



West Bengal Biodiversity Board

Advertisement No. WBBB/REC/PROJ/DC/2018-19/02

Applications are invited for engagement of one (1) District Co-ordinator for Howrah district. Engagement will be made on purely temporary basis for a period of one year.

1. **Name of the Post** : District Co-ordinator (*Purely Temporary*)
2. **Vacancies** : 01
3. **Remuneration** : ₹15,000/- (Rupees Fifteen Thousand only) per month consolidated + Travelling & contingency
4. **Eligibility:**

- a) Age – Minimum: **32** years, Maximum **64** years (as on 1st January, 2018).
- b) Educational qualification: Minimum Higher Secondary (Passed).
- c) Must be permanent resident of the district(s) applied for with intensive knowledge about the district(s).
- d) At least five years of experience in working with environment/ social/ education/ Govt. sector.
- e) Having good interpersonal skill and liaison ability.
- f) Knowledge on biodiversity and related issues.
- g) Preferably having proficiency in report preparation and computer application.

Age and qualification may be relaxed for the Candidates who have experience, particularly in the activities related to the implementation of Biological Diversity Act (2002) and Biological Diversity Rules (2004).

5. **Job Requirement:**

- a) To facilitate constitution/re-constitution of Biodiversity Management Committee (BMC) at Blocks and Municipalities.
- b) To co-ordinate with District Nodal Officer, BMCs and W.B. Biodiversity Board.
- c) To organize meetings, awareness programmes for capacity building of BMCs and concerned officials of the district(s).
- d) To facilitate & monitor the preparation of People's Biodiversity Register (PBR) of the district(s).

e) Extensive travelling to maintain close contact between the Board and the district(s) to expedite the implementation of provisions of Biological Diversity Act, 2002 in the district.

6. **Selection Procedure:**

Candidates will be shortlisted on the basis of applications. Board reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidates' qualification, suitability, experience, etc. **Incomplete applications (in any respect) without photo, self-attested copies of certificates/testimonials and/or applications received after the last date are liable to be rejected.**

7. **Application Procedure:**

Application in **specified format (no other format is acceptable)** addressed to the Member Secretary, West Bengal Biodiversity Board, Prani Sampad Bhawan, 5th floor, LB-2, Sector-III, Salt Lake City, Kolkata – 700 106 should reach the Board's office on or before **21/12/2018 (5.30 pm)**. Application received after the stipulated last date of receiving the applications will not be considered. Board will not be responsible for any postal delay.

sdt

Member Secretary