

## WILDLIFE CRIME CONTROL BUREAU

Government of India  
( Ministry of Environment Forest, & Climate Change)

### Engagement of Consultants on contract basis

Applications are invited for engagement of the one Media Consultant & one Hindi Consultant on contractual basis for one-year :-

- (i) Consultants should have (i) Degree in Mass Communication/Journalism/Medias with Bachelor's degree with post Graduate Degree/Diploma in Mass Communication/Journalism from a recognized Institute/College/University persons or equivalent with experience of 1-3 years in the required field as well as good knowledge of M.S. Office.
- (ii) Consultants should have (i) Master's Degree in Hindi or equivalent and Hindi typing with good knowledge of M.S. Office and experience in the relevant field for a period of more than 1 years and upto 03 years.

For terms of reference, eligibility criteria, remuneration, other details and application from etc please see the vacancy circular on our website: [www.wccb.gov.in/moef.gov.in](http://www.wccb.gov.in/moef.gov.in)

## वन्यजीव अपराध नियंत्रण ब्यूरो

भारत सरकार

(पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय)

### अनुबंध के आधार पर सलाहकारों की नियुक्ति

एक वर्ष के लिए अनुबंध के आधार पर एक मीडिया सलाहकार और एक हिंदी सलाहकार का आवेदन आमंत्रित किये जाते हैं :-

- (क) मीडिया सलाहकार के पास मास कम्युनिकेशन / जर्नलिज्म में डिग्री / पोस्ट ग्रेजुएट डिग्री के साथ स्नातक / डिग्री के साथ मीडिया / मीडिया होना चाहिए , संबंधित क्षेत्र में एक वर्ष से तीन वर्ष तक की कार्य दक्षता अनुभव होनी चाहिए । कंप्यूटर में माईक्रो सॉफ्ट ऑफिस का अच्छा ज्ञान होना चाहिए ।
- (ख) हिन्दी सलाहकार के पास हिंदी में मास्टर डिग्री या उससे समकक्ष के साथ हिन्दी टंकण / कंप्यूटर का अच्छा ज्ञान होना चाहिए । संबंधित क्षेत्र में एक वर्ष से तीन वर्ष तक की कार्य दक्षता अनुभव होनी चाहिए ।

संदर्भ, पात्रता मानदंड, पारिश्रमिक, अन्य विवरण और आवेदन आदि के लिए कृपया हमारी वेबसाईट पर रिक्ति परिपत्र देखें [www.wccb.gov.in/moef.gov.in](http://www.wccb.gov.in/moef.gov.in)

**Appointment of one Media Consultant in Wildlife Crime Control Bureau under Ministry of Environment, Forest & Climate Change ( MoEF&CC) – regarding.**

India is one of the mega bio-diverse countries of the world and is a prime target of organized illegal international trade in wildlife and wildlife parts/derivatives. Wild Life (Protection) Act, 1972, is the umbrella legislation for wildlife conservation and protection in the country. The implementation of the provisions of the Act is done by States mainly through forest & wildlife departments and police department. However, due to inadequate infrastructure in the States for combating organized wildlife crime and also keeping in view the inter-state and international ramification of the crimes, Wildlife Crime Control Bureau (WCCB) was constituted by Government of India under the Ministry of Environment Forests and Climate Change.

2. Proposed Media Consultant is expected to help WCCB in fulfilling of its mandate as entrusted to it under Section 38 (z) of the Wildlife (Protection) Act, 1972, by helping creating media contents and other related work of WCCB.
3. Media consultant would be responsible for examination of proposals relating to publication & Advertisement materials by WCCB and developing online training material.
4. Media consultant may be create awareness material for different stake holder including Panchayat Raj Institutions, Schools, Colleges, Universities, NGOs and other government organizations.
5. Media consultant will help in formulation of the press release, Twitters-tweets, face book, Whatsapp, instagram, telegram , other social media platform to build and maintain its website related work . Any other work assigned by Senior Officers.

MoEF &CC has prepared and issued guidelines dtd 21.12.2018 for engagement of consultants. As per the guideline following proposal is submitted:-

- i.) The qualifications, experience, and remuneration / fee of Media Consultant is as under :-


Name of the Post	Qualifications and Experience	Remuneration / Fee (INR)
Media Consultant (One Post)	Consultants should have (i) Degree in Mass Communication/Journalism/Medias with Bachelor's degree with post Graduate Degree/Diploma in Mass Communication/ Journalism from a recognized Institute/College/University persons or equivalent with experience of 1-3 years in the required field as well as good knowledge of M.S. Office.	40,000/- (Forty Thousand only)

- ii.) Terms & Conditions:-

- a. The initial tenure of engagement for a person as Consultant would be for a period of One year (subject to performance and presence of the professional in the Division concerned being highly useful). Continuation of the Consultant beyond One year for upto additional time period will be considered on case to case basis with the approval of Competent Authority.
- b. The appointment of Consultant is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason. WCCB shall have powers to terminate with the approval of the Competent Authority. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

- iii. As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.
- iv. The maximum age limit for Consultant shall be 65 years.
- v. Consultant shall be eligible for 8 days leave in a single year of consultancy.
- vi. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- vii. Consultant shall not draw any remuneration in case of his / her absence beyond 8 days in a year (calculated on pro-rata basis).
- viii. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- ix. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against 8 leaves.
- x. **Increment:** Consultant shall be entitled to 8% annual increase in their remuneration subject to recommendation / satisfactory report by Divisional Head.
- xi. No TA / DA shall be admissible for interview / joining the assignment or on its completion. Normally, Consultant will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultant shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Travelling allowance may be allowed uniformly to both categories viz. retired Government Servants or professionals of the desired skill as under:-
  - (c) Consultant: Journey by train in 2<sup>nd</sup> AC, travel charges through taxi on actual basis for travel within the city, food bill upto Rs.2,000/- per day, subject to the actual.
  - (d) Attendance and working days: The working hours of the professional shall be same as regular Government employee working in MoEF & CC. No extra remuneration shall be allowed for working beyond office hours or on Saturday / Sunday / Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned Division.
- xii. The attendance shall be marked in the Biometric system by the Consultant.
- xix. The Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his / her duties. In case services of Consultant found in conflict with interest of Government or unsatisfactory, his / her engagement will be liable for discontinuation without assigning any reason.
- xx. During the period of assignment with WCCB, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.

- xxi. Selected candidate shall provide integrity certificate from 2 references known to them.
  - xxii. A self undertaking shall be provided by the candidate to the effect that he / she has no criminal case in any court is pending against them.
  - xxiii. Eligible and interested person may submit their applications in the prescribed format along with all supporting documents (self attested) to The Additional Director , 2<sup>ND</sup> Floor, Trikoot-I, Bhikaji Cama Place, WCCB, New Delhi - 110066 under , on or before 21 days.
  - xxiv. Applications which are incomplete or not in the prescribed format or no accompanied by the supporting documents, as mentioned above, shall not be entertained and would be liable to be summarily rejected.
6. Salary of Consultant may be given from budget head no. 2406.01.001.05.06.28 - Professional Service for the year 2019-20 of WCCB.

  
**Asstt. Director (Admin)**  
**WCCB, New Delhi**

Application format for appointment as Media Consultant in the Wildlife Crime Control Bureau,  
New Delhi

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephonic/Mobile No. and e-mail address):
7. Permanent Address:
8. Educational Qualification:

S.No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class

9. Work Experience:

Sl. No.	Organization/ Institute	Period From -- To	Nature of Work	Remarks

10. Any other information:

(Signature)

**Appointment of one Hindi Consultant in Wildlife Crime Control Bureau under Ministry of Environment, Forest & Climate Change ( MoEF&CC) – regarding.**

India is one of the mega bio-diverse countries of the world and is a prime target of organized illegal international trade in wildlife and wildlife parts/derivatives. Wild Life (Protection) Act, 1972, is the umbrella legislation for wildlife conservation and protection in the country. The implementation of the provisions of the Act is done by States mainly through forest & wildlife departments and police department. However, due to inadequate infrastructure in the States for combating organized wildlife crime and also keeping in view the inter-state and international ramification of the crimes, Wildlife Crime Control Bureau (WCCB) was constituted by Government of India under the Ministry of Environment Forests and Climate Change.

2. Proposed Hindi Consultant is expected to help WCCB in fulfilling of its mandate as entrusted to it under Section 38 (z) of the Wildlife (Protection) Act, 1972 , by helping create Hindi content/ Hindi translation work and other related work of WCCB.
3. Hindi consultant would be responsible for examination of proposals relating to translation from English to Hindi and Vice - Versa including alert and advisory issued by WCCB.
4. Hindi consultant may be handling of references received in Hindi/in relation to Hindi work, vetting of Hindi work outsourced, Coordination with Parliament section/Hindi section to ensure timely submission of replies to Parliament Questions in both house of Parliament.
5. Hindi consultant will prepare WCCB training materials in Hindi, reply of Hindi letter received in WCCB, HQ in Hindi and any other work assigned by Senior Officers.

MoEF &CC has prepared and issued guidelines dtd 21.12.2018 for engagement of consultants placed as Annexure B. As per the guideline following proposal is submitted:-

- i) The qualifications, experience, and remuneration / fee of Hindi Consultant is as under :-

Name of the Post	Qualifications and Experience	Remuneration / Fee (INR)
Hindi Consultant (One Post)	Consultants should have (i) Master's degree in Hindi or equivalent and Hindi typing with good knowledge of M.S. Office and experience in the relevant field for a period of more than 1 years and upto 03 years.	40,000/- (Forty Thousand only)

ii.) Terms & Conditions:-

- a The initial tenure of engagement for a person as Consultant would be for a period of One year (subject to performance and presence of the professional in the Division concerned being highly useful). Continuation of the Consultant beyond One year for upto additional time period will be considered on case to case basis with the approval of Competent Authority.
- b. The appointment of Consultant is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason. WCCB shall have powers to terminate with the approval of the Competent Authority. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

- iii. As the post are temporary in nature and purely contractual, in no case any request for promotion of a candidate shall be entertained.
- iv. The maximum age limit for Consultant shall be 65 years.
- v. Consultant shall be eligible for 8 days leave in a single year of consultancy.
- vi. The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- vii. Consultant shall not draw any remuneration in case of his / her absence beyond 8 days in a year (calculated on pro-rata basis):
- viii. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- ix. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against 8 leaves.
- x. **Increment:** Consultant shall be entitled to 8% annual increase in their remuneration subject to recommendation / satisfactory report by Divisional Head.
- xi. No TA / DA shall be admissible for interview / joining the assignment or on its completion. Normally, Consultant will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest. Consultant shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provision of SR 190. Travelling allowance may be allowed uniformly to both categories viz. retired Government Servants or professionals of the desired skill as under:-
  - (a) Consultant: Journey by train in 2<sup>nd</sup> AC, travel charges through taxi on actual basis for travel within the city, food bill upto Rs.2,000/- per day, subject to the actual.
  - (b) Attendance and working days: The working hours of the professional shall be same as regular Government employee working in MoEF & CC. No extra remuneration shall be allowed for working beyond office hours or on Saturday / Sunday / Gazetted Holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned Division.
- xii. The attendance shall be marked in the Biometric system by the Consultant.
- xiii. The Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his / her duties. In case services of Consultant found in conflict with interest of Government or unsatisfactory, his / her engagement will be liable for discontinuation without assigning any reason.
- xiv. During the period of assignment with WCCB, the Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.

- xv. Selected candidate shall provide integrity certificate from 2 references known to them.
  - xvi. A self undertaking shall be provided by the candidate to the effect that he / she has no criminal case in any court is pending against them.
  - xvii. Eligible and interested person may submit their applications in the prescribed format along with all supporting documents (self attested) to The Additional Director , 2<sup>ND</sup> Floor, Trikoot-I, Bhikaji Cama Place, WCCB, New Delhi - 110066 under , on or before 21 days.
  - xviii. Applications which are incomplete or not in the prescribed format or no accompanied by the supporting documents, as mentioned above, shall not be entertained and would be liable to be summarily rejected.
6. Salary of Consultant may be given from budget head no. 2406.01.001.05.06.28 - Professional Service for the year 2019-20 of WCCB.



**Asstt. Director (Admin)**  
**WCCB, New Delhi**



Application format for appointment as Hindi Consultant in the Wildlife Crime Control Bureau,  
New Delhi

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Telephonic/Mobile No. and e-mail address):
7. Permanent Address:
8. Educational Qualification:

S.No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class

9. Work Experience:

Sl. No.	Organization/ Institute	Period From -- To	Nature of Work	Remarks

10. Any other information:

(Signature)