

# **Tamil Nadu Biodiversity Board**

## **CONTRACTUAL ENGAGEMENT OF TECHNICAL EXECUTIVE AT THE TAMIL NADU BIODIVERSITY BOARD**

### *Engagement notification*

The Tamil Nadu Biodiversity Board, Chennai intends to engage a Senior Professional to function as the Technical Executive of the Board for handling all technical matters of the Board in implementing various provisions of the Biological Diversity Act, 2002 and all its associated Central and State laws and rules.

### **Job Description**

The Technical Executive will need to

- assist the Tamil Nadu Biodiversity Board in preparation of technical documents, reports, presentations and provide necessary technical assistance to the TNBB
- facilitate with maintenance and updating of various databases in the Tamil Nadu Biodiversity Board
- assist the Member Secretary, TNBB in visualizing and drafting of projects for implementing the BDA 2002 and all other related Central and State laws and rules
- design and assist in conducting meetings and training programmes for the BMCs, other supporting departments, members of civil society and other stakeholders concerned with BDA 2002 and all other related Central and State laws and rules
- conduct field work in evaluating and assessing of implementation of BDA 2002 and related Central and State laws and rules on the ground in the State of Tamil Nadu
- conduct identification and assessment of potential Biodiversity Heritage Site and assist in preparation of notification proposal, management plan and other related activities in Tamil Nadu
- conduct research on aspects of BMCs, PBRs, ABS, species, commercial utilization, market linkages and other related areas under the supervision of the member Secretary
- to document details related to all the above activities
- plan and assist in conducting various campaigns in awareness programmes for improving knowledge of the society on BDA and all other related Central and State laws and rules
- conduct any other work related to BDA 2002 and other related Central and State laws and rules as assigned by the Member Secretary, TNBB

### **Reporting officer**

The Technical Executive shall report to the Member Secretary, TNBB and work under his direct supervision

Position	Qualifications	
	Essential	Desirable
Technical Executive <b>(1 position)</b>	<ul style="list-style-type: none"> <li>- <b>Post-Graduation or a higher degree in Environmental Science / Biological Sciences / Biodiversity / Wildlife / Taxonomy / Environmental Management</b> or other related subjects</li> <li>- <b>Minimum 2 years of experience</b> in Conservation / Environment field</li> <li>- Proficiency in English and Tamil (Read, Write &amp; Speak)</li> <li>- Strong IT skills including MS Office</li> <li>- Below the age of 32 (35 in case of SC/ST) as on 31.07.2023</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with Government institutions</li> <li>- Experience of working with the communities</li> <li>- Experience of field data collection and analysis</li> <li>- Knowledge &amp; skill of data analysis software such as Excel, R, Stata, SPSS etc</li> <li>- Keeness to work as part of a team</li> </ul>

#### Period of engagement

12 months – with the possibility of renewable of the contract based on his/her performance and the Boards requirements

#### Remuneration

Technical Executive – Rs 40,000 /- per month

#### Other allowances

The personnel shall not be eligible for any other allowances. Appropriate travelling allowances to cover the costs incurred on official works shall be provided as per Government norms or as decided by the Board.

#### Leave

- Casual Leave – He / She shall be eligible for 12 days leave in a single year (calculated on pro-rata basis). The leaves cannot be carried over to the next calendar year.
- Medical leave - Leave on medical certificate on full pay to the extent of one twenty-second of the period spent on duty
- Compensatory leave – In case the personnel is bound to work on a holiday, he/she shall claim compensatory leave for the number of days worked on holidays. However, no remuneration shall be paid for working on holidays or extra hours.

## Legal and other requirements

- The appointment is purely temporary in nature and the personnel shall not claim any permanent position in the Tamil Nadu Biodiversity Board
- The person should be free from any legal criminal cases instituted against him/her and should not have been convicted in any criminal cases in the past
- The personnel shall maintain strict confidentiality of the data handled
- The services are liable to be terminated without assigning any reason at any point of the time during the tenure of engagement
- The personnel will maintain very high ethical values and will not indulge in any illegal and unethical activities

## Recruitment procedure

- ✚ The candidates are asked to submit their application through the Google Form: <https://forms.gle/nEZPpqA2Rmmc168Z7>
- ✚ Deadline for submission of application: **28.07.2023 (23:59 HRS)**
- ✚ The applications shall be shortlisted based on the criteria set by the Board for preliminary evaluation.
- ✚ Based on the preliminary shortlist, the candidates shall be called in for a written test and/or interview.
- ✚ Subsequent to the interview of all eligible candidates, a **merit list** shall be prepared.
- ✚ **One final candidate** and **two wait-listed candidates** shall be selected for based on the merit list.