



West Bengal Biodiversity Board

(Deptt. of Environment, Govt. of West Bengal)

Poura Bhawan (4th Floor)

FD-415A, Salt Lake City, Sector- III, Kolkata – 700 106

Tel.: 91 33 2358 2743/63; Fax: 91 33 2335 2731

E-mail: biodiversity.wbbb@nic.in

Website: www.wbbb.gov.in

Memo No. 09 /2E(Bio) – 1/2013

Dated Kolkata, 5th January, 2014

EMPLOYMENT NOTICE

West Bengal Biodiversity Board invites applications from the competent Indian nationals for the following posts against permanent vacancies. The last date of application is

Sl. No.	Name of the Post	No. of Vacancies	Pay Scale
1	Research Officer	1-SC	PB-4A (Rs. 15,600-42,000/-) with GP of Rs. 6,600/-
2	Jr. Research Officer	1-UR	PB-4A(Rs. 15,600- 42,000/-) with GP of Rs. 5,400/-
3	Accountant	1-UR	PB-4(Rs.9,000-40,500/-) with GP of Rs. 4,600/-
4	Stenographer	1-SC	PB-3(Rs. 7,100- 37,600/-) with GP of Rs. 3,600/-
5	Office Assistant	1-UR	PB-2(Rs. 5,400- 25,200/-) with GP of Rs. 2,600/-

Essential and Desirable Qualifications & Age Limit:

Research Officer:

(a) Essential Qualification:

- 1) A candidate shall be citizen of India as defined in part II of the Constitution of India;
- 2) A Doctorate degree in Bio-science from a recognized University with minimum eight years working experience in the field of Biodiversity or Taxonomy or Genetics or other related subject. Specific discipline of bio-science of the Doctorate degree will be decided by the board at the time of filling up the post based on job requirement;

(b) Desirable Qualification:

- 1) Experience in planning and execution of scientific projects;
- 2) Experience in office administration;
- 3) Working experience in Ecological Statistics or Environmental Economics or Biogeography or Human Ecology.

- (c) Age:** The upper age shall not exceed 40 years on the 1st day of January, 2014 provided that the upper age limit is relaxable for candidates of reserved

categories in accordance with rules or orders issued by the Government.

Jr. Research Officer :

(a) Essential Qualification:

- 1) A candidate shall be citizen of India as defined in part II of the Constitution of India
- 2) A doctorate degree in Bio-science from a recognized University with experience in the field of Biodiversity or Taxonomy or Genetics or other related subject. Specific discipline of Bio-science of the doctorate degree will be decided by the Board at the time of filling up of the post based on job requirement;

(b) Desirable Qualification:

- 1) Experience in Field Survey;
- 2) Experience in preparing reports;
- 3) Experience in office administration;
- 4) Good communication skill;
- 5) Working experience in Ecological Statistics or Environmental Economics or Biogeography or Human Ecology.

(c) Age: The upper age limit shall not be exceed 35 years on the 1st day of January, 2014 provided that the upper age limit is relaxable for candidates of reserved categories in accordance with rules or orders issued by the Government.

Accountant:

(a) Essential Qualification:

- 1) A candidate shall be citizen of India as defined in part II of the Constitution of India;
- 2) A Master Degree in Commerce from a recognised University;

(b) Desirable Qualification:

- 1) Two years working experience in related field (dealing with Finance/Accounts/Audit etc.);
- 2) Knowledge of Accounting software.

(c) Age: The upper age limit shall not be exceed 35 years on the 1st day of January, 2014 provided that the upper age limit is relaxable for candidates of reserved categories in accordance with rules or orders issued by the Government.

Stenographer:

(a) Essential Qualification:

- (1) Candidates shall be citizen of India as defined in Part II of the Constitution of India;
- (2) Passed Higher Secondary or equivalent examination from a recognized Board or council and having a speed of 40 and 80 w.p.m in typewriting and shorthand respectively;
- (3) Proficiency in computer operation;

(b) Desirable Qualification:

- 1) Bachelor Degree from a recognized university;

- 2) Proficiency in bilingual shorthand and typewriting.
- (c) **Age:** The upper age limit shall not be exceed 35 years on the 1st day of January, 2014 provided that the upper age limit is relaxable for candidates of reserved categories in accordance with rules or orders issued by the Government.

Office Assistant:

(c) **Essential Qualification:**

- (1) A Candidates shall be citizen of India as defined in Part II of the Constitution of India;
- (2) A Bachelor degree from a recognized University with minimum two years working experience;
- (3) Proficiency in computer application;
- (4) Knowledge in Secretarial Practice.

- (c) **Age:** The upper age limit shall not be exceed 35 years on the 1st day of January, 2014 provided that the upper age limit is relaxable for candidates of reserved categories in accordance with rules or orders issued by the Government.

Note:

1. Application should be made in plain A4 size paper containing all the details along with self-attested copies of supporting documents and 2(two) passport size photographs.
2. Separate application is required for each post.
3. Appropriate application fee (Rs. 200/- for General candidates and Rs. 100/- for SC/ST / OBC candidates) should be paid by way of 'Demand Draft' only in favour of "**West Bengal Biodiversity Board**", payable at "**Kolkata**".
4. Merely fulfilling the above (essential and desirable) qualifications will not confer upon the candidate any right/entitlement for being shortlisted/selected/appointed. In matters regarding eligibility and selection, Board's decision will be final.
5. If the information furnished by the candidate is found to be false at a later stage, the selection/appointment shall be liable for termination.
6. Applicants working in Govt/Govt. Undertakings/Semi Govt. Undertaking should submit their applications through proper channel.
7. Complete application, along with application fee should be sent to the "**Member Secretary, West Bengal Biodiversity Board, Pura Bhavan (4th floor), FD-415A, Salt lake city, Sector-III, Kolkata- 700 106**" on or before the last date of application i.e. 27/01/2014.

Sd/-

Member Secretary