Steno – 1(One)
4. Dispatch Rider/Helper- 1(One)

Post No.	Designation	Educational Qualification	Experience /Qualities	Duty/Responsibilities	Consolidated remuneration /month
1.	COMMUNICATION SPECIALIST -1(ONE)	Should have a Degree in Mass Communication /Journalism or related fields with at least 3-5 years experience in dealing/working with press media	<p>The candidate should have proven ability and good track record in the field with at least 10 years of previous experience in strategic communication. In addition, the following qualities are highly desirable:</p> <ul style="list-style-type: none"> • A passionate commitment to values and mission of Biodiversity Project. • Knowledge of basic concepts of biodiversity conservation and communication theory and strategy. • Proven creativity, strategic judgment and vision coupled with the ability to listen to others and learn from their best ideas, practices. • Organizational capability to set up de-centralized site specific communication units at the different Project landscapes. • Superb organizational and interpersonal skills combined with an ability to 	<ul style="list-style-type: none"> • Conduct a Communication Need Assessment for the MoEF(CS) at the national level vis-à-vis the Biodiversity Conservation and Rural Livelihood Improvement Project, as well as for the two Project sites specifically. • Design and implement an effective, inclusive and benchmarked communication strategy and plan at the national, state and landscape levels during the implementation phases of the Project. The strategy and the plan should ensure that local communities, local opinion leaders, stakeholders and media have good understanding of the issues involved. The plan should be prepared in consultation with the MoEF(CS), States and site project officials. It should also draw upon the recommendation provided in the project preparation report and Environment and Social Assessment Report. • Design and maintain an interactive Website for the MoEF(CS) highlighting the Biodiversity Conservation and Rural Livelihood Improvement Project initiative. • Organizing consultation to facilitate engagement and collaboration with stakeholders, including representative of the civil society, to <ul style="list-style-type: none"> a. get inputs and feedback on specific Project design issues; b. invite experience and innovation sharing so as to bring a country or site specific perspective and; c. Help reach collective decisions on critical issues. • Assist in the preparation and maintenance of a transport disclosure mechanism as benchmarked by the Right to Information legislation. This will require: <ul style="list-style-type: none"> a. Setting up and running Project Information Centers at the National level 	Rs. 35,000/- (with no D.A., HRA, CCA, or any other relief)

			<p>diplomatically prioritize sometime conflicting demands.</p> <p>The highest level of professional integrity and quality standards.</p>	<p>as well as at each Project site:</p> <ol style="list-style-type: none"> Compiling and making available to interested stakeholders Project-specific information as well as other related information, including outputs from monitoring and evaluation, in a timely and user friendly manner through newsletters, websites emails and brochures etc. Responding in real-time to questions and issues that may arise in the public domain. <p>The candidate shall also be expected to ensure the smooth implementation of the communication strategy and plan through the full-time deployment of communication personnel in the MoEF(CS) office. This Nodal Communication Officer shall work in coordination with and under the strategic guidelines of the Nodal Central Unit of the MoEF(CS) for</p> <ul style="list-style-type: none"> ground-level implementation of the agreed communication plan: Day-to-Day coordination of communication activities with communication units/individuals deployed in the two project states; Acting as spokesperson on behalf of the MoEF(CS) vis-à-vis the Project under the guidelines of the Nodal Central Unit. 	
2.	PROJECT ASSISTANT (Administration)–1 (ONE)	<ul style="list-style-type: none"> Bachelors Degree or at least 10 years experience in the Government departments and in the field related to the terms of reference. 	<ul style="list-style-type: none"> Persons having experience of working in the World Bank aided Project will be preferred. Good communication and social skills. 	<ul style="list-style-type: none"> Make all correspondence relating to the BCRLI Project matters with the World Bank and other project states. Organize BCRLI workshop/seminars including national level workshop in New Delhi and outside and handle all Parliamentary work including questions relating to the BCRLI Project. Examine and process Annual Plan of Operation of Project states with reference to the World Bank norms. Obtains approval of the APOs of the State Governments by the World Bank and submission of APOs to the integrated Finance Division for 	Rs. 20,000/- (with no D.A., HRA, CCA, or any other relief)

				<p>their concurrence to the release of funds.</p> <ul style="list-style-type: none"> • Issue of sanction for each installment of funds authorizing project officers for issue of cheques of suitable authority to the RBI for transfer of funds to the concerned State Government. • Examination of UCs and refund of unutilized funds. Reconciliation of accounts of grants in aid with the Pay & Accounts Office. Handle all matters relating to appointments/filling up of posts in BCRLI Projects. • Undertake any other work relating to BCRLI Project as may be assigned by Additional Secretary/Adviser/Deputy Director of the project. 	
3.	PA/STENO – 1(ONE)	Should be (10+2) passed or the past experience in the field related to Terms of Reference		<ul style="list-style-type: none"> • Take dictation in short hand and in transcription • Have proficiency in the use of computer, especially word processing software • Keep accurate list of engagements, meetings etc. • Maintain in proper order the papers required to be retained by the officer • Diaries and record movement of files/letters/notes. • Fix up appointment and logistic support to the Deputy Director (BCRLIP) • Compilation/collate of information / data pertinent to project • Any other work assigned by Adviser/Deputy Director (BCRLIP) 	Rs. 15,000/- (with no D.A., HRA, CCA, or any other relief)
4.	DISPATCH RIDER/HELPER- 1(ONE)	Should be Class X passed or the past experience in the field related to the Terms of Reference.		<ul style="list-style-type: none"> • Registration of Dak, maintenance of Diary and Dispatch • Preparation of set / photocopying • File movement and their proper arrangement • Any other work assigned by the officer 	Rs. 12,000/- (with no D.A., HRA, CCA, or any other relief)

A. General conditions

- (i) Candidates applying for more than one post should submit separate applications.
- (ii) Persons working in Government/Public Sector undertaking /Autonomous organizations should submit their application through proper channel.
- (iii) Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
- (iv) Applications received after due date, unsigned applications, applications where the post number is not filled in/not filled correctly, applications if not followed by the copy through proper channel, and applications incomplete in any respect, will not be considered.
- (v) Only Indian Nationals need apply.
- (vi) Canvassing in any form will be a disqualification.
- (vii) It may be noted that if at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- (viii) The applications must be sent in neatly hand written or typed out in A-4 size paper 210x297 mm.

B. Interested candidates may send their applications by speed post/ email at the following address latest by **29th March, 2013.**

Address:

Dr. Ashish Kumar
Deputy Director (BCRLIP)
Ministry of Environment & Forests
Room No. 545, Paryavaran Bhawan
CGO Complex, Lodi Road
New Delhi-110003.
Email: bcrlip.mef@gmail.com

C. Proforma for application

1. Advertisement number and post applied for
2. Name (in block letters)
3. Date of birth (Christian era)
4. Nationality
5. Father's /Husband name
6. Address for correspondence
7. Nearest railway station
8. Whether General or SC or ST or OBC or PH
9. Educational Qualifications
10. Secondary and tertiary skill, if any
11. Total experience directly relevant to the post (in months) (attested copies of certificates indicating the period to be attached)
12. Total employment experience and details (in months)
13. If selected, minimum time required to join the post
14. Any other information

D. Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

Place:

Date:

(Signature of applicant)