



**(Advt. No. 19/26)**

**Administrative Executive (Pinjore, Haryana)**

The Bombay Natural History Society (BNHS), established in 1883, is one of India's oldest and most prestigious environmental organizations. For over 140 years, BNHS has been at the forefront of nature conservation, wildlife research, and the study of natural history in India. With a strong legacy in conservation and scientific research, BNHS continues to play a vital role in protecting the country's biodiversity.

BNHS invites applications for the following position at its headquarters in Mumbai, Maharashtra and the details about the post, pay, academic qualifications, nature of duties, etc. are given below:

**Essential and Desirable qualifications are as follows:**

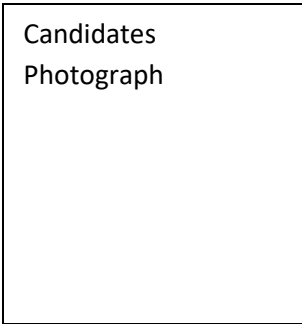
1.	Positions	<b>Administrative Executive (01 position)</b>
2.	Emoluments	Rs. 30,000 CTS per month on a Professional Contract plus a Personal Accident Policy.
3.	Duration	Initially for one year (performance-based)  The contract could be renewed if the performance of the candidate is found satisfactory
4.	Location	Vulture Conservation and Breeding Centre, Pinjore, Haryana
5.	Type of engagement	Professional Contract
6.	Essential Qualification	<ol style="list-style-type: none"> <li>1. Graduate with knowledge in Secretarial Assistance / MS Office. A Master's degree is desirable.</li> <li>2. Fluent knowledge of English and Hindi is necessary.</li> <li>3. At least 2 years with reputed company or NGO/ Central or State Govt./Defence Services.</li> </ol>
7.	Key Responsibilities & job requirements	<p>Key Responsibilities:</p> <ol style="list-style-type: none"> <li>1. Office Administration, Correspondence Handling, Power Point Presentation Procedure, Procurements, Drafting Skills.</li> <li>2. Maintaining office supplies, inventory and asset records, managing storage facilities, and coordinating meeting.</li> </ol>

		<p>3. Processing and maintaining legal documents, agreements, records, inventories, ledgers, and departmental correspondence for Office Bearers.</p> <p>4. Maintaining and organizing employee records, databases, and official documents in both digital and physical formats.</p> <p>5. Managing travel arrangements and providing administrative support as assigned by the Centre Manager.</p> <p>Requirements:</p> <p>6. Basic knowledge of Administrative functions</p> <p>7. Good communication and interpersonal skills</p> <p>8. Letter drafting skills/Office Administration/Filing/Power Point etc.</p> <p>9. Ability to work independently with strong organizational, coordination, and negotiation skills</p> <p>Desired Skills:</p> <p>10. Experience with ERP Systems</p> <p>11. Ability to multitask and work in a fast-paced environment</p> <p>12. Problem-solving and coordination skills</p>
8	Age Limit	The candidate should not be more than 45 years of age on the date of application.

### General Instructions

- Interested candidates can send their application in the format attached along with a detailed CV latest by 26th April 2026. While applying, the candidates should mention the Name of the post and the advertisement number in the subject line of the email Eg. 027/26 - Application for the post of Administration Executive and email the filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org).
- 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 Administration Executive**



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:

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	

Title of Dissertation/ Thesis (Post Graduate) if any:

Extra-Curricular Activities:

Technical Qualifications:

List of Publications:

Name addresses contact details of three 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**