

**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 reports, communications, accounts settlement, procurements etc.,. The nature of work is from Head Quarters and travel across the country whenever needed.

Candidate should have ability to understand the basics of the scientific projects, report structure, letter drafting, data management and have additional knowledge about use of information technology in wildlife studies.

**No. of vacancies : 1**

**Educational Qualification**

Bachelor degree in Life Sciences with at least 1 year experience. Fresher can also apply

**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 prgoramme 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. Renewed based on performance

**Location of Placement:** Hornbill House, Mumbai.

However, will be required to travel to field sites located in different states of India.

**General Instructions:**

1. Interested candidates can send their application via email or post with a detailed CV with attached format on or before **10 July, 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):

Candidates Photograph

Date of Birth :

Nationality :

Father’s name :

Address for correspondence including:

Mobile & Email:

Educational / Professional Qualifications from Matriculation onwards:

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| **Sr. No** | **Examination passed** | **Year** | **Board / University** | **Subject** | **Marks Obtained** |
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Details of previous employment, if any,

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| **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 |
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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**