

Government of India
Ministry of Environment, Forests & Climate Change
Society of Integrated Coastal Management
New Delhi

Advertisement No. HR/3/2021-SICOM

Name of the Post: Consultant-Administration

1. BACKGROUND

Society of Integrated Coastal Management (SICOM) has been established under the aegis of the Ministry of Environment, Forests and Climate Change, Government of India with a vision for vibrant, healthy, and resilient Coastal and Marine Environment for continuous and enhanced outflow benefits to the Country and the Coastal Community.

2. OBJECTIVE OF ENGAGING OF ADMINISTRATIVE CONSULTANT: -

Administrative consultant shall provide support in Administration matters of SICOM.

3. SPECIFIC TASK OF ADMINISTRATIVE CONSULTANT -

The scope of the Consultancy services shall be as detailed below but not limited thereto:

- To provide General administrative support and Establishment function.
- To liaise with Project Components.
- To assist in organizing Workshops, Conference, Meetings, Seminars etc.
- To provide support to other Departments of SICOM and SPMUs of SICOM in preparing of SoPs, notes, manuals, record notes of meeting, minutes of meeting etc.
- To provide support in framing Administrative and HR Guidelines and its implementation.
- To provide Logistical and Operational support to SICOM including travelling arrangements etc.
- To handle RTI/Public Grievances/legal matters.
- Preparation of Recruitment Rules, placements of advertisement(s) for recruitment for various posts and assist in selection process.
- To perform any other duties as directed and in additional matters pertaining to Finance and Admin / HR issues from time to time.

COMPETENCIES: -

- Good communications and organizational & interpersonal skills.
- Ability to work effectively with project stakeholders.
- Good knowledge of the results-based management of the activities/initiatives.
- Good working Knowledge of Computers, MS Office etc.

5. QUALIFICATIONS: -

- i. Graduate from any recognized University.
- ii. Proficient in MS- Office (MS Word, Excel, Power point).
- iii. Should have experience of working in the Administration Department of any Ministry in the Central Government and has thorough knowledge of Recruitment and Service Rules of Government of India

6. EXPERIENCE: -

At least 20 + years' experience in the Govt. of India/Autonomous Body/Society of Govt of India.

7. Emoluments:

The selected consultant will be paid a consolidated emoluments of Rs.70,000/- (Rupees Seventy thousand only) per month subject to statutory deduction as applicable from time to time.

8. **CONTRACT PERIOD:** - Initially for One year and further extension based on the performance and need and as per the administrative decision of SICOM.

9. **REIMBURSEMENT OF TRAVELLING EXPENSES:** - As per Travel Rules applicable to SICOM.

10. GENERAL CONDITIONS:

- (i) Candidates applying for more than one post should submit separate applications for each post applied.
- (ii) Candidates will have to produce the proof for details furnished in their applications in original at the time of interview.
- (iii) Applications received after the last date and time, unsigned applications, applications without mentioning the post applied for and applications incomplete in any respect will be summarily rejected.
- (iv) Only Indian Nationals need apply.
- (v) It may be noted that at any stage , it is found that an attempt has been made to willfully conceal or misrepresent the facts by the applicant, his/her candidature will be summarily rejected and or employment terminated.
- (vi) Applicants should submit their application in the prescribed format and clearly indicating the post applied for, in the envelope and send through **Speed Post only** to the following address to reach on or before 26.08.2021. Applications not received through Speed Post and by the stipulated last date will not be considered.

Additional Project Director
Society of Integrated Coastal Management
Ministry of Environment, Forests & Climate Change
B-4 Wing, Ground Floor,
Pt. Deendayal Antyoday Bhavan,
CGO Complex, Lodi Road,
New Delhi-110003

Proforma for Application

1. Advertisement No.
2. Post Applied for
3. Photograph (to be affixed at the left top corner)
4. Name (in Block Letters)
5. Date of Birth (in dd/mm/yyyy format)
6. Nationality
7. Father's/Husband's Name
8. Gender
9. Permanent Address (Please attach self-attested copy of Aadhar Card)
10. Address for Correspondence
11. PAN No. (please attach self-attested copy of PAN Card)
12. Mobile No./E-mail ID.
13. Educational Qualification (from Secondary level along with self-attested copies of certificates/Degree) in ascending order as per format below:

Year	Course	Board/University/Institute	Subject	Marks in %age

14. Total experience directly relevant to the post applied for in the following format in months (Please attach self-attested copies of certificates)

Organization	Period (from-to)	Post(s) held	Nature of Work	CTC

15. Total employment(s) details in months in the following format in months (Please attach self-attested copies of certificates)

Organization	Period (from-to)	Post(s) held	Nature of Work	CTC

16. If selected, minimum time required to join the Post

17. **Declaration:**

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

(Signature of the applicant)

Place:

Date: