



Bombay Natural History Society (BNHS)

Requires

Scientific Assistant for Wetlands & Flyways Programme

Job Description: Candidates will have to assist the Principal Investigator and Head of the Wetlands and Flyways Programme on subjects such as reports, communications with stakeholders, day to day settlement of accounts, procurements, other programme activities as assigned by the PI from time to time. The place of posting is BNHS Head Quarters and need based travel on pan India basis may be needed.

The ideal candidate should be able to write scientific projects, letter drafting skills, data mining & management and should be able to use information technology in wildlife studies.

No. of vacancies : **1 (One)**

Educational Qualification

Bachelor degree in Life Sciences with minimum 01 year of experience of working on Scientific Project. Exceptional candidates without experience can also apply and their candidature shall be assessed basis their academic achievements.

Duties and responsibilities:

1. Collecting, gathering and collating the information from project team working from various field stations.
2. Collecting reports, coordinating with the scientific team working from various field stations across the country for timely submission of the reports
3. Scientific data compilation and maintenance
4. Going through the project documents and assisting for addressing the timelines in coordination with the scientific team
5. Drafting letters, keep track on the official letters communications, drafting the meeting minutes and the follow up of the meeting decisions.
6. Coordinating the procurement of the scientific equipment, rings and bird ringing data
7. Bird rings stock keeping, distribution and procurement
8. Stock keeping of the scientific equipment and maintenance
9. Assisting in workshops, conferences, seminars etc.,
10. Overall assistance to the Principal Investigator and Head – Wetlands and Flyways programme in the programme related works.
11. Physically and mentally fit to undertake strenuous field work in harsh weather

Desirables:

1. Fluency in English both read and writing

Salary : Rs. 20,000/- per month CTS

Age Limit : Below 30 years.

Duration : Initially for one year. Renewable based on performance

Location of Placement: Hornbill House, Mumbai.

General Instructions:

1. Interested candidates can send their application via email or post with a detailed CV with attached format on or before **31st March, 2024** by giving two references at HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811. Email: cv.hr@bnhs.org

2. BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

APPLICATION FOR THE POST OF SCIENTIFIC ASSISTANT - WETLANDS AND FLYWAYS PROGRAMME

Name in full (in BLOCK letters):

Date of Birth :

Nationality :

Father's name :

Address for correspondence including:

Mobile & Email:

Educational / Professional Qualifications from Matriculation onwards:

Candidates
Photograph

Sr. No	Examination passed	Year	Board / University	Subject	Marks Obtained

Details of previous employment, if any,

Sr. No	Name of the post	Name of the Institution/organization full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

Technical Qualifications :

1) Computer

2) Others

Extra-Curricular Activities :

Hobbies :

Name addresses contact details of two referees :

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place

Applicant's signature with date