

GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT & FORESTS
World Bank assisted “Capacity Building for Industrial Pollution Management Project
(CBIPMP)”

A. Advertisement No. 1/2011 – CBIPMP

Ministry of Environment and Forests is implementing a World Bank assisted Capacity Building for Industrial Pollution Management (CBIPM) Project and is located in Delhi. In this regard application an invited from suitable candidates for the following positions on Contract basis. The project period is five years and the staff for the CBIPMP will be selected based on contract initially for one year and can be extended further on satisfactory progress. Salary indicated below are the maximum for first year of services.

Post No.	Designation	Educational Qualification	Experience & Qualification	Duty / Responsibility	Salary in Rs. / Month
1.	Training Specialist	Post graduate diploma in Training Management for Post graduate diploma in Mass Communication	Experience preparation of proposal, conduct of training and related extensive work	<ul style="list-style-type: none"> • Prepare project proposals for training needs/capacity building, • Prepare status of institutions in the area of solid waste and hazardous waste management, • Develop draft programmes for multiple level training, and • Identify potential facility and local/international consultants. • Besides this, the Training Specialist should take up the task of identifying the training institutions / organizations globally who can impart such training already identified in the procurement plan, and selecting the institutions most suitable technically and having infrastructural facilities for the participants, arranging for design and modules of training, and training material, implementation by scheduling of programme and evaluation and feed back arrangements. 	Rs.40,000/- PM
2.	Finance / Accounts Specialist	Any degree / qualified accountant	Minimum 3 years experience after completion of bachelor degree in maintaining and controlling of accounts, e-payments, TDS, coordinate with internal auditors and statutory auditors and working in World Bank aided project are desirable qualifications.	<ul style="list-style-type: none"> • Have the responsibility for Financial Management System of the Project ensuring the budgeting, accounting, fundflow internal control financial reporting external audit and disbursement are carried out in accordance with the financial guidelines of the project. • Coordinate receipt of financial information from the States, checking its accuracy, consolidating expenditure at Central level for reporting to the World Bank and preparing necessary reimbursement claims to be timely submitted to the World Bank. • Maintain standard book and records such as Sanction file, expenditure control register, year wise expenditure details of pollution control boards, reimbursement claims and Assets register etc. • Submit a consolidated quarterly interim unaudited reports (IUFs) to the World Bank and submission of consolidated reports on Audited financial statement (AAFs) of the project for submission annually to the World Bank. • Perform cashier function of the staff personnel claims, making releases and issuing sanction as is necessary in the project for all components under the direction of the Project Director. • Any other matter referred to by the Project Director relating to financial management. 	Rs.25,000/- PM
3.	Procurement Specialist	Any degree	Minimum 3 years experience after completion of bachelors degree. Experience in procurement and in procurement procedures adopted in the World Bank financed projects is desirable. Preference shall be given to an incumbent trained in World Bank procurement guidelines in short term training courses.	<ul style="list-style-type: none"> • Prepare procurement plan • Prepare Procurement notices and arrange for publication in the United National Development Business online (UNDB online) and in National newspaper. • Prepare document for Expression of Interest, request for proposals along with TOR and submit the same for approval of Project Director and facilitate obtaining 'No objection' from the World Bank to the documents, whenever. • Prepare the bidding document and distribution the same to the prospective bidders issue corrigendum, if necessary in consultant with PD and facilitate obtaining 'No objection' from the World Bank • Arranging pre-bid conferences and issue clarifications to the prospective bidders. • Conduct the bid opening and prepare the minutes of the bid opening. Arrange for evaluation of bids opening and 	Rs.25,000/- PM

				prepare the minutes. Arrange evaluation of bids through the duly constituted Committees and prepare the bid evaluation report and obtain the approval of MoEF and 'No objection' from the World Bank. Finalize and forward one confirmed copy of the signed contract to the World Bank. <ul style="list-style-type: none"> Follow up and monitor the procurement contracts. 	
4.	Technical Assistant / Data Entry Operator	Any degree with computer knowledge working on World, Excel, Power Point and Internet	Minimum 5 years experience working office pertaining to documentation, online dictation and preparing other official letter on computers. Typing (speed 50 WPM), doing & dispatch noting, drafting and other correspondence work.	<ul style="list-style-type: none"> To assist the technical staff of the project in preparing reports letter document etc. 	Rs.15,000/- PM

B. General Conditions

- (i) Candidates applying for more than one post should submit separate applications,
- (ii) Persons working in Government/Public Sector Undertakings/Autonomous Organizations should submit their applications 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 the due date, unsigned applications, applications where the post number is not filled in/ not filled in 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
- (ix) Applications received after the due date will not be considered.

C. Interested qualified persons may send applications to the following address not after than 21 days from the date of advertisement in newspapers.

Project Coordinator (CBIPMP)
Ministry of Environment and Forests,
Room No. 431, 4th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110 003

A. Proforma for application

01. Advertisement No and the post applied for & Post No.
02. Name (in block letters)
03. Date of Birth (Christian era)
04. Nationality
05. Father's /Husband's Name
06. Address for correspondence
07. Nearest Railway Station
08. Whether SC or ST or OBC or PH
09. Educational Qualifications
10. Secondary and Tertiary skill, if any
11. Total experience directly relevant to the post applied (in months)
(attested copies of certificate indicating the period to be attached)
12. Total employment experience and details (in months)
(attested copies of certificate indicating the period to be attached)
13. If selected, minimum time required to join the post
14. Any other information

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.

(Signature of the applicant)

Place:

Date :