



Odisha Biodiversity Board
Regional Plant Resource Centre Campus
Nayapalli, Bhubaneswar-15, Odisha
Forest & Environment Deptt. Govt. of Odisha
Tel No.0674-2552006

Advt. No. OBB/1966

Date:25.1.17

**RECRUITMENT OF STATE PROJECT COORDINATOR, SCIENTIFIC/TECHNICAL ASSISTANT,
FINANCE ASSISTANT AND COMPUTER ASSISTANT**

Eligible candidates with consistent good academic record from reputed universities and institutions may apply for the above posts under UNEP-GEF-MoEF sponsored ABS project to be implemented by Odisha Biodiversity Board. The applicant should have requisite experience in implementing and co-ordinating biodiversity related project. The posts are purely temporary and up to 31.12.2017. The prescribed format of application is available in the last page of this document. Candidates are advised to fill in the form and send the completed form to **msobb@rediffmail.com** on or before 5.2.17. Incomplete applications and applications received after last date will be rejected. For more details please visit **www.rprcbbsr.com** or **odishasbb.nic.in**. Only short listed candidates will be called for interview. The eligibility criteria and other details are mentioned below:

Minimum Qualification for State Project Coordinator: Master Degree in Forestry/Agricultural Sciences / Horticultural Sciences / Natural Sciences / Life Sciences / Environmental Sciences with proven experience and knowledge in implementing and co-ordinating biodiversity related projects.

Age Limit: Below 45 years on the date of interview

Remuneration: Rs. 50,000/-PM (consolidated).

No. of posts: One

Minimum Qualification for Scientific/Technical Assistant: Degree in the field of Environmental Science/ Agricultural Sciences/ Life Science/ Forestry/ Horticultural Sciences /Biological Sciences.

Age Limit: Below 45 years on the date of interview

Remuneration: Rs. 20,000/- to 25,000/-PM (consolidated) depending on educational qualification and experience.

No. of posts: One

Minimum Qualification for Finance Assistant: Graduate in Commerce.

Age Limit: Below 45 years on the closing date of application

Remuneration: Rs. 20,000/- PM (consolidated) depending on educational qualification and experience.

No. of posts: One

Minimum Qualification for Computer Assistant: Graduate in Computer applications or Graduation in Computer Science such as BCA, MCA, BSc (Computer Science) etc.

Age Limit: Below 45 years on the closing date of application

Remuneration: Rs. 20,000/- PM (consolidated) depending on educational qualification and experience.

No. of posts: One

Details of the posts

UNEP-GEF-MoEF&CC-ABS-Project titled “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions”

1. Post- State Project Co-ordinator (One)

Position	State Project Co-Ordinator
Duty Station	State Project Unit, Office of the Odisha Biodiversity Board
Mode of Employment	As per terms of contract
Duration	Up to 31 st December, 2017
Consolidated Remuneration of Rs.50,000/- per month (all inclusive) per month (subject to TDS) will be paid commensurating with Education Qualification, experience etc.	
Procedure of applying	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

Scope of work: Under the overall guidance of the Project Manager of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” the State Project Coordinator will be responsible for implementing the activities of the project and perform the below mentioned activities.

Duties and responsibilities:

- Assist the PMU/SPU in the implementation of the Project.
- Assist in organizing the State Project meetings.
- Assist in preparation of detailed work plan for the state under the guidance of the National Project Manager.
- Maintain effective communication with the relevant authorities, institutions and government departments at State level.
- Coordinate the overall project activities in the state ensuring that all the activities are carried out on time and within the budget to achieve the stated outputs.
- Prepare and submit regular progress and financial reports.
- Coordinate the activities of the Project Associates at Biodiversity Management Committee (BMC) level.
- Support the activities of BMCs with the help of Technical Support Group at district level
- Maintain relations with district administration and district level officials connected with the project activities.
- Manage the day to day activities of the project in the state.
- Perform any other duties assigned by the NPD/PM/Member Secretary.

Reporting:

- Prepare quarterly, six monthly and annual work plans.
- Prepare brief monthly updates on the project progress and draft project interim and final reports.

1. Qualification Required:

- Masters Degree in Forestry/ Agricultural Sciences/ Horticultural Sciences/ Natural Sciences/ Life Sciences / Environmental Sciences with proven experience in project implementation and management.
- 5 years proven experience and knowledge in implementing and coordinating biodiversity related projects.
- Fluency in written and spoken English and Hindi.
- Proficiency in Regional local language.
- Knowledge in Computer skills.
- Adequate experience in drafting rules and regulations, tender procedures etc. During service will be added advantage.

Age: below 45 years on the closing date of application

2. Post- Scientific/Technical Assistant (One)

Position	Scientific/ Technical Assistant
Duty Station	State Project Unit, Odisha Biodiversity Board
Mode of Employment	As per terms of contract
Duration	Up to 31 st December 2017
Consolidated Remuneration Rs.20,000/- to Rs.25,000/- per month (all inclusive) per month (subject to TDS) will be paid commensurating with Educational Qualification, experience etc.	
Procedure of applying	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

Scope of work: Under the overall guidance of the Project Manager of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” and under the direct supervision of the State Project Coordinator the Scientific/Technical Assistant will undertake the following activities.

Duties and responsibilities:

Assist PM/PC in preparation of the different documents, reports, literature and communication with different agencies and stake holders,

- Provided logistical support to the project Manager and State Project Coordinator and project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);
- Maintain files with project documents expert reports;
- Assist PM/PC for regular contact with project experts and consultants to inform them about the project details and changes;
- Assist in translation of document in different languages, maintenance of website, Drafting correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
- Perform any other duties assigned by the NPD/ PM/Member Secretary/SPC.

Reporting:

- Assist State Project Coordinator in preparing quarterly, six monthly and annual work plans.
- Assist State Project Coordinator in preparing brief monthly updates on the project progress and draft project interim and final report.

II. Qualification Required:

- Degree in the field of Environmental Science/ Agricultural Sciences/ Life Science/ Forestry /Horticultural Sciences/ Biological Sciences.
- Fluency in written and Spoken English (and also in Hindi).
- Outstanding time-management, organizational and inter-personal skills.
- Proficiency in Regional local language.
- Preference will be given to qualified residents of the state.

Age: below 45 years on the closing date of application

3. Computer Assistant (One)

Position	Computer Assistant
Duty Station	State Project Unit Odisha Biodiversity Board
Mode of Employment	As per terms of contract
Duration	Up to 31st December 2017
Consolidated Remuneration (all inclusive)per month (subject to TDS)will be paid commensuration with Education Qualification, experience etc.	
Procedure of applying	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

Scope of work : Under the overall guidance of the Project Manager of the project on "Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access ad Benefit Sharing Provisions" and under the direct supervision of the State project Coordinator the Computer Assistant will undertake the following activities:

Duties and responsibilities

Assist PM/PC in preparation of the different document, reports, literature and communication with different agencies and stake holders.

- Provide logistical support to the Project Manager and State Project Coordinator and project consultants in conducting different project activities(trainings, workshops, stakeholder consultations, arrangements of study tour, etc)
- Maintain files with project documents, expert reports
- Assist PM/PC for regular contact with project experts and consultants to inform them about the project details and changes;
- Assist in translation of document in different languages, maintenance of website. Drafting correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
- Provide logistic arrangement for travel of different officers of PMU/SPU etc.,
- Act on telephone inquiries, fax, post and e-mail transmissions, and co-ordinate appointments;
- Any other duties assigned by the NPD/ Project Manager/ Member Secretary/SPC.

Required Expertise

- Graduate in Computer applications or Graduation in computer sciences such as BCA, MCA, B.Sc. (Computer Sciences) etc.
- Fluency in written and spoken English and in Hindi.
- Outstanding time –management, organization and inter personal skills.
- At least 4-years of experience in the relevant area.
- Preference will be given to qualified residents of the respective states.
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Age : 45 years on the closing date of application

4. Finance Assistant (One)

Position	Finance Assistant
Duty Station	State Project Unit, Odisha Biodiversity Board
Mode of Employment	As per terms of contract
Duration	Up to 31 st December 2017
Consolidated Remuneration (all inclusive) per month (subject to TDS) will be paid commensurating with Educational Qualification, experience etc.	
Procedure of applying	Please see Instruction to the applicants
Application belonging to either sex may apply	

“Scope of Work : Under the overall guidance of the Project Manager of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” and under the direct supervision of the State Project Coordinator the Finance Assistant will undertake the following activities :

Duties and responsibilities

- Provide logistical support to the Project Manager and State Project Coordinator and project consultants in conducting different project activities (training, workshops, stakeholder consultations, arrangements of study tour, etc.);
- Organize control of budget expenditure by preparing payment documents, and compiling financial reports;
- Maintain the project’s disbursement ledger and journal;
- Maintain files with project documents, experts reports;
- Upkeep regular contact with PMU/SPU to inform them about the project details and changes;
- Perform financial duties as requested by the Project Coordinator;
- Any other work assigned by the NPD/PM/Member Secretary/SPD

Required Expertise

- Graduate degree in commerce
- Experience in adopting Government rules & accounting procedures
- Fluency in written and spoken English and Hindi
- Outstanding time-management, organizational and inter-personal skill.
- At least 4 years experience in financial management.
- Excellent computer literacy relating to accountancy.
- Preference will be given to qualified residents of the respective states.

Age : 45 years on the closing date of application

APPLICATION FOR THE POSITION:

(Information at Sl. 1 to 6 are to be filled in block letters. Please answer each question clearly and completely)

1. Name in Full :
2. Father's / Husband Name (optional) :
3. Date of Birth & Age :
4. Nationality :
5. Mailing postal address :
(With Tel. / Mob. No. and E-mail address)
6. Permanent postal address :
7. Sex :
8. Marital Status :
9. Education Qualification.(Degree / Diplomas / Post graduation / PhD's)

Affix a Passport size Photograph
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Sl. No.	Qualification / Course / Subject	University / Institute	Year of Passing	% of Marks obtained / Division / Class	Remarks

10. Work Experience

Sl. No.	Organization / Institute / Company	Period		Nature of work / supervisory position held	Pay / Drawn	Remarks
		From	To			

11. Have you any objection to our making inquiries with your present employer?
12. Have you ever been in Government employment?
13. Please mention core areas of proficiency :
14. Knowledge of languages :
 - (i) Mother Tongue :
 - (ii) Languages Known :(Read, Write, Speak/ Understand)
15. Have you ever been arrested, indicate or summoned into Court as defendant in a Criminal Proceeding or Convicted, Fined or Imprisoned for the violation of any Law. If yes give full particulars.
16. Details of outstanding work (if any) done in the past:
17. Awards / Rewards / Appreciation letters received, if any (Please attach copies)
18. Please mention the title of Books/ Project reports/ approach papers that have been prepared in the past and other relevant details (year of submission/ publication/ institution details).
19. Any other information :

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material commission made on a Personal History Form or other document requested by the Organisation, my candidature / engagement is liable to be cancelled/ at any stage without notice or any compensation in lieu thereof.

* Total no. of pages submitted including application format.

(Signature of the candidate with date)

INSTRUCTIONS TO THE APPLICANTS

1. The application should be sent in the prescribed format along with the detailed bio-data, resume of work done and papers published along with a photograph.
Applications should be sent through e-mail only: **msobb@rediffmail.com**
The application should bear the signature of the applicant and scanned copy of recent photograph.

LAST DATE FOR RECEIPT OF APPLICATION: 5.2.17

Applications received after the last date and time will not be entertained. Incomplete applications will be rejected and no correspondence in this regard will be made.

2. The candidates may have to attend an interview (if held) at their own expenses.
3. Only short listed candidates will be called for interview.
4. The offer will be purely temporary and up to 31.12.17 as mentioned in the advertisement. The persons engaged cannot claim any permanent posting in Odisha Biodiversity Board/NBA/UNEP/GEF.
5. The National Project Director of the Project reserves the rights to terminate the services of the personnel engaged. Canvassing in any form will disqualify the candidate. No correspondence regarding the status of the applications will be entertained from the candidates. Only shortlisted candidates will be contacted further
6. The other terms and conditions regarding employment will be prescribed in the service contract.

Sd/-
Member Secretary
Odisha Biodiversity Board
BBSR