



Madhya Pradesh State Biodiversity Board

26, Kisan Bhawan, 1st floor, Arera Hills, Bhopal – 462011

Phone : 0755-2554539/2554549

Email ID : mpsbb@mp.gov.in website : www.mpsbb.nic.in

Walk-in Interview

Eligible candidates are invited for the following on job basis for contractual services on 07.06.2018 at 10.30 AM :-

S. No.	Position	No. of Positions
1.	Technical Expert - Natural Resource Management	02
2.	Technical Expert - Capacity Building & Documentation	01
3.	Technical Expert – Legal	01
4.	Technical Assistant – Forestry	01

For further details please refer to our website www.mpsbb.nic.in

**Manger (Admin./Fin)
MPSBB**

Madhya Pradesh State Biodiversity Board Bhopal

26, Kishan Bhawan, 1st floor, Arera Hills, Bhopal – 462011”

Phone : 0755-2554539/2554549

Email ID : mpsbb@mp.gov.in . website : www.mpsbb.nic.in .

Madhya Pradesh State Biodiversity Board (MPSBB) is a statutory & Regulatory body under the Department of Forest, Government of Madhya Pradesh, established under section 22 of Biological Diversity Act, 2002. MPSBB having it's head office at Bhopal, invites applications from Indians for the following contractual services initially for a period of one year which may be further extended based on satisfactory performance.

Sr.	Name of Position, Emoluments, Scope of Work, Qualification, Experience & Expected Skills	Age Limit
1.	<p><u>Technical Expert</u> - Natural Resource Management</p> <p><u>Emoluments</u> – 35,000/- Per Month (Consolidated)</p> <p><u>Scope of Work</u> -</p> <ul style="list-style-type: none">(i) Resource mapping for natural resource management.(ii) Eco-restoration & Conservation management plan for important eco systems.(iii) Technical support in People's Biodiversity Register preparation.(iv) Biodiversity Heritage Sites identification, declaration & related issues.(v) Biodiversity research & documentation.(vi) Updating of M. P. State Biodiversity Action Plan and works related to National Biodiversity Authority.(vii) Any other activity of MPSBB assigned by Member Secretary. <p><u>Qualification</u> - A Graduate Degree or Diploma in Forestry Management / Natural Resource Management.</p> <p><u>Experience (Desirable)</u> -</p> <ul style="list-style-type: none">(i) Minimum one year experience in Natural Resource Management Sector & Eco-system approach desirable.(ii) Experience in liaison work with government, non government organization & Private sector desirable.(iii) A good understanding of Biodiversity Act, Biodiversity Rules and other legislations related to biological diversity viz those of forestry, ecosystem approaches, environment, agriculture sector etc. <p><u>Expected Skills</u> -</p> <ul style="list-style-type: none">(i) Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc. Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful.	The maximum age limit for applying is 45 years as on 31.03.2018

Sr.	Name of Position, Emoluments, Scope of Work, Qualification, Experience & Expected Skills	Age Limit
	<ul style="list-style-type: none"> (ii) Good facilitation and communication skills. (iii) Excellent writing and presentation skills in Hindi & English. (iv) Good interpersonal skills and flexible attitude. (v) Ability to liaise and work with people of different backgrounds. (vi) Willingness to travel extensively. 	
2.	<p><u>Technical Expert</u> - Capacity Building and Documentation</p> <p><u>Emoluments</u> – 35,000/- Per Month (Consolidated)</p> <p><u>Scope of Work</u> -</p> <ul style="list-style-type: none"> (i) Analyze capacity building needs of the Local Biodiversity Management Committees and undertake capacity building programmes for capacity enhancement. (ii) Facilitate Biodiversity Management Committees in documentation of biodiversity through Peoples biodiversity registers and incorporation of the same in the State Biodiversity Information System. (iii) Identify training needs of various stakeholder groups and design and implement capacity building programmes for promoting biodiversity conservation, sustainable use and equitable benefit sharing; and undertake necessary documentation in support of these initiatives. (iv) In close coordination with the identified partners, facilitate the Local Biodiversity Management Committees on governance issues. (v) Undertake documentation of case-studies, best-practices, processes for use as training material as well for general dissemination. (vi) Design mass awareness campaigns for awareness on Biodiversity. (vii) Any other relevant activity of MPSBB assigned by Member Secretary. <p><u>Qualification</u> - A Graduate Degree or Diploma in Forestry Management / Natural Resource Management.</p> <p><u>Experience (Desirable)</u> -</p> <ul style="list-style-type: none"> (i) Minimum one year experience in natural Resource Management Sector desirable. (ii) Experience in design and delivery of capacity building programmes. (iii) Experience in liaison work with government organizations, non government organization & Private sector desirable. (iv) A good understanding of biodiversity act, biodiversity rules and other legislations related to biological diversity viz those of forestry, ecosystem approaches, environment, agriculture sector etc. 	The maximum age limit for applying is 45 years as on 31.03.2018

Sr.	Name of Position, Emoluments, Scope of Work, Qualification, Experience & Expected Skills	Age Limit
	<p><u>Expected Skills</u> -</p> <ul style="list-style-type: none"> (i) Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc. Knowledge of other supportive applications such as GIS, Publisher and some multimedia tools would be useful. (ii) Good facilitation and communication skills. (iii) Excellent writing and presentation skills in Hindi & English. (iv) Good interpersonal skills and flexible attitude. (v) Ability to liaise and work with people of different backgrounds. (vi) Willingness to travel extensively. 	
3.	<p><u>Technical Expert</u> - Legal</p> <p><u>Emoluments</u> – 35,000/- Per Month (Consolidated)</p> <p><u>Scope of Work</u> -</p> <ul style="list-style-type: none"> (i) Processing of Applications for access to bioresources and other activities of Biodiversity Access and Benefit Sharing Cell (BABS Cell). (ii) Undertake necessary actions as prescribed in Biodiversity Rules and Regulation 2014 for regulating access to bioresources. (iii) Support BABS Cell on issues related to Biological Diversity Act and Access & Benefit Sharing issues. (iv) Provide Legal support to MPSBB on issues of compliance to Biological Diversity Act, Rules and other Acts related to Bio Diversity. (v) Prepare communication and training material on biodiversity law and policy issues relevant to biodiversity. (vi) Drafting of petition and coordination with lawyers of district and high court in litigation matters. (vii) Conduct and organize capacity building and awareness raising programmes on Biological Diversity Act and Rules. (viii) Any other relevant activity of MPSBB assigned by Member Secretary. <p><u>Qualification</u> - Degree/Masters in Law with at least 5 years work experience.</p> <p><u>Experience (Desirable)</u> -</p> <ul style="list-style-type: none"> (i) At least one year experience in dealing with Bio Diversity issues & Environmental Laws desirable. (ii) Experience of working with government organizations desirable. <p><u>Expected Skills:</u></p> <ul style="list-style-type: none"> (i) Excellent working knowledge of MS Office-word, Excel, Access, Power Point, Intra-Internet, e-mail applications etc. 	The maximum age limit for applying is 45 years as on 31.03.2018

Sr.	Name of Position, Emoluments, Scope of Work, Qualification, Experience & Expected Skills	Age Limit
	(ii) Good facilitation and communication skills. (iii) Excellent writing and presentation skills in Hindi & English. (iv) Good interpersonal skills and flexible attitude. (v) Ability to liaise and work with people of different backgrounds. (vi) Willingness to travel extensively.	
4.	<p>Technical Assistant - Forestry</p> <p>Emoluments – 20,000/- Per Month (Consolidated)</p> <p>Scope of Work -</p> <p>(i) Upkeep and Maintenance Biodiversity Learning and Demo Centre, Suraj Nagar, Bhopal</p> <p>(ii) Day to day management of logistics & other protocol issues of MPSBB</p> <p>(iii) Field visits as per instructions Member Secretary, MPSBB</p> <p>(iv) Any other relevant activity of MPSBB assigned by Member Secretary.</p> <p>Qualification -</p> <p>(i) Degree in any subject.</p> <p>Experience -</p> <p>(i) Retired Forest Officers of the rank of Range Officer.</p>	The maximum age limit for applying is 65 years as on 31.03.2018

Terms & Conditions

1. The offer shall be full time and place of work shall be office of the MPSBB, Bhopal.
2. The offer will be purely temporary for a period one year (extendable based on the performance). However, depending upon the work schedule and performance of the individual, the period of engagement may be extended/ curtailed with the approval of the Competent Authority.
3. The remuneration of Technical Expert/Technical Assistant will be consolidated subject to TDS at the rates applicable. Remuneration being consolidated, amount will be payable at the end of the month irrespective of the fact whether the month consists of 28/29/30/31 days and TDS at the rates applicable will be deducted from the payment.
4. The selected candidate should not take up any other assignment during the period of his/her engagement with MPSBB.
5. The person may have to undertake tours as and when directed by the Member Secretary, MPSBB and travel entitlements shall be at par with class II Gazetted Officers.
6. The no. of contractual services are subject to change as per the requirement.
7. A Notice period for one month or deposition of one month's emoluments should be given for terminating the contract from both sides.

8. If applications are incomplete, or without applicant's signature or not in prescribed format the same will be rejected.
9. Applicants will have to produce the original documents/testimonials in support of age, qualification, experience, expected skill etc for verification at the time of interview. In absence of relevant documents weightage for the same will not be given.
10. Canvassing, in any form, will disqualify the candidate.
11. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority, in case of selection.
12. The candidate should not have any criminal record or criminal case pending.
13. The selected candidates have no legal right to claim on permanency of the post. MPSBB will not be responsible for any type of losses during the service.
14. The decision of the competent authority regarding selection of candidates will be final and binding and no representation will be entertained in this regard.
15. The Competent Authority reserves the right of ammendment, cancellation and changes to this advertisement as a whole or in part without assigning any reasons or giving notice.
16. Request for conduct of Interview through Telephone/video conference or in any other mode will not be considered.
17. In case of any dispute about the imterpretation of any point/clause/condition/rule, etc, the decision of the Member Secretary, MPSBB shall be final.
18. The selected candidates should join office of MPSBB within 7 days of selection and sign contract.
19. All disputes will be subject of jurisdiction of compete Courts in Bhopal only.

Procedure for Walk-in-Interview

1. Walking in Interview will be conducted at the Office of M. P. State Biodiversity Board at Bhopal on 07.06.2017 at 10.30 onwards.
2. The intrested candidate should report in **Madhya Pradesh State Biodiversity Board office at 10.30 AM on 07.06.2018** for getting registered and document verification.
3. The filled in and signed hard copy of application should be submitted at the time of walk-in-interview to **"Member Secretary, Madhya Pradesh State Biodiversity Board, 26, Kisan Bhawan, 1st floor, Arera Hills, Bhopal – 462011"**
4. The self-attested photocopies of Date of Birth Certificate, Educational Testimonials and Work Experience Certificates, ID, Computer Skills should be enclosed. The candidates are also required to bring the originals for verification.
5. Candidates shall have to produce all original documents at the time of interview.
6. No call letter or interview letter will be issued.
7. Selection will be made purely on the basis of candidate's academic qualification, previous experience and performance in the interview.
8. No TA/DA will be applicable to the candidates attending the interview.

**Member Secretary
MPSBB, Bhopal**

Madhya Pradesh State Biodiversity Board
26, Kisan Bhawan, 1st floor, Arera Hills, Bhopal – 462011
Phone : 0755-2554539/2554549
Email ID : mpsbb@mp.gov.in . website : www.mpsbb.nic.in

Details of Candidates appearing for Walk-In-Interview for Technical Expert - Natural Resource Management/ Capacity Building & Documentation/ Legal & Technical Assistant – Forestry

Application for the Position of

Latest
Passport size
Photograph
duly attested

1. **Name in full :**
(in Block letters)
2. **Father's /Husband's Name :**
3. **Date of Birth :**
4. **Present Pay :**
5. **Address for correspondence :**

Contact numbers (Telephone/Mobile):
E-mail:
Alternate E-mail:

6. **ID Proof No. :**
(Election ID card, Aaddhar Card, Phone Bill, Gas Connection, Bank passbook, Rental Agreement)

7. Academic and Professional Qualifications :

Name of Institution & Board/University	Degree/Diploma	Subject	Percentage or CGPA/OGPA	Year of Passing

8. Details of Work Experience :

Organization	Designation	Responsibilities	Duration

9. References :

(Please mention two references with complete contact details for comments and feedback)

10. Any other Information :

The self-attested photocopies of Date of Birth Certificate, Educational Testimonials and Work Experience Certificates, ID, Computer Skills should be enclosed. The candidates are also required to bring the originals for verification.

Declaration

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief.

Place :

Date :

Signature

Name of Applicant

Address