

Advertisement. No. 96/TSBDB/Recruitment /2015

ENGAGEMENT OF “TECHNICAL ASSISTANT” ON PURELY TEMPORARY BASIS FOR A PERIOD OF ONE YEAR.

1. Name of the post Vacancy : **Technical Assistant** (Purely Temporary):
2. No. of Posts : **01**
3. **Remuneration:** Rs.20,000/- + TA admissible as per existing rules
4. **Eligibility:**
 - a) Age: Minimum: 28 yrs to 40 yrs
 - b) Educational qualification: Post Graduate in Zoology, Botany, Environmental Science/ Agriculture Sciences/ Life Sciences/ Forestry/ Horticulture Science/ Biological Sciences.
 - c) Fluency in written and spoken English.
 - d) Outstanding time-management, organizational and inter-personal skills.
 - e) Proficiency in Regional Local Language (Telugu).
 - f) Preference will be given to qualified residents of the respective states.
 - g) Good efficiency in computer skills.

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. Desirable:

Training in PBR preparation or Taxonomy.

6. Duties and Responsibilities:

- Assist in preparation of People’s Biodiversity Registers (PBRs), Local Biodiversity Funds (LBFs), different documents, reports, literature and communication with different agencies and stake holders;
- Provide logistical support to the trainings, workshops, stakeholders, consultations, arrangements of study tour, etc.;
- Maintain files with documents.

- Assist with experts and consultants to inform them about the details and changes;
- Assist in translation of document in different languages, 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 Secretary and administration of the Telangana State Biodiversity Board.

7. Application Procedure:

Application in specified format (no other format is acceptable) addressed to the Secretary, Telangana State Biodiversity Board, 4th Floor, Aranya Bhavan, Telangana State Forest Department, Opposite Reserve Bank of India, Saifabad, Hyderabad -500 004 should reach the Board's office on or before 15.05.2023 (5.00 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.