

HR Executive

The Bombay Natural History Society, Indian's Oldest NGO engaged in conservation of Flora and Fauna is looking for an enthusiastic individual who is passionate about conservation of nature. The work will involve operational working and Policy making.

Essential and Desirable qualifications are as follows:

1	Name of Position	HR Executive
2	Emoluments	Rs. 40,000 CTS per month on Professional Contract.
3	Duration	Initially for one year (performance-based) Extendable.
4	Location	Hornbill House, Mumbai
5	Type of engagement	Professional Contract.
6	Essential Qualification	<ul style="list-style-type: none"> Graduate in any discipline from a recognized University. Candidates should have 2 years of Experience in HR Department of any limited Company/NGO.
7	Knowledge & Skills	<ul style="list-style-type: none"> Excellent Communication, presentation skills, Inter-personnel, Negotiations, Time Management, Planning and Executive, Ability to work on own initiative. IT Skills, including a working knowledge of Microsoft Office Word, Excel, and Powerpoint. Proficiency in HRMTHREAD and HRMS Software and Attendance related software.
8	Key Responsibilities	<ul style="list-style-type: none"> Manpower Planning, Recruitment and talent acquisition. Joining Formalities Including; <ul style="list-style-type: none"> i. Issuing Employee's Identity Card and documents related to the appointment. ii. Entering information about the new employee in the Employer's Provident Fund Portal. iii. Generating UAN Numbers and KYC updating of the Employees. iv. Entering the Employee details in the Employee package v. Entering and maintaining the employee's attendance record in the Employee package. vi. Creating Masters in the Employee package. Maintain Employees Salaries in HR Payroll software. Coordinating with the Accounts Department for monthly salary processing. Keeping track of extension of Contract/ professional contract of employees. Sending Contract extension approval sheet to principle Investigator/Head of the Department, and processing the same on receiving their consent. Dealing with employee disciplinary matters. File Maintenance and office records as per procedure. Liaising with different departments and field staff. Other HR- related work such as preparing KPAs, Increment Sheets, and performance appraisal forms/salary fitment, etc. Update staff performance and monitoring their progress.

Note: While submitting the application, mention the advertisement no. (Advt. No. 015/2026) in the subject line.

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. **015/2026- Application for the post of Conservation Officer** and email the completely filled in application on: cv.hr@bnhs.org and director@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 HR Executive

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**