



हरियाणा राज्य जैव विविधता बोर्ड, पंचकूला  
Haryana State Biodiversity Board, Panchkula



S.C.O. No. 206, 2<sup>nd</sup> Floor, Sector-14, Panchkula, Haryana

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No. HSBB/ 1970

Dated: 11-02-2022

**HIRING OF CONTRACTUAL SERVICES**

Haryana State Biodiversity Board (HSBB) is an Autonomous statutory body constituted under Biological Diversity Act, 2002. Applications are invited from eligible persons in the office of HSBB to perform the tasks related to the functioning of this Board, for hiring of following contractual services initially for a period of one year which may be further extended based on satisfactory performance.

S No.	Position	Emoluments	No. of Position
1	Technical Expert-Zoology	35,000	1
2	Technical Expert-Botany	35,000	1
3	Education & Awareness Officer	35,000	1
4	Regional Coordinator	30,000	4
5	District Coordinator	18,000	5

- The person so engaged shall have no right to claim any benefit of such engagement for any purpose
- The Board reserves the right to accept or reject any application without assigning any reason
- The selected persons will have to sign a contractual agreement with the board
- The engagement will be for one year purely on honorarium basis (the same can be terminated at any time without assigning any reason or prior notice)
- The application can be sent by speed post/registered post/By [Email-sbbhry18@gmail.com](mailto:sbbhry18@gmail.com) as well or may be submitted in person also. The applications received beyond the specific time shall be rejected out rightly
- Only shortlisted candidates will be called for interview
- Last date for submission of application: 21/02/2022, 05:00 PM.
- For further Qualifications required & duties please refer to our website: [www.sbb.haryanaforest.gov.in](http://www.sbb.haryanaforest.gov.in)
- The application are to be submitted in the prescribed application form to be downloaded from this website

  
Member Secretary  
Haryana State Biodiversity Board  
Panchkula

## 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 2<sup>nd</sup> class Master's Degree in Zoology/Wildlife/Environment Science/Biodiversity with at least 3-5 years of Experience in respective field</p> <p><b>Expected Skills:</b></p> <ul style="list-style-type: none"> <li>-Excellent Knowledge in relevant field.</li> <li>-Fluency in Hindi and English Language and Very good Documentation/Drafting Skill</li> <li>-Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc.</li> <li>-Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful.</li> </ul>	35000	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.
2	Technical Expert-Botany (1 Position)	<p>-At least 2<sup>nd</sup> class Master's Degree in Botany/Wildlife/Environment Science/Biodiversity with at least 3-5 years of Experience in respective field</p> <p><b>Expected Skills:</b></p> <ul style="list-style-type: none"> <li>-Excellent Knowledge in relevant field.</li> <li>-Fluency in Hindi and English Language and Very good Documentation/Drafting Skill</li> <li>-Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc.</li> <li>-Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful.</li> </ul>	35000	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.
3	Education and	-At least 2 <sup>nd</sup> 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><b>Expected Skills:</b></p> <ul style="list-style-type: none"> <li>- Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc.</li> <li>- Fluency in Hindi and English Language and Very good Documentation/Drafting Skill</li> <li>- Experience in similar position is desirable. Good physical health is essential.</li> </ul>		<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"> <li>- To conceptualize, design and develop educational materials that are supportive to programmes. To develop content for exhibition</li> <li>- To promote biodiversity awareness through print and electronic media as well as ensure update, Facebook account of HSBB</li> <li>- To visit BMCs, schools and colleges on periodic basis.</li> <li>- To write programme reports for major events.</li> <li>- To prepare press releases</li> <li>- To carry out photo documentation of events / flora and fauna</li> <li>- To take care of educational resources, installations and exhibits.</li> <li>- To bring new ideas for educational programs</li> <li>- To conduct short courses on biodiversity</li> <li>- To prepare study material on biodiversity of Haryana</li> <li>- Any other relevant activity as per requirement of the Board</li> </ul>
<p>4</p>	<p>Regional Coordinator (4 Positions)</p> <p>-At least 2<sup>nd</sup> class degree in any discipline of Biological Sciences with 5 years of Experience</p> <p><b>Expected Skills:</b></p> <ul style="list-style-type: none"> <li>- Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Internet, e-mail applications etc.</li> <li>- Good facilitation and Communication skills.</li> </ul>	<p>30000</p>	<ul style="list-style-type: none"> <li>- Monitor and help in all field related activities like PBR preparation, BMC formation etc.</li> <li>- Liaisoning between HSBB, TSG/NGO, BMCs, all related line departments and District Coordinators for smooth running of functions of the Board</li> <li>- Organize Workshops/Awareness Campaigns</li> </ul>



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

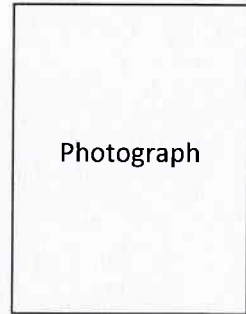


## Application Form

### HARYANA STATE BIODIVERSITY BOARD

SCO-206, 2nd Floor, Sector 14, Panchkula, Haryana  
Phone: 0172-4046984, 0172-2930434, Email: [Sbbhry18@gmail.com](mailto:Sbbhry18@gmail.com)

1. Post applied for : \_\_\_\_\_
2. Name of the applicant : \_\_\_\_\_
3. Father's/ husband's name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Nationality : \_\_\_\_\_
6. SC/ST/General : \_\_\_\_\_



7. Residential address (permanent) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Residential address (present):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile : \_\_\_\_\_

Email Id: \_\_\_\_\_

9. Why do you consider yourself a suitable candidate for this post? (200 words):

10. Languages Known:

Languages	Speaking/Understanding				Reading/Writing			
	None	Basic	Good	Proficiency	None	Basic	Good	Proficiency
English								
Hindi								

10. Educational Qualification:

Qualification	Year of Passing	Languages Studied	Subject Studied	Percentage/CGPA of Marks Obtained	Name and location of the Institution

11. Experience History, If any:

Name and Place of the Organisation	Month/Year of Joining	Month/Year of Leaving	Duration in Months	Designation	Responsibilities

12. Additional skill/Course:

13. Personal Interests:

14. List of Publications:

15. References:

S No.	Name	Designation	Organization	Mobile	Email

16. CV should be attached separately:

17. List of documents/certificates attached:

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Place

Date

Name and Signature of the applicant