



(Advt. No. 11/26)

HR Assistant (01 position)

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:

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| 1. | Positions | HR Assistant (01 position) |
| 2. | Emoluments | Rs. 25,000 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 | Hornbill House, Mumbai |
| 5. | Type of engagement | Professional Contract |
| 6. | Essential Qualification | <ul style="list-style-type: none">• Bachelor's degree in Human Resources, Business Administration, or a related field• 0–2 years of relevant experience in HR or administrative roles |
| 7. | Key Responsibilities & job requirements | Key Responsibilities: <ol style="list-style-type: none">1. Assist in the recruitment and on boarding process (scheduling interviews, preparing offer letters, etc.)2. Maintain and update employee records (both digital and physical files)3. Support payroll coordination by providing necessary employee data4. Handle employee queries related to HR policies and |

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| | | <p>procedures</p> <ol style="list-style-type: none"> 5. Assist in organizing training sessions and employee engagement activities 6. Prepare HR-related documents, reports, and correspondence 7. Ensure compliance with policies and statutory requirements 8. Coordinate with other departments for HR-related activities <p>Requirements:</p> <ol style="list-style-type: none"> 1. Proficiency in MS Office (Word, Excel, PowerPoint), ERP Systems 2. Basic knowledge of HR functions and labour laws 3. Good communication and interpersonal skills 4. Strong organizational and time management abilities <p>Desired Skills:</p> <ol style="list-style-type: none"> 10. Experience with HR software or HRMS systems 11. Ability to multitask and work in a fast-paced environment 12. Problem-solving and coordination skills |
| 8 | Age Limit | The candidate should not be more than 35 years of age on the date of application. |

General Instructions

1. 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 Project Scientist and email the filled in application on: cv.hr@bnhs.org.
2. 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 HR Assistant

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| Candidates Photograph |
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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 |
|--------|--------------------|------|--------------------|---------|----------------|
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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 | |
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Title of Dissertation/ Thesis (Post Graduate) if any:

Extra-Curricular Activities:

Technical Qualifications:

List of Publications:

Name, addresses, contact details of three references:

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