

**Scientific Administrative Officer for Wetland Eco-Restoration and Fisheries Development
Programme (Advt. No.033/2026)**

Bombay Natural History Society (BNHS), Mumbai, invites applications for Scientific Administrative Officer for Wetland Eco-Restoration and Fisheries Development Programme

In this component of the project, BNHS aims to monitor changes in the Thane–Sewri–Nhava mudflat ecosystem using benthic communities as indicators of ecosystem health and environmental change. The assessment will provide valuable insights into the benthic food resources that support migratory flamingos and waders foraging across these mudflats. The findings will support the development of evidence-based conservation and management measures for this ecologically important seascape.

Essential and Desirable qualifications are as follows:

1.	No. of Positions	Scientific Administrative Officer (01)
2.	Emoluments	Rs. 30,000 per month CTS
3.	Duration	Initially, for one year (performance-based). This may be extended based on the project extension and performance of the selected candidate.
4.	Type of engagement	Purely on a contractual basis
5.	Essential Qualification	Master's degree in Life Sciences with at least 1 year of experience. Fresher can also apply. Fluency in English, both reading and writing
6.	Job Description	Candidates will have to assist the Principal Investigator and Head of the Wetlands Eco-Restoration and Fisheries Development 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.
7.	Duties and responsibilities:	1. Collecting, gathering and collating the information from the project team working from various field stations. 2. Collecting reports, coordinating with the scientific team working from various field stations across the country for the timely submission of the reports 3. Scientific data compilation and maintenance 4. Going through the project documents and assisting in addressing the timelines in coordination with the scientific team 5. Drafting letters, keep track of the official letter communications, drafting the meeting minutes and following up on the meeting decisions. 6. Coordinating the procurement of the scientific equipment required for field stations. 7. Stock keeping of the scientific equipment and maintenance 8. Assisting in workshops, conferences, seminars etc., 9. Overall assistance to the Principal Investigator and Head – Wetland Eco-Restoration and Fisheries Development programme in the management/programme-related works.

		10. Physically and mentally fit to undertake strenuous field work in harsh weather
8	Desirables	Fluency in English, both reading and writing
9	Age Limit	Below 30 years
10.	Place of Work	Selected candidates will be posted in Hornbill House, Fort, Mumbai - 400001

General Instructions

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 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. **033/2026 - Application for the post of Scientific Administrative Officer** and email the completely filled in application on: cv.hr@bnhs.org.
2. Interviews will be conducted via video calls. Selected candidates will receive details of online interviews.
3. BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

Job Application

Space for
photograph

- 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**