Ministry of Environment, Forest & Climate Change
Government of India

Online Applications are invited for filling up of twenty-two (22) posts of Associates (legal) on contractual basis in the Policy and Law Division of the Ministry of Environment, Forest & Climate Change (MoEFCC) on payment of a consolidated monthly remuneration ranging from Rs. 40,000/-to Rs. 1,00,000/- against Advt. No. [2(11)/2020-PL-Part(2) dated 11.01.2025]

HOW TO APPLY

[Candidates are advised to read the detailed advertisement 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 filling up key fields in Registration Form:

Field	Description
Name	The Name should be exactly as given in Matriculation/Secondary Examination certificate. **The Applicant will not be allowed to edit this field after registration.**
Post	Select the post from dropdown menu as per your eligibility criteria given in detailed Advertisement. Option to candidates is available to apply for more than one (01) post by ticking the check box, if they are eligible.
Essential Qualification	Qualification is already given in the TAB. The candidates need to select the qualification accordingly. Please refer the detailed Advertisement for more details.
Date of Birth	Date of Birth is to be selected from the calendar displayed. The maximum age limit should not exceed 50 years on the closing date as indicated in the detailed advertisement.
Email	A valid Email id may be provided for future correspondence.
Mobile Phone	10-digit mobile phone number may be provided and maintained for contact purpose,etc.

- 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.

- An already registered (completed Step1) Applicant can log in through the Login link using his/her Registration No. and Date of Birth.

Step 2 – Submission of Application form

On completion of Step 1, the Applicant can login using the Login link using his/her Registration No. and Date of Birth for filling up the application form.

After logging in, the Applicant can

a) Fill-in and submit the application form

- Details excluding the registration information which are entered by applicant during registration
- Fill-in qualification & experience details (as per advertisement).
- Upload Photo (jpeg format), Signature (jpeg format) & Self Attested documents/certficates (pdf format).
- After submitting application, Applicant should ensure that application status is showing as 'submitted'**, otherwise application will be treated as incomplete and liable to be rejected**. The Ministry will not be responsible for incomplete applications.

b) View the application details

- After submission of application, Applicants can at 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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