



**Expression of Interest (EOI) for Consultant in CSIR-NEERI,
Nagpur**

Advertisement No. CSIR/NEERI/MLP/2018-19/01

CSIR-NEERI invite applications from bright, dynamic, qualified individuals for engagement as Consultant in CSIR-NEERI, Nagpur, who could contribute to the growth of the institute by undertaking tasks with our team to meet the institutional goals. The summary of the posts is as below.

No	Name of Programme	Designation - Posts	Programme Objectives
1	Alliance for Rivers (AFR)	Consultant - 02	This programme will aim to create a knowledge base of all our rivers, their issues, rights, and related conservation/rejuvenation efforts. A dedicated data management system and sharing platform shall be created; all river-related information shall be compiled at one point. This can be used as a policy amendment document.
2	Environmental Technology Outreach Programme (ETOP)	Consultant - 02	The aim of this programme would be to promote and promulgate CSIR-NEERI's technologies at pan-India scale. The current outreach is very limited; therefore; the selected agency or group of agencies will undertake the promotions of Environmental Technologies Outreach Programmes (ETOP). Since the country is very diverse in terms of cultural, traditions and languages, therefore the selected agency or group of agencies must look to promote the ETOP scheme in multilingual and varied print/video media format.
3	Neeri's Jagritu Program: "Ek samaj Ek Lakshya"	Consultant – 01 (Overall Project Coordinator)	The primary objectives of this program will pertain to taking CSIR NEERI technologies, processes and knowledge to people and in turn expect a return in terms of achieving the goals of connecting with people and use science and technologies for benefits of the society. Making liberation through use of knowledge available at the laboratory levels to applying in the land (field) is the key goal. Objectives to be achieved are listed hereunder: <ul style="list-style-type: none">▪ Alliance for River▪ Water Literacy Programme▪ Environmental Technology Outreach Programme▪ Science for Women Empowerment

1 Background:

CSIR-NEERI have completed 60-years splendid service to the society as a leading national research institution and has significantly contributed to the growth of the industries and in transforming the lives of the common man. As one of CSIR's premier Institute with a focus on the environment, NEERI plays a very important role in defining Leadership in Environmental Science and Engineering for Sustainable Development.

Currently, the Institute, in line with the vision, mission and policy of CSIR, has delineated thrust areas for R&D comprising of Air Pollution Monitoring and Control, Water Technology and Management, Climate Change, Cleaner Technology and Modelling, Energy and Resource Management, Environmental Biotechnology and Genomics, Environmental Health, Environmental Virology, Environmental Impact and Risk Assessment, Environmental Materials, Solid & Hazardous Waste Management, Strategic Urban Management, Wastewater Treatment Technology. Presently, CSIR-NEERI is functioning with Headquarters at Nagpur and five Zonal Laboratories located at Mumbai, Kolkata, Delhi, Chennai, and Hyderabad.

We believe it is our responsibility to continue being involved in providing sustainable solutions to the challenging environmental pollutions problems and develop a robust environmental framework that promotes productive and sustainable use of natural resources. CSIR-NEERI have always been a front-runner in developing cost-effective, need-based and bio-inspired technological innovations suitable to socio-economic conditions prevailing in the country in a sustainable, inclusive and people-centred manner. NEERI significantly contributes towards policymaking, environmental regulations, and implementation through active participation in various National and State level expert committees constituted by Ministries and Regulatory agencies.

The Institute will continue to reap even more fruitful achievements in the coming years through untiring efforts of its dedicated team to promote government and private sector initiatives and strengthen local, regional and national capabilities to address urban and industrial pollution, and implement pollution prevention and waste minimization programmes. CSIR-NEERI would continue to advance innovations in environmental science and engineering. With this aim, CSIR-NEERI looks forward to hire a dynamic and experienced consultant(s) to the promulgation of the various achievement of CSIR-NEERI through country-wide dissemination for its technologies/processes that can be used as ready solutions to address environmental issues plaguing the country for the benefit of the society at large.

2 Job Description:

1	Alliance for Rivers (AFR)	<p>Based on the above objectives, and following office rules and regulations, keeping highest ethical and moral standards as a professional working in a CSIR institution, and in mindful collaboration with other colleagues of the team, CSIR-NEERI Consultant shall proactively :</p> <ul style="list-style-type: none"> • Function as nodal officer for the interface of CSIR-NEERI's various environmental outreach programmes, as assigned. • Function as a focal point for governments/departments, national NGOs, ULBs, for their engagements with CSIR-NEERI. • Lead/contribute/participate in the formulation and management of CSIR-NEERI follow up on fresh commitments/engagements including contribution to fundraising efforts • Lead/contribute/participate in periodical/ad hoc outreach programme across India to counterpart institutions including ULBs, reputed national NGOs and to the field, setting necessary agendas, creating spaces for effective dialogue with right people/groups, and ensuring achievement of project objectives. • Lead/contribute/participate/organize internal and external meetings, seminars, workshops • Maintain close, functional, and reliable communication with related contacts, with the view of enhancing trust and confidence between CSIR-NEERI and its related counterpart institutions • Lead/contribute to team management and foster team spirit within the sectorial team and towards the overall office, contributing to the nurture of a friendly and collaborative environment
2	Environmental Technology Outreach Programme (ETOP)	<ul style="list-style-type: none"> • Function as the nodal officer for the interface of CSIR-NEERI's various environmental technology outreach programmes, as assigned. • Function as a focal point for national NGOs, ULBs, Govt. (Central/State) and other reputed agencies for their engagements with CSIR-NEERI and support the technology outreach programme with CSIR-NEERI technology information in the form of presentation, printed materials, etc. and ensure regular communication with all the internal stakeholders as required. • Lead/contribute/participate in the formulation and management of CSIR-NEERI technology portfolio, follow

		<p>up on fresh commitments/engagements including contribution to fundraising efforts by field implementation of institutional technologies</p> <ul style="list-style-type: none"> • Lead/contribute to prepare technology-related materials, guides, manuals and other resources required for promotion of technologies including multi-lingual print/video resources for countrywide outreach. • Lead/contribute/participate in periodical/ad hoc outreach programme across India to counterpart institutions including ULBs, reputed national NGOs and to the field, setting necessary agendas, creating spaces for effective dialogue with the right people, and ensuring achievement of project objectives. • Lead/contribute/participate/organize internal and external meetings and seminars for the purpose of technology dissemination, and/or effective knowledge sharing/management; • Gather information, and maintain and keep updated good and reliable knowledge about (i) the progress of the ETOP activities(s); (ii) rules and regulations regarding pushing CSIR-NEERI technologies in different Govt./State schemes including the agreements and any other supporting documents such as minutes of discussions and record of discussions etc., related guidelines including standard bidding documents and procurement procedures, terms and conditions of the related scheme, so that the Consultant can represent NEERI on any occasion without undermining NEERI's reputation and credibility; • Undertake good project management of assigned projects, ensuring timely decision and processing of requests by preparing explanatory notes and technology dissemination reports, etc., keeping records as required for the accountability in accordance with the CSIR rules and regulations, and managing the progress of outreach activities, with the view of achieving project targets and goals; • Maintain close, good, and reliable communication with related contacts, with the view of enhancing trust and confidence between CSIR-NEERI and its related counterpart institutions, contractors/consultants, etc. participating in CSIR-NEERI assisted ETOP activities. • Lead/contribute to team management and foster team spirit within the sectorial team and towards the overall office, contributing to the nurture of a friendly and collaborative environment;
3	Overall Program Co-ordinator for Neeri's	<p>Overall Coordination for the NEERI's outreach programme, which aims to take science to the society under the following four objectives:</p> <ol style="list-style-type: none"> 1. Creating Alliance for Rivers (AFR):

Jagritu Program: “ Ek samaj Ek Lakshya”	<ol style="list-style-type: none"> 2. Initiate Water Literacy Programme 3. Environment Technology Outreach Programme 4. Science for women empowerment at Gram Panchayats for sustainable living <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> • Quality assurance and control of activities • Periodic review of progress • Advice Director NEERI in terms of any mid-term changes/modifications • Advice on expanding the program to reach different communities and pockets in India • Advice on connecting with policymakers and government bodies
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3 Competencies

Candidates interested in applying for the position of consultant at CSIR-NEERI, Nagpur are required to have the followings:

Education

- ✓ Minimum academic background of university graduation; preferably with graduate/post-graduate qualification and/or comparative professional experience;

Experience

	Post	Experience
1	Consultant for AFR	<ul style="list-style-type: none"> ✓ Minimum 10-years professional working experience in an environmental or similar field, leading to environmental conservation and protection. ✓ Experience in working pan-India on projects related to environmental awareness, public engagements and outreach programmes etc.
2	Consultant for ETOP	<ul style="list-style-type: none"> ✓ Minimum 10-years professional working experience in an environmental or similar field preferably with government sector; ✓ Experience in project management (Planning, leading and Execution) ✓ Should have excellent analytical, negotiating, communication and advocacy skills
2	Overall Project Consultant	<ul style="list-style-type: none"> ✓ Minimum 25 years of professional experience in the field of science or similar field preferably with government sector; ✓ Professional experience of working with a reputed organisation(s) in the field of environment is desirable ✓ Proven track record of successful partnership development and the realization of actual corporate engagements. ✓ Should have excellent analytical, negotiating, communication and advocacy skills

Functional Competencies

- ✓ Ability to administer administrative processes and transactions;

- ✓ Ability to perform work of confidential nature and handle a large volume of work;
- ✓ Good knowledge of administrative rules and regulations;
- ✓ Good IT and web-based management skills.
- ✓ Warm-hearted respectful of colleagues and counterparts, and strong willingness to take the initiative to contribute to teamwork; preferably with leadership skills;
- ✓ Availability to travel so as to participate in dissemination and outreach activities across India for two (2) to three (3) days and which may extend up to one (1) week on a regular basis, which may extend up to two (2) weeks in extreme cases and which are not that regular.

Communication skills

- ✓ Good communication, interpersonal skills, with an ability to work in a multi-cultural environment.

Core Competencies

- ✓ Demonstrates/safeguards ethics and integrity
- ✓ Works as a team member
- ✓ Accountability
- ✓ Creative Problem Solving
- ✓ Inclusive Collaboration and Stakeholder Engagement

Language

- ✓ Strong command and fluency of English and Hindi in reading, writing and speaking. Strong command of English shall include the capacity to prepare logical and structurally persuasive documents in official and formal communications and records;
- ✓ Knowledge of other Indian languages is an asset.

4 Contract Period

- 4.1 If a candidate is selected to join CSIR-NEERI, India as Consultant, employment contracts will be subject to annual revision; any extension shall be reviewed and approved by the Director/MC/DG CSIR as the case may be up to a maximum of one year
- 4.2 Nevertheless, Consultants will be subject to CSIR-NEERI rules and guidelines. CSIR-NEERI have the right to determine if the selected consultant meets the expected performance.

5 Working Place

Anywhere in India (Possibly at CSIR-NEERI HQ at Nagpur or CSIR-NEERI Zonal Centres at Chennai, Kolkata, Delhi, Hyderabad, and Mumbai)

6 Working Hours

He/she is expected to work out details with CSIR-NEERI team w.r.t. arrangement of times/days and place of working.

7 Monthly Salary

Sr. No.	Programme Name	No. of Posts	Fixed Fee*
1	Alliance for Rivers (AFR)	02	Rs 60,000/- to 1,00,000/-
2	Environment Technology Outreach Programme (ETOP)	02	Rs 60,000/- to 1,00,000/-
3	Jagruti Program: Ek Samaaj, Ek Lakshya – Overall Project Coordinator	01	Rs 1,00,000/- to 2,00,000/-

*The salary will be decided by taking into consideration of academic background and work experience.

8 Submission of Application Documents

4.3 Interested person(s) shall submit the following documents to CSIR-NEERI, Nagpur:

- 1) **Application as per attached proforma**
- 2) **Full Curriculum Vitae** with Photo (Color; Passport size or similar), and including Academic and Professional/Working experience, civil status, and any other information as deemed important by the applicant;
- 3) **Statement of Interest** (all the essay *shall not exceed more than 2 pages* (combined) in easy to read font size and format) considering the following:

Sr. No.	Programme Name	Issues to addressed in Essay
1	Consultant for Alliance for Rivers (AFR)	<ol style="list-style-type: none"> a. Most practical approach to continuous better health of rivers and water bodies across India (Inclusive of all stakeholders) b. Why are you a suitable person for the present consultant requirement?
2	Consultant for Environmental Technology Outreach Programme (ETOP)	<ol style="list-style-type: none"> a. Challenges faced in the dissemination of Environmental Technology across India b. A methodology on the dissemination of one CSIR-NEERI technology and related modalities c. Why are you a suitable person for the present consultant requirement?
3	Consultant as Overall Programme Co-ordinator	<ol style="list-style-type: none"> a. Future Directions for Environmental Policy in India on meeting the global commitment of climate change b. Why are you a suitable person for the present consultant requirement?

4.4 Candidates that have any of the following shall declare such a fact upon application, whereas CSIR-NEERI reserves its rights to take into account such facts during the selection process:

- ✓ Criminal records;
- ✓ Any involvement in past/current court cases;
- ✓ Prohibition to travel; or,
- ✓ Any other facts that may affect the undertaking of the job as described above.

(Note: False declaration will be considered as fraud, and may lead to post-contract annulment.)

4.5 In case of an application for multiple programmes, separate application should be filled and submitted.

8 Deadline of submission:

Submission Deadline: 25th September 2019

Opening of EOIs: 1st Week of October 2019

(Please Note: Only the shortlisted candidates will be informed for interview within 2-4 weeks of the opening of EOIs)

Address of submission

The hardcopy of the application should be sent to

Scientist & Head,
Business Development Group
CSIR- National Environmental Engineering Research Institute (NEERI)
Nehru Marg, Nagpur- 440 020
Maharashtra, India
Email: bdg@neeri.res.in

(Heading on the Envelop: Application for post of <post name> for the <programme name>)

9 Selection Procedure and Evaluation Method:

1st stage: Application Document screening

2nd stage: Final Interview with presentation

10 General Terms of References

Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on a pro-rata basis.

■■■■ TA/DA

No TA/DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Nagpur in connection with the work of the CSIR during the period of their engagement they will be entitled to draw TA/DA, if required for office work, as per normal rules as applicable to any serving officer of an equivalent rank in CSIR

■■■■ Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

■■■■ Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 30 days. In case, a Consultant desires to leave the assignment, he/she has to give 30 days' notice which can be curtailed /extended depending upon the workload.

■■■■ Secrecy/confidentiality

Secrecy/confidentiality to be maintained by the consultant(s) and their staff of the information disclosed by the laboratory and or acquired during the the course of consultancy by the consultant(s);

■■■■ Disclaimer by consultant(s) on claims/rights in

- The consultant shall not claim any intellectual property (IP) rights /information/data/prototype design registrations resulting or acquired during the consultancy period. All the IP rights shall remain reserved with Director, CSIR-NEERI, Nagpur.
- CSIR-NEERI reserve the right to, without any liability of any damages:
 - Amend the scope, requirement of EOI and agreement
 - To accept or reject any application without assigning any reason or incurring any liability to the applicant

■■■■ Dispute Resolution

- a. All the disputes, difference controversies/difference of opinions, breach and violation arising from or related to the agreement between the parties shall be resolved by mutual discussion/reconciliations in good faith.
- b. If disputes or difference controversies/difference of opinions, breach, and violation arising from or related to the agreement cannot be resolved within 30 days of commencement of reconciliations/discussions then the matter shall be referred to the Sole Arbitrator, nominated by CSIR-NEERI for this purpose and

- his/her decision shall be final and binding on both the parties. The cost of arbitration, if any, shall be shared equally between the parties.
- c. The arbitration proceedings shall be held at Nagpur, Maharashtra and governed by the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time.

11 Note to applicants

CSIR-NEERI, Nagpur will not accept nor respond to inquiries regarding the present selection process before receipt of all applications. Necessary correspondence will be made only with shortlisted candidates.

PROFORMA FOR APPLICATION

Application for engagement of Consultant in CSIR-NEERI

1. Name in full (Block letter)
2. Educational qualification
3. Date of birth (Pl. attach proof)
4. Complete residential Address with phone No./mobile No.
5. Email ID
6. Brief particulars of experience
7. Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary.
8. Name of two references preferably from the organization in which worked along with their Addresses

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms & conditions for engagement of Consultant.

(Signature of the Applicant)

Place:

Date: