


Hiring of Contractual Services for Various Positions for Haryana State Biodiversity Board

Sr. No.	Position	Qualifications and Skills	Total consolidated Emoluments	Description of Work
1	Technical Expert Zoology (1 Position)	<p>-At least 2nd class Master's Degree in Zoology/Wildlife/Environment Science/Biodiversity with at least 3-5 years of Experience in respective field</p> <p>Expected Skills:</p> <ul style="list-style-type: none"> -Excellent Knowledge in relevant field. -Fluency in Hindi and English Language and Very good Documentation/Drafting Skill -Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc. -Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful. 	35000	<p>Candidate will assist Senior Officers to Prepare/Validate/Draft PBRs, Taxonomical database Preparation with its Traditional Knowledge of Biodiversity for Haryana state, Other Projects, Tasks Related to Biodiversity Conservation/Research and any other Assignment given as per requirement of the Board.</p>
2	Technical Expert- Botany (1 Position)	<p>-At least 2nd class Master's Degree in Botany/Wildlife/Environment Science/Biodiversity with at least 3-5 years of Experience in respective field</p> <p>Expected Skills:</p> <ul style="list-style-type: none"> -Excellent Knowledge in relevant field. -Fluency in Hindi and English Language and Very good Documentation/Drafting Skill -Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc. -Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful. 	35000	<p>Candidate will assist Senior Officers to Prepare/Validate/Draft PBRs, Taxonomical database Preparation with its Traditional Knowledge of Biodiversity for Haryana state, Other Projects, Tasks Related to Biodiversity Conservation/Research and any other Assignment given as per requirement of the Board.</p>
3	Education and	-At least 2 nd class Master's degree with biological	35000	-To design, promote, manage, implement and

	<p>Awareness Officer (1 Position)</p> <p>Science equivalent degree with 3-5 years of Experience or Bachelor's degree in any discipline with 5+ years of Experience in Nature/Environment Conservation Education field</p> <p>Expected Skills:</p> <ul style="list-style-type: none"> - Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc. - Fluency in Hindi and English Language and Very good Documentation/Drafting Skill - Experience in similar position is desirable. Good physical health is essential. 		<p>evaluate biodiversity/environment/nature programmes/modules for BMCs academic institutions, government sectors, corporate bodies and general public.</p> <ul style="list-style-type: none"> - To conceptualize, design and develop educational materials that are supportive to programmes. To develop content for exhibition - To promote biodiversity awareness through print and electronic media as well as ensure update, Facebook account of HSB - To visit BMCs, schools and colleges on periodic basis. - To write programme reports for major events. - To prepare press releases - To carry out photo documentation of events / flora and fauna - To take care of educational resources, installations and exhibits. - To bring new ideas for educational programs - To conduct short courses on biodiversity - To prepare study material on biodiversity of Haryana - Any other relevant activity as per requirement of the Board
4	<p>Regional Coordinator (4 Positions)</p> <p>-At least 2nd class degree in any discipline of Biological Sciences with 5 years of Experience</p> <p>Expected Skills:</p> <ul style="list-style-type: none"> -Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc. -Good facilitation and Communication skills. 	30000	<ul style="list-style-type: none"> -Monitor and help in all field related activities like PBR preparation, BMC formation etc. -Liaisoning between HSB, TSG/NGO, BMCs, all related line departments and District Coordinators for smooth running of functions of the Board -Organize Workshops/Awareness Campaigns

		<ul style="list-style-type: none"> -Excellent writing and presentation skills in Hindi & English. -Good interpersonal skills and flexible attitude. -Ability to liaise and work with people of different backgrounds -Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful. -Good physical health is essential. 		<ul style="list-style-type: none"> -Helping District coordinators in all aspect of technical support -Report preparation and planning field activities for HSB as per requirement -Any other relevant activity as per requirement of the Board
5	District Coordinator (5 Positions)	<ul style="list-style-type: none"> -At least 2nd class Bachelor degree from recognized University. -At least 5 years working Experience in NGOs/Govt. -Knowledge of Hindi up to Matric standard. -Report writing and computer skills are essential. -Persons having experience in community mobilization will be preferred. -Priority will be given to Candidates having educational background of Biological Sciences. -Good physical health is essential. 	18000	<ul style="list-style-type: none"> -These persons will be responsible for liaisoning between the Board, Technical Support Groups and Biodiversity Management Committees at Village, Block and District level. -To liaison with the Board, Technical Support Group (TSG), Divisional Forest Officer (DFO), Bio diversity Management Committees (BMCS) and District Administration. -To ensure that the meetings of District level Expert Committees are head in time by the District Authorities. -To Report and resolve problem faced by BMCS in the District. -To collect required data from BMCS and TSG for monitoring the activities. -To monitor the quality of data collected for PBRs (primary data source) by the BMCS and TSG and get it validated from the Line departments. -To have meetings with BMCS on regular basis. -To Ensure TSG on maintains timeline and to have meeting with TSG monthly basis. -To collect information for Access to Benefit Sharing (ABS).

				-Identify Biodiversity Heritage Sites (BHS). -To ensure that monthly Report and Attendance is verified and signed by the DFOS for timely release of Monthly Honorarium.
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 Member Secretary
 Haryana State Biodiversity Board
 Panchkula