

**Bombay Natural History Society (BNHS)**

***Requires***

**Scientific Associate for Wetlands & Flyways Programme (Advt. No. 001/25)**

**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. 22,000/- 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 in the format attached along with a detailed CV, within **10 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg. **001/25 - Application for the post of Scientific Associate** and email the completely filled in application on: cv.hr@bnhs.org.

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

**APPLICATION FOR THE POST OF SCIENTIFIC ASSOCIATE - 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**