



## ANDHRA PRADESH STATEBIODIVERSITYBOARD

4<sup>th</sup> floor, Aranya Bhavan, Saifabad, Hyderabad – 500 004

Notification No: 01/APSBDB/2017

Date 12.01.2017



### CALL FOR APPLICATIONS

Andhra Pradesh State Biodiversity Board is a statutory and regulatory body established under Biological Diversity Act, 2002. The APSBDB invites applications from suitably experienced /qualified individuals for the position of **Administrative Officer (One)** on contract basis. The eligibility criteria, scope of work, other terms and conditions and Application Format may be downloaded from website: <http://apbiodiversity.ap.nic.in>. The last date for receipt of applications by this office through online 31.01.2017. The application duly filled should be sent only to email id: [apsbiodiversityboard@gmail.com](mailto:apsbiodiversityboard@gmail.com).

Sd/-  
Member Secretary  
A.P. State Biodiversity Board

## **RANGE OF REMUNERATION**

<b>Name of the Position</b>	Range of remuneration (Consolidated remuneration (all inclusive) payable per month (before TDS) will depend upon candidate's educational qualification and experience)
<b>Administrative Office</b>	Rs.45,000/-(Consolidated)

## A.P.STATE BIODIVERSITY BOARD

Position	Administrative Officer (One)
Duty Station	Office of the A.P. State Biodiversity Board, 4 <sup>th</sup> Floor, Aranya Bhavan, Saifabad, Hyderabad – 500004. (However outstation tour may also have to be performed as per the requirement of the organization.)
Mode of Employment	As per terms of contract
Duration	The contract period is one year which may be reviewed/ renewed appropriately.
Consolidated Remuneration (all inclusive) will be paid subject to TDS	
Procedure of applying	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

**Scope of work:** Under the overall guidance of the Chairman, APSBDB and the direct supervision of the Member Secretary, the Administrative Officer will undertake the following activities:

### **Duties and responsibilities**

Assist Chairman / Member Secretary in preparation of the different documents, reports, literature and communication with different agencies and stake holders,

- Provide logistical support to the Chairman and Member Secretary in conducting different activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);
- Maintain files, documents and reports;
- Assist Chairman / Member Secretary for regular contact with experts and consultants to inform them about the day to day activities

- Assist in maintenance of website. Drafting correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
- Day to day administration
- Perform any other duties assigned by the Chairman/Member Secretary.

### **Reporting**

- Assist Member Secretary in preparing quarterly, six monthly and annual work plans
- Assist Member Secretary in preparing brief monthly updates

### **Qualification Required**

- Bachelor's Degree or equivalent preferably in Science, A higher degree is preferred.
- Forest Officers, retired from service not below of the rank of Deputy Conservator of Forests (Dy.CF) will be preferred.
- Fluency in written and spoken English, Telugu and Hindi.
- Outstanding time-management, organizational and inter-personal skills.
- Proficiency in processing of all types of files related to government procedures
- Good computer knowledge

Age: **Should not be more than 65 years as on the closing date of application. The applicant should be in good health.**

### **INSTRUCTIONS TO THE APPLICANTS**

1. The application should be sent in the format prescribed in Annexure along with the detailed bio-data, resume of work done and papers published along with a photograph and attested copies of documents/ testimonials in support of age, qualification, experience, computer skills gained and No-objection Certificate from employer, if applicant is employed to

**“The Member Secretary,  
A.P.State Biodiversity Board,  
4<sup>th</sup> floor, Aranya Bhavan,  
Saifabad,  
Hyderabad - 500 004.”**

Applications sent through E-mail: [apsbiodiversityboard@gmail.com](mailto:apsbiodiversityboard@gmail.com),  
However, the application should bear the signature of the applicant and scanned copy of recent photograph.

### **Procedure:**

Download the application, Fill/type the full details in the word file, take the print out of filled application, Affix Passport Size Photograph& sign on the photo then scan it and send the application through email along with all scanned certificates.

**LAST DATE FOR RECEIPT OF APPLICATION 31.01.2017**

**(THROUGH E-MAIL).**Applications received after the prescribed date and time will not be entertained. Incompletely filled applications will be rejected and no correspondence in this regard will be made.

2. The candidates may have to attend an interview (if held) at their own expenses.
3. The Offer will be purely temporary and initially for a period mentioned as above. The persons engaged cannot claim any permanent postings in Andhra Pradesh State Biodiversity Board.
4. The Andhra Pradesh State Biodiversity Board reserves the right to terminate the services of the person engaged. Canvassing in any form will disqualify the candidate. No correspondence regarding the status of the applications will be entertained from the candidates. Only shortlisted candidates will be contacted further.
5. The other terms and conditions regarding employment will be prescribed in the service contract.

Sd/-  
Member Secretary  
A.P. State Biodiversity Board

**APPLICATION FOR THE POSITION**

**(Information at Sl.1 to 6 are to be filled in block letters. Please answer each question clearly and completely)**

1. Name in Full :

2. Father'/Husband Name (optional) :

3. Date of Birth & Age :

4. Nationality :

5. Mailing postal address :  
(With Tel./Mob. No. and E-mail address)

6. Permanent postal address :

7. Sex :

8. Marital Status :

9. Educational Qualification: (Degree / Diplomas / Post graduation / PH.D's)

Affix  
Passport  
Size  
Photograph

<b>Sl. No.</b>	<b>Qualification / Course / Subject</b>	<b>University/ Institute</b>	<b>Year of Passing</b>	<b>%age of Marks obtained / Division / Class</b>	<b>Remarks</b>

10. Work Experience:

S.No.	Organization/ Institute/ Company	Period		Nature of work/ supervisory position held	Pay/ drawn	Remarks
		From	To			

11. Have you any objection to our making inquiries with your present employer? (Y/N):

12. Have you ever been in Government employment? (Y/N):

If yes, please mention the positions held:

13. Please mention core areas of proficiency :

14. Working Knowledge of Computer?(Y/N):

If yes, please mention brief experience of working on computer/institution etc.

15. Knowledge of languages :

Mother Tongue :

Languages Known :  
(Read, Write, Speak/Understand)

16. Reference (attach two in original) :

(i)

(ii)

17. Have you ever been arrested, indicted or summoned into Court as a defendant in a Criminal Proceeding, or Convicted, Fined or Imprisoned for the violation of any Law? If yes, give full particulars.

18. Awards/Rewards/Appreciation letters received, if any (Please attach copies)

19. Please mention the title of Books/project reports/concept papers/approach papers that have been prepared in the past and other relevant details (year of submission/Publication/institution details)

20. Please write about yourself in not more than 750 words, and also state the reasons for considering your candidature for the position applied for:

21. Any other information :

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material omission made on a

Personal History Form or other document requested by the Organization, my candidature/engagement is liable to be cancelled / terminated at any stage without notice or any compensation in lieu thereof.

\* Total no. of pages submitted including application format

(Signature of the candidate with date)

N.B. The applicants will be requested to supply documentary evidence in support of the statements made in the application form as above. The applicants need not submit the originals texts of reference or testimonials unless they are obtained for the sole use of the Organization