



ANDHRA PRADESH STATE BIODIVERSITY BOARD
4th Floor, Aranya Bhavan, Saifabad, Hyderabad-500 005 Tel:040-23219891

Notification No: 130/APSBDB/UNEP-GEF/2010,

Date .03.2017

CALL FOR APPLICATIONS

Andhra Pradesh State Biodiversity Board is a statutory and regulatory body established under Biological Diversity Act, 2002. The APSBDB invites applications from suitably experienced /qualified individuals for the position of **Scientific/Technical Assistant (One)** on contract basis under UNEP-GEF-MoEF &CC- ABS Project. The eligibility criteria, scope of work, other terms and conditions and **Application Format** may be downloaded from website:<http://apbiodiversity.ap.nic.in>. The last date for receipt of applications by this office through online is **5.04.2017**. The application duly filled should be sent only to email ID:apsbiodiversityboard@gmail.com

Sd/-
Member Secretary,
A.P. State Biodiversity Board

NOTICE INVITING APPLICATION FOR POSITIONS UNDER
UNEP-GEF-MoEF-ABS PROJECT
TITLED

“Strengthening the implementation of the Biological Diversity act and Rules with focus on its Access and Benefit Sharing Provisions”

RANGE OF REMUNERATION	
Name of the Position	Range of remuneration (Consolidated remuneration (all inclusive) payable per month (before TDS) will depend upon candidate's educational qualification and experience)
Scientific/Technical Assistant	Rs.20,000 - Rs.25,000

UNEP-GEF-MoEF-ABS PROJECT TITLED

“Strengthening the implementation of the Biological Diversity act and Rules with focus on its Access and Benefit Sharing Provisions”

Position	Scientific/Technical Assistant (One)
Duty Station	State Project Unit, Office of the A.P. State Biodiversity Board, 4 th Floor, Aranya Bhavan, Saifabad, Hyderabad- 500004 / Vijayawada
Mode of Employment	As per terms of contract
Duration	Up to 31.12.2017
Consolidated Remuneration (all inclusive) per month (subject to TDS) will be paid commensuration 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 / / Member Secretary 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// Member Secretary in preparation of the different documents, reports, literature and communication with different agencies and stake holders,

- Provide logistical support to the Project Manager / Member Secretary 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// Member Secretary 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 Life Sciences, preference be given to Masters.
- Fluency in written and spoken English, Hindi & Telugu
- Outstanding time-management, organizational and inter-personal skills.
- Proficiency in Regional local language

Age: 45 YEARS ON THE CLOSING DATE OF APPLICATION / INSTRUCTIONS TO THE APPLICANTS

1. The application should be sent in the format prescribed in Annexure along with the detailed bio-data, resume of work done and papers published along with a photograph and attested copies of documents/ testimonials in support of age, qualification, experience, computer skills gained and No-objection Certificate from employer, if applicant is employed to

**“THE MEMBER SECRETARY,
A.P.STATE BIODIVERSITY BOARD,
4th FLOOR, ARANYA BHAVAN,
SAIFABAD, HYDERABAD -500 004”.**

Applications sent through
E-mail: apsbiodiversityboard@gmail.com,

However, the application should bear the signature of the applicant and scanned copy of recent photograph.

Procedure: Download the application, Fill/type the full details in the word file, take the print out of filled application, Affix Passport Size Photograph& sign on the photo then scan it and send the application through email along with all scanned certificates.

LAST DATE FOR RECEIPT OF APPLICATION: 05.04.2017.

(THROUGH E-MAIL ONLY) : Applications received after the prescribed date and time will not be entertained. Incompletely filled 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. The Offer will be **purely temporary** and initially for a period mentioned as above. The persons engaged cannot claim any permanent postings in Andhra Pradesh State Biodiversity Board/NBA/UNEP/GEF.
4. The Andhra Pradesh State Biodiversity Board reserves the right to terminate the services of the person 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.
5. The other terms and conditions regarding employment will be prescribed in the service contract.

**Sd/-
Member Secretary,
A.P. State Biodiversity Board.**

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'/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. Educational Qualification: (Degree / Diplomas / Post graduation / PH.D's)

Affix Passport Size Photograph

Sl. No.	Qualification / Course / Subject	University/ Institute	Year of Passing	%age of Marks obtained / Division / Class	Remarks

S. 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? (Y/N) :

if yes please mention the positions held :

13. Please mention core areas of proficiency :

14. Working knowledge of computers? (Y/N) :

If yes please mention brief experience of
working on computers / institution etc., :

15. Knowledge of languages :

Mother Tongue :

Languages Known :

(Read, Write, Speak/Understand)

16 .Reference (attach two in original) :

(i)

(ii)

17. Have you ever been arrested, indicted or summoned into Court as a defendant in a Criminal Proceeding, or Convicted, Fined or Imprisoned for the violation of any Law? If yes, give full particulars.

18. Awards/Rewards/Appreciation letters received, if any (Please attach copies)

19. Please mention the title of Books/project reports/concept papers/approach papers that have been prepared in the past and other relevant details (year of submission/Publication/institution details)

20. Please write about yourself in not more than 750 words, and also state the reasons for considering your candidature for the position applied for:

21. 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 omission made on a

Personal History Form or other document requested by the Organization, my candidature/engagement is liable to be cancelled / terminated 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)

N.B. The applicants will be requested to supply documentary evidence in support of the statements made in the application form as above. The applicants need not submit the originals texts of reference or testimonials unless they are obtained for the sole use of the Organization