

# **Empanelment for the Post of Project Fellow in Environmental Planning & Coordination Organization**

## **Post, Emoluments, Qualification & Experience**

<b>Post</b>	<b>Monthly Salary (Consolidated)</b>	<b>Essential Qualification</b>	<b>Experience</b>
Junior Project Fellow	Rs.15000/-	M.Sc./BE/ B.Arch.	-
Project Fellow	Rs.20000/-	M.Sc./BE/ B.Arch.	Minimum 2 to 4 Years
Senior Project Fellow	Rs. 25000/-	M.Sc./BE/ B.Arch.	More than 4 Years

The description of qualification and experience is elaborated below:

### **Science Discipline**

- Postgraduate in Environment related Science Subjects (Zoology /Botany /Geology /Limnology/ Chemistry/Bio-Chemistry /Bio-technology/ Microbiology / Environmental Science/Biology).
- Working experience in field survey, project formulation, analytical work and report preparation etc.

### **Engineering/Architecture Discipline**

- Graduate in Engineering/Architecture subject.(Civil Engineering /Public Health Engineering / Environmental Engineering /Architecture /Interior /Landscape Planning/ Urban Planning /Regional Planning)
- Working experience in structural designing, physical survey, cost estimation, site monitoring, supervision, measurement, valuation, building material testing / planning/ Designing /Mapping and project formulation etc.

### **Proficiency**

- Proficiency in Computer Applications / GIS based mapping as well as communication / interpretative skills in Hindi & English.

### **Preference**

- Preference will be given to those candidates having M.Phil /Ph.D./ M.Tech / M.Arch. Degree and PG Diploma in relevant fields.

**Age Limit** – Below 35 years.

## Date, Time and Venue of Walk-in-Interview

Post	Date	Time	Venue
Junior Project Fellow	15 <sup>th</sup> February,2012	11.00 am	Environmental Planning & Coordination Organization (EPCO), Paryavaran Parisar, E-5, Arera Colony, Bhopal- 462016.
Project Fellow	16 <sup>th</sup> February,2012		
Senior Project Fellow	17 <sup>th</sup> February,2012		

## General

- Interested persons come along-with their bio-data/resume in prescribed application form, recent passport size photograph, experience certificate, relevant documents/testimonials(original) and submit complete document (attested) in office strictly between 10.00 am-11.00am on the same date of walk-in-interview as per above schedule
- No TA/DA shall be paid for attending the interview.
- Project Fellows to be deployed purely on contract/temporary basis initially for one year

## Selection Procedure

- Selection Committee constituted by EPCO will take the interview for selection of candidate on the basis of qualification, experience and performance and will empanel Project Fellows as deemed appropriate.
- Empanelled candidates will be deployed on contractual basis in projects depending on the requirement.

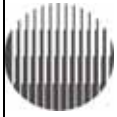
## Terms & Conditions

- (i) Contract agreement will be signed between employer and contract employee.
- (ii) The Employer has engaged the Employee purely on the temporary post of Project Fellow on contract basis under project. This assignment is temporary and purely on contractual basis for a period of one year from the date of joining EPCO. Depending upon the requirement and satisfactory performance this term of contract may be further extended.
- (iii) During the contract period, employee shall be entitled to draw consolidated payment. Employee shall not be entitled to any other allowance, whatsoever during the contract period.
- (iv) This assignment does not bestow any right or claim for renewal of contract and/or regularization /continuation of service in EPCO

- (v) The post of Project Fellow is purely temporary and depends on the demands of the project concerned.
- (vi) Payment for the services during the period of engagement will be a consolidated fixed amount as specified above. The travel allowances, daily allowance and lodging expenses, while on official tours will be paid as per the rules of EPCO. No other pay or allowances such as DA, CCA, LTC, Bonus, medical etc. will be paid to you.
- (vii) The Employee shall be entitled only for 13 casual leaves for entire period. No other leave will be granted. The employee will be entitled to 10 additional days of leave for medical reasons.
- (viii) No claim of medical reimbursement will be paid.
- (ix) The service of the contract employee may be terminated at any time on one month notice.
- (x) This engagement, its meaning and interpretation shall be governed by the regulations of EPCO. In case of disputes, the Executive Director, EPCO will be the final authority, and decision taken by him will be binding.
- (xi) In the event of termination you shall be paid for the services rendered for carrying out the assignments to the date of termination and you shall provide EPCO report or parts thereof, or any other information and documentation gathered under the assignment prior to date of termination.
- (xii) Employee shall indemnify and hold harmless EPCO against any and all claims, demands and / or judgments of any nature brought against EPCO arising out of the services under this engagement. The obligation under the paragraph shall survive till the termination/or completion on this engagement.
- (xiii) Employee will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment, and will conduct your-self in a manner consistent herewith.
- (xiv) Employee will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of the agreement, shall be, for all time and for all purpose regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with EPCO's written permission.
- (xv) Employee will be required to complete the full period of the project. If you leave prior to completion of the tenure, you will have to give prior notice of one month.

- (xvi) The engagement will stand terminated automatically on expiry of contract period without notice.
- (xvii) After completion of the project the emolument of last month shall be released after settlement of all dues from library, Account and Administration and submission of the data /report/information etc. to the satisfaction of officer in-charge.
- (xviii) All materials produced or acquired under this engagement, written, graphic, film, magnetic or otherwise shall remain the property of EPCO. The EPCO retains the exclusive right to publish or disseminate reports arising from such materials. The right and duties provided for in this shall continue, notwithstanding the termination or the engagement or the execution of its other provisions.
- (xix) Civil conduct rules of State Govt. will be applicable to contract employee.
- (xx) Any matter not specifically stated here in shall be determined by Executive Director, EPCO Bhopal ,whose decision shall be final and binding on both parties to the contract

**Executive Director**  
Environmental Planning and  
Coordination Organization (EPCO)  
E-5 Arera Colony Bhopal -462003  
Phone - 0755- 2466859/ 2464318  
Fax- 0755- 2462136  
Email- [epcobpl@sancharnet.in](mailto:epcobpl@sancharnet.in)  
Website [www.epco.in](http://www.epco.in)

**Environmental Planning & Coordination Organization**

Paryavaran Parisar, E-5 Arera Colony, Bhopal  
 Phone - 0755- 2466859/ 2464318/2466970 Fax- 0755- 2462136  
 Email- [epcobpl@sancharnet.in](mailto:epcobpl@sancharnet.in) Website [www.epco.in](http://www.epco.in)

Affix  
 Recent Passport  
 Photograph

**APPLICATION FORM FOR PROJECT FELLOW**

1.	<b>Name:</b>		
2	<b>Father's Name</b>		
3	<b>Date of Birth:</b>	____ (Day) ____ (Month) ____ (Year)	
4	<b>Residential Address:</b>		Tel with STD code: Mobile: Email:
5	<b>Qualification:</b> (From Class 12 <sup>th</sup> onward)		
	<b>Name of Institution &amp; Board/University</b>	<b>Degree/Diploma</b>	<b>Year</b>
			<b>Division &amp; Percentage</b>
6	<b>Details of Experience:</b>		
	<b>Organization</b>	<b>Designation</b>	<b>Responsibilities</b>
			<b>Dates</b>

(Enclose all referred mark-sheet/degree, certificates and other relevant documents along-with application form)