

ASSAM STATE BIODIVERSITY BOARD

Advertisement for support staff of Nature Learning Centre (NLC)-Assam

The Assam State Biodiversity Board invites applications from eligible candidates for the following positions for a three year project entitled "NMHS Him-Nature Learning Centre(NLC)-Assam" funded by MoEFCC under the National Mission on Himalayan Studies. The positions are purely contractual initially for a period of 6 months extendable depending upon performance.

SI No	Position Name	Max. Age	Essential Qualification		Desirable requirement	Nature of responsibilities	Monthly Salary
			Educational	Others			
1	Program Coordinator-1 (Awareness Generation)	40	PhD in Life sciences or Mass Communication (Those who have submitted their PhD thesis may also apply showing the certificate of submission)	1. Minimum two (2) years of experience in developing and executing awareness generation programmes about environment and bio-resources 2. Proficiency in local languages of Assam (Reading & Writing)	1. Work experience in projects related to extension/public outreach in Assam 2. Resident of Assam	On the subject of biodiversity, design awareness programmes, booklets, brochures, posters, etc. for various stakeholders; plan and conduct programmes across the State of Assam, especially in rural areas and hill districts. To run a series of programmes at Nature Learning Centre at Guwahati and its sub-centres. Any other relevant assignment of the Board	Rs 31250/- to Rs 35714/- plus CPF benefit as per rule Depending upon suitability & experience
2	Program Coordinator-2 (Biodiversity Conservation)	40	PhD in Life Sciences (Those who have submitted their PhD thesis may also apply showing the certificate of submission)	1. Minimum two (2) years of experience in Developing and executing conservation	1. Work experience in handling projects related to biodiversity conservation	To plan for ex-situ conservation of rare, threatened and endemic species of the state of Assam; to link conservation with	Rs 31250/- to Rs 35714/- plus CPF benefit as per rule

Signature

				programmes. 2. Proficiency in local languages of Assam (Reading & Writing)	2. Resident of Assam	awareness building amongst various stakeholders. To run series of programmes at Nature Learning Centre at Guwahati and its sub-centres. Any other relevant assignment of the Board	Depending upon suitability & experience
3	Program Assistant-1	35	Post-graduate in Botany/Zoology/Wildlife Sciences/Env.Sc./Geography/Forestry	At least one year of field research experience in related works	Research experience in projects related to extension/public outreach in Assam 2. Resident of Assam	To assist the Program coordinator-1 and carry out any other assigned task Any other relevant assignment of the Project/Board	Rs 26786/- to Rs 31250/- plus CPF benefit as per rule Depending upon suitability & experience
4	Program Assistant-2	35	Post-graduate in Botany/Zoology/Wildlife Sciences/Env.Sc./Geography/Forestry	At least one year of field research experience in related works	Research experience in a handling project related biodiversity conservation 2. Resident of	To assist the Program coordinator-2 and carry out any other assigned task Any other relevant assignment of the Project/Board	Rs 26786/- to Rs 31250/- plus CPF benefit as per rule

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					Assam		Depending upon suitability & experience
5	Support Staff- (Accounts)	30	B. Com (Accountancy major)	Working Knowledge of Tally Proficiency in local languages	1. Experience of at least 2 years in accounts management 2. Resident of Assam	To maintain accounts of the Project and attend to all account related tasks. Any other relevant assignment of the Project/Board	Rs 17857/- to Rs 22321/- plus CPF benefit as per rule Depending upon suitability & experience
6	Support staff- (Admin/HR)	30	Graduation (B.A/B.Com/B.Sc)	Proficiency in local languages	1. Experience of at least 2 years in office administration 2. Resident of Assam	To assist in the office matters related to HR/administration. Any other relevant assignment of the Project/Board	Rs 17857/- to Rs 22321/- plus CPF benefit as per rule Depending upon suitability & experience
7	Support Staff- (Office Attendant)	Not below 21	HS Pass	Proficiency in local languages	Valid driving licensed for M cycle/LMV Resident of Assam	To assist in office works such as xerox/fax/dak etc, office maintenance, field works at NLC sub-centres	Rs 13393/- plus CPF benefit as per rule

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1. Interested candidates may send their application (by hand or by post) neatly typed and complete in all respect in the prescribed **Formats** addressed to Member Secretary, Assam State Biodiversity Board, along with a resume giving full contact details at Assam State Biodiversity Board, Aranya Bhawan, 2nd Floor, Panjabari, Guwahati- 781037 **latest by 4.00 pm of 16th February 2018.**
2. Applicants should neatly write the post applied for on the front cover of envelop.
3. Application received after the last date and time, incomplete in any respect shall not be considered.
4. The Board is not responsible for any postal delay.
5. Those applying for more than one post have to submit separate applications in the prescribed format along with their resume.
6. The shortlisted candidates will be called for a walk-in-interview. No TA/DA will be paid for attending the interview.
7. **Important Instruction:** The applicants for sl. No. 1, 2, 3 & 4 are advised to go through the detail concept note of the project at our website www.asbb.gov.in (Whats new section) before applying for the positions.


30/11/2018
(A.K. Johari)

PCCF (Biodiversity & CC)
Member Secretary-ASBB