



Ministry of Environment,  
Forest & Climate Change  
Government of India



Online applications from the eligible and suitable Indian nationals for engagement of 10 Consultants (A & B) on Contractual basis in the Impact Assessment (IA) Division of the Ministry of Environment, Forest & Climate Change (MoEF&CC)

## HOW TO APPLY

[Candidates are advised to read the Vacancy Circular thoroughly. In case of any discrepancy/dispute, the information given in the detailed advertisement will be final and binding]

Filling and Submission of Application Form can be completed in two steps:

### Step 1 – Registration

Applicants are required to have a valid email ID and active mobile phone number. (***The Registered email id and mobile phone number should be preserved till the end of the recruitment process.***)

#### Instructions for Important fields in Registration Form.

Field	Description
Name	The NAME should be exactly as given in degree certificate. <b>The Applicant will not be allowed to edit this field after registration. In case candidate does not have middle name, the box for middle name can be left blank.</b>
Post	Select the post from dropdown menu as per your eligibility criteria given in detailed Advertisement.
Essential Qualification	Qualification is already given in the Application form. The candidates need to select his/her qualification accordingly. Please refer the vacancy circular for more details.
Date of Birth	Age is to be selected from the calendar displayed.
Email	A Valid Email id to which all communications will be sent. Multiple registrations cannot be made for the same post using single email id
Mobile Phone	10-digit mobile phone number. The Applicant must register his/her active mobile phone number on which the communication regarding this recruitment process will be sent to the applicant. Registered mobile phone number should be preserved till the end of the recruitment process.

- Applicants are advised to note down the generated Registration Number. This number is to be referred in all future communications with regard to this recruitment process.

## **Step 2 – Submission of Applicant’s Details**

On completion of Step 1, the Applicant can login using the Login link given at the top of the page using his/her Registration No. and Date of Birth

After logging in, the Applicant can

### **a) Fill-in and submit application**

- Details excluding the registration information which are entered by applicant during registration
- Fill-in post selection, Qualification & Experience Details (as per advertisement).
- Upload JPEG image of Photo and Signature
- After entry of relevant information including successful uploading photograph and image of signature, applicant may re-check the entries prior to submission of application.
- After submitting application, Applicant should ensure that application status is showing as ‘submitted’, **otherwise application will be treated as incomplete and rejected.** the Ministry will not be responsible for incomplete applications.

### **b) View the application details**

- Once the Applicant completes entry of one page/section he/she can save the data and proceed to the next page using headers given in side menu. The applicant can also logout and login again to continue with the application form filling process at later time.
- After submission of application, Applicants can any time login and view the Application Details entered along with status of his/her application.
- Applicant can print application by clicking on Print button available on the view information page.

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