

Project Assistant (Publications)

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 for **Project Assistant in Hornbill House, Mumbai** 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	Project Assistant (Publications)
2.	Posting at	Selected candidates will be posted in Hornbill House, Mumbai
3.	Emoluments	25,000, Negotiable based on experience
4.	Duration	Initially for 01 year and renewable will be performance based and project requirement
5.	Type of engagement	On contractual basis
6.	Essential Qualification	<ul style="list-style-type: none"> • Bachelor’s degree in Biology or Wildlife Science • Minimum 2–3 years of relevant professional experience. • Strong organizational and communication skills. • Ability to manage multiple tasks and work collaboratively within a team. • Good writing and editing skills are an asset. • Proficiency in Microsoft Word, Excel, and PowerPoint & Project Management Tools is preferred.
7.	Key Responsibilities	<ul style="list-style-type: none"> • Coordinate communication with authors and experts. • Manage schedules, organize meetings, and maintain project documentation. • Assist in tracking project timelines, deliverables, and reporting requirements. • Act as the primary point of contact for administrative and operational inquiries in the Publications Department • Support the preparation of presentations, reports, and internal

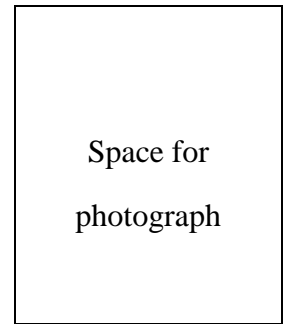
		communications. <ul style="list-style-type: none"> • Ensure records, files, and project materials are organized and up to date.
8	Age Limit	25 to 40 years

General Instructions:

1. Interested candidates can send their application in the format attached along with a detailed CV, by **30th June, 2026**, 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 Education Officer 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 Project Assistant

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband'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 an

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:

- Any other relevant information:

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