



CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED

(A Subsidiary of Coal India Limited)

A MINI RATNA COMPANY

GONDWANA PLACE, KANKE ROAD, RANCHI-834 031



EMPLOYMENT NOTICE

No : CMPDI/HQ/ENV/17-18/EB-Advt./E-20523

Dated: 03.04.2017

HIRING OF CONSULTANT AS FUNCTIONAL AREA EXPERT (FAE) FOR ECOLOGY AND BIODIVERSITY (EB)

Central Mine Planning & Design Institute Limited (hereinafter referred as CMPDIL) is a subsidiary of Coal India Limited (CIL) and is a 'Miniratna' Public Sector Undertaking under Ministry of Coal, Government of India with Headquarters in Ranchi, Jharkhand and has seven Regional Institutes (RIs) located at Asansol, Dhanbad, Ranchi, Nagpur, Bilaspur, Singrauli and Bhubaneswar respectively along with various field units and exploration camps.

1.0 CMPDIL invites application from Indian citizens for filling up the vacancy for the following post:

Sl. No.	Name of Post	Consolidated Pay per month	General	OBC (Non-Creamy Layer)	SC	ST	Total
1	Functional Area Expert in the field of Ecology & Biodiversity (EB) for category-A projects	Rs. 50,000.00	01	-	-	-	01

Besides consolidated pay, candidates will also be entitled to other facilities viz. conveyance charges, accommodation facility, reimbursement of mobile telephone actual bills, TA/DA and boarding/lodging expenses whenever tours are undertaken for jobs related to the assignment.

2.0 Scope of work:

The Functional Area Expert (FAE) of EB (Ecology & biodiversity) shall fulfil the requirement of Scheme for Accreditation of EIA Consultant Organizations (version 3) of QCI/NABET to carry out the following jobs:-

- I. To identify and assess in the area of EB (Ecology & biodiversity), the potential impacts from the proposed development/industrial activity and provide expert inputs in the EIA-EMP report.
- II. To function as an EIA functional area expert (FAE) of EB (Ecology & biodiversity) for EIA-EMP report prepared by CMPDIL HQ and its Regional Institutes.
- III. To follow EIA notification dated September 14, 2006 of MoEF&CC and subsequent amendments for preparation of EIA-EMP report.

3.0 Terms and conditions:

- I. **Place of posting:** Expert may be posted in any of the Regional Institute/HQ of CMPDI.
- II. **Submission of Report:** "Functional Area Expert" so appointed, will start the assigned job immediately and will submit the report to the Regional Director(RD) of respective RI/ GM (Environment), Central Mine Planning & Design Institute Limited, Ranchi.

- III. **Remuneration:** It will be a consolidated sum of Rs.50,000.00 per month excluding taxes. In case, payment of service tax is required, the same shall be reimbursed on production of proof of such payment. All personal taxes including Income tax, professional tax etc. to be paid by the hired expert him/herself.
- IV. **Other facilities:**
- a. One day paid leave for every 20 days of work (including intervening weekly day of rest) in addition to the holidays shall be admissible.
 - b. Conveyance charges of Rs.2500/- per month shall be paid.
 - c. Accommodation facility: Rs.3000/- per month shall be paid.
 - d. Reimbursement of mobile telephone actual bills used for official purpose or Rs. 750/- per month whichever is less.
 - e. TA/DA and boarding/lodging expenses whenever tours are undertaken for jobs related to the assignment.-
Latest CIL TA rules shall be applicable. If the last employment of the hired expert had been with Government/PSU then his/her admissibility of TA/DA and boarding/lodging expenses shall be equivalent to the matching grade/scale with respect to the CIL executive. Hired expert other than from Government/PSU shall be paid as per entitlement applicable to existing E2 grade executive of CIL as per latest CIL TA rules.

3.1 Other Terms & Conditions:

The appointment of FAE is subject to the following conditions:

- a) The hired expert shall work exclusively for CMPDIL during the period of hiring. In the beginning, the services will be hired for a period of One Year (01) from the date of agreement. After the completion of the term, the contract may be renewed for another one (01) year based on satisfactory performance of the expert. The extension of the contract shall be the sole discretion of CMPDIL management. The decision of the CMPDIL management shall be final and binding.
- b) After finalization of the hired expert, his/her name will be proposed to QCI-NABET for accreditation as Category 'A' FAE in the area of EB.
- c) The FAE must not sublet the work assigned to him/her.
- d) The FAE shall work in strict **confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy.** A Certificate towards maintaining confidentiality to be provided by the FAE before commencement of work.
- e) **PERFORMANCE REVIEW:** CMPDIL will review the performance of the FAE on quarterly/half yearly basis and final assessment will be carried out after completion of the term.
- f) The selected FAE will be required to declare that he/she is not employed anywhere.
- g) The contract may be terminated with one month notice or consolidated compensation amount from either side.
- h) The FAE will be debarred from appointment/opportunity in future, in CMPDIL, CIL & other subsidiaries of CIL in the following cases:
 - i. If the FAE obtains the appointment on the basis of false information/false statement.
 - ii. If the FAE does not take up work as per the terms of appointment letter.
 - iii. If the FAE violates any of the stipulations under clause (a) to (g).
- i) The FAE shall undertake that work/assignment given by CMPDIL and any information generated from the data provided shall not be used by the FAE for any other purpose.

4.0 Selection Criteria:

The selection process shall include the following:

- a) Eligibility Criteria
- b) Educational Qualification
- c) Experience
- d) Training
- e) Selection Process

The application forms received against the advertisement will be scrutinized on above four conditions and the shortlisted applicants will be called for personal interview.

- a) Eligibility Criteria For Category “A” Functional Area Expert (FAE) IN EB (Ecology & biodiversity)**
- I. Minimum 5 years overall experience in the functional area of EB is mandatory, of which at least 3 years should be EIA related. The applicant must have adequate understanding of the EIA process and the relevant regulations applicable for it.
 - II. **Upper Age Limit:** The upper age limit is 65years from date of advertisement.
- b) Educational qualifications specific to functional area in EB (Ecology and biodiversity)**
- Two years Master’s (postgraduate) degree or 5 years integrated M.Sc course in Life sciences like:
1) Zoology 2) Botany 3) Forestry 4) Environmental Science 5) Ecology 6) Natural Resource Management 7) Ecology & Environment 8) Ecology & Biodiversity 9) Geography and the like.
- Note:**
- I. The Educational Qualifications must be from a University/Institute recognized by appropriate statutory authority in India. In case of any dispute arising about admissibility of any particular qualification, the decision of the CMPDIL Management shall be final and binding.
 - II. The MBA/PG Diploma/PG Degree/M.Sc/M.Tech must be at least of 2 years.
- c) Experience specific to functional area, EB should include**
- I. In addition to minimum qualification for eligibility, minimum 5 years overall experience in the field of EB is mandatory, of which at least 3 years should be EIA related.
 - II. Understanding of the EIA process, legislations and rules/regulations, understanding of policies and guidelines related to ecology & biodiversity.
 - III. Adequate knowledge of the application of taxonomy in preparing resource inventory (flora and fauna) of the study area,
 - IV. Conducting ecological/wildlife surveys and preparation of status reports for rare, endangered and threatened species of flora & fauna and estimating bio-diversity indices.
 - V. The capability of identifying and assessing the potential impacts of the project, throughout its life-cycle, on the physical, biotic and social environment, as applicable.
 - VI. The knowledge to suggest/vet mitigation measures.
 - VII. Specialized training in the field of impact assessment and ecological monitoring will be an added advantage and contribution to EIA documentation.
 - VIII. Adequate Knowledge of preparation of conservation plan for flora and fauna.
- d) Training (preferable)**
- Training on Ecosystem analysis and evaluation, landscape ecology, assessment of impacts on ecological and biodiversity impact assessment on ecology/ biodiversity from development projects in all sectors.
- e) Selection process**
- I. The applicant fulfilling all the eligibility criteria will be called for Personal Interview.
 - II. **Personal Interview:**
Applicants who are declared as qualified/shortlisted for the Interview will be intimated about the date, time and venue through E-mail and the result of shortlisted applicants for Personal Interview will also be published on the CMPDI Website www.cmpdi.co.in. Applicants shortlisted for personal interview shall have to bring their original certificates/documents along with a self-attested copy of the same for verification on the date of interview.
 - III. The final selection shall be based on educational qualification, relevant experience and personal interview.

- IV. Final result of selected and waitlisted applicants will be published on CMPDI Website www.cmpdi.co.in. The selected applicant will be intimated about the joining date and other formalities through E-mail and will also be informed through SPEED-POST/REGISTERED POST.

5.0 Application fee:

There is no application fee for applying for the post.

6.0 How to apply:

Application form in .pdf format is available on the CMPDI website www.cmpdi.co.in. Applicants fulfilling all the eligibility criteria have to download and take a print out of the application form. Applicant has to fill the print out copy of the application form in black ink, paste the recent self-signed passport size colour photograph and sign the application form at appropriate place. The applicant should then scan all the pages of the duly filled-in application form and send the same by e-mail on the following e-mail address: gmenv.cmpdi@coalindia.in clearly mentioning the subject as: **“APPLICATION FOR FUNCTIONAL AREA EXPERT IN THE FIELD OF ECOLOGY & BIODIVERSITY (EB) FOR CATEGORY-A PROJECTS “** in the subject field of the e-mail.

Applicant has also to send the duly filled-in and signed hard copy of application form along with enclosures by SPEED-POST/REGISTERED POST to **General Manager (Environment), Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi - 834 031 to be received** on or before the last date of submission of application as mentioned in clause 9.0.

7.0 List of enclosures:

Signed printed hard copy of the duly filled-in application form to be sent by SPEED-POST/REGISTERED POST only must be accompanied with the following: (A check-list is provided in **Annexure-I**)

- I. Self-attested legible photocopies of Educational Certificates including Matriculation Certificate (in support of Date of Birth) and relevant post qualification Experience Certificate, if any.
- II. Documents supporting the accreditation as FAE (EB) as per QCI/NABET Accreditation Scheme for EIA Consultant Organizations.
- III. Self-attested legible photocopy of proof of Identity, such as, copy of Aadhaar, Voter ID, Driving License or Govt. approved any other identity card.
- IV. Two self-addressed unstamped good quality envelope of A4. size.
- V. Four nos. recent passport size colour photographs (The colour passport photograph should be similar to photograph pasted/uploaded on the application form)
- VI. Filled Checklist (Annexure-I)

8.0 Submission of application:

- 8.1 Applicants fulfilling all the eligibility criteria should send duly filled-in and signed hard copy of the application form along with enclosures to the **General Manager (Environment), Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi - 834 031** through SPEED-POST/REGISTERED POST only. Application will not be accepted by hand.
- 8.2 The last date for receiving the hard copy of the duly filled-in and signed hard copy of the application form along with enclosures is mentioned in clause 9.0.
- 8.3 Name of the post applied for should be clearly super scribed in BLOCK LETTERS on the envelope containing application form, i.e. **“FUNCTIONAL AREA EXPERT IN THE FIELD OF ECOLOGY & BIODIVERSITY (EB) FOR CATEGORY-A PROJECTS “**.
- 8.4 Applicants working in any Government, Semi-Government or Public Sector Undertaking must get their application forwarded through proper channel only before sending the hard copy of the same by SPEED-POST/REGISTERED POST only.

9.0 Important dates:

Particulars	Date
Opening date to download application form in .pdf format from CMPDI's website www.cmpdi.co.in	05.04.2017
Last date for sending the scanned copy of duly filled-in and signed application form (as per clause 6.0) by e-mail on the email address gmenv.cmpdi@coalindia.in	04.05.2017
Last date for receiving the hard copy of the duly filled-in and signed application form along with enclosures through SPEED-POST/REGISTERED POST only	05.05.2017
Date of interview	Applicants shortlisted for the personal interview will be intimated about the date, time and venue through E-mail and the result of shortlisted applicants for Personal Interview will also be published on the CMPDI Website www.cmpdi.co.in . Applicants are requested to kindly contact the office of GM(Environment), CMPDI on landline no. 0651-2792180 / 2230055 for further details.

10.0 General instructions:

- 10.1 Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn / damaged application shall not be entertained.
- 10.2 Applicants should ensure before applying that they fulfill the essential eligibility criteria and other requirements prescribed for the post they are applying for and the particulars furnished by them are correct in all respects. If any information provided by the applicant is found to be false/incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 10.3 Documentary evidences of all the information required above are to be furnished by the applicant at the time of interview.
- 10.4 No modifications are allowed after submission of the application form. If any discrepancy is found between the information provided in the application form and information given in the photocopy/original of the certificates/data furnished at the time of interview, his/her candidature will be rejected.
- 10.5 CMPDI reserves the right to change the number of vacancies and cancel/modify/alter the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- 10.6 CMPDI reserves the right to shortlist applicants for interview or alter any of the advertised conditions depending upon the circumstances and the applicants are bound by the same.
- 10.7 Any modifications/amendments in the advertisement will be given on the CMPDI website www.cmpdi.co.in only
- 10.8 All applicants are advised in their own interest to apply much before the closing date and not to wait till last date to avoid the possibility of delay of receipt of the application form. CMPDI shall not be responsible, if applicants are not able to submit their application due to last minute rush. In no case, late applicants and any correspondence in this regard will be entertained.
- 10.9 In case of any ambiguity/dispute arising on the account of interpretation in versions other than English, English version will prevail.
- 10.10 Applicants shortlisted for the personal interview will be intimated about the date, time and venue through E-mail and result of shortlisted applicants for personal interview will be published on the CMPDI Website www.cmpdi.co.in. Hence, all the applicants are requested to frequently visit the CMPDI website.

- 10.11 "No Objection Certificate" from the present employer if working in Government, Semi-Government or Public Sector Undertaking to be submitted at the time of Personal Interview, without which he/she will not be allowed to appear for the interview.
- 10.12 Applicants are advised to retain adequate number of similar photographs attached in the application form for future reference.
- 10.13 No correspondence shall be entertained relating to eligibility, acceptance or rejection of application, mode of selection, conduct of interview or any other matter related to recruitment. The decision of the management of CMPDI on the above matter shall be final and binding.
- 10.14 Canvassing in any form or bringing extraneous pressure shall lead to disqualification/forfeiture of candidature.
- 10.15 **Jurisdiction of Courts:** Matter relating to any dispute or differences arising out of the selection process or in respect of the contract will be subject to the jurisdiction of competent court of law at Ranchi, Jharkhand only. |

Disclaimer: CMPDIL reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

Annexure- I

Checklist for the applicant:

Put a Tick Mark (✓) in the box against the item enclosed/complied and send the filled-in Annexure-I to CMPDI along with the application form.

- 1 Application duly completed and signed
- 2 One colour recent passport size photograph self-signed affixed in the space provided in the application form
- 3 Matriculation Certificate / equivalent Board Certificate enclosed
- 4 Certificate of essential educational qualification
- 5 Experience Certificate enclosed
- 6 Document (e.g Minutes of QCI/NABET Accreditation Committee Meeting) certifying the applicant as approved FAE(EB) as per QCI/NABET Accreditation Scheme for EIA Consultant Organizations
- 7 Two self addressed unstamped good quality envelope of A4 size enclosed
- 8 Applicants working in any Government, Semi-Government or Public Sector Undertaking only: Whether the application form has been forwarded through proper channel.
- 9 Four additional colour passport size photographs (same as the one pasted in the application form) to be pasted below in the space provided
- 10 Proof of Identity, such as, copy of Aadhaar, Voter ID, Driving License or Govt. approved any other identity card.

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