



No.F.24 (12-30)/ For-TBB/UNEP-GEF/2014/ 3722-29

GOVERNMENT OF TRIPURA  
TRIPURA BIODIVERSITY BOARD  
ARANYA BHAWAN, GURKHABASTI  
AGARTALA, WEST TRIPURA

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Dated: 20/02/2017

**Walk in Interview**

Tripura Biodiversity Board (TBB) intends to engage one each of Finance Assistant (FA) (from amongst retired personnel) and Computer Assistant (CA) under contractual engagement for UNEP-GEF-MoEF & CC ABS Project “*Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access & Benefit Sharing Provisions*” for the period of December 2017 as of now. Interested personnel may attend the walk-in-interview on **04-03-2017** from 10.30 AM onwards (Registration closes at 12.00 PM) with an application as per the prescribed format alongwith all necessary valid documents both in original and self attested copies at the office of the TBB, Aranya Bhawan, Pandit Nehru Complex, Gurkhabasti, Agartala. Willing candidates are requested to visit the website <http://www.biodiversity.tripura.gov.in>, or contact TBB office, Aranya Bhawan, Gurkhabasti, Agartala- 799006, Tripura (W) on any working days between 10.AM to 5 PM (Phone: 8259891830) for details on prescribed format, scope of work, duties & Responsibilities, Qualification etc for the relevant positions.

No TA/DA etc. will be admissible for attending the interview.

Sd/-  
(Dr. A. K. Gupta, IFS)  
Member Secretary  
Tripura 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 :

Affix Passport  
Size  
Photograph

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

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

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?

12. Have you ever been in Government employment?

13. Please mention core areas of proficiency :

14. Knowledge of languages :

(i) Mother Tongue :

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

15. Reference (attach two in original) :

(i)

(ii)

16. 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.

17. Details of outstanding work( if any) done in the past:

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 500 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,

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)

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N.B. The applicants will be requested to show original texts of reference or testimonials during the interview in support of the statements made in the application form as above.

<b>INSTRUCTIONS TO THE APPLICANTS</b>
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1. The applicants should bring information in the format prescribed in Annexure alongwith the detailed bio-data, resume of work done and papers published alongwith 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,  
TRIPURA BIODIVERSITY BOARD**

2. The Offer will be purely temporary and initially for a period mentioned in the advertisement. The persons engaged cannot claim any permanent postings in Tripura Biodiversity Board/NBA/UNEP/GEF.
3. The MS, TBB reserves the right to terminate the services of the personnel engaged. Canvassing in any form will disqualify the candidate.
4. The other terms and conditions regarding employment will be prescribed in the service contract.

**Member Secretary, Tripura Biodiversity Board**

## UNEP-GEF project titled “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions”

<b>Position</b>	<b>Finance Assistant (One)- for Retired personnel from Govt. Service/ Banking Sector/ PSUs etc.</b>
<b>Duty Station</b>	State Project Unit (SPU), Tripura Biodiversity Board
<b>Mode of Employment</b>	Contractual as per terms of contract
<b>Duration</b>	December 2017 as of now.
<b>Consolidated Remuneration (all inclusive) per month (subject to TDS) @ Rs 15000/-</b>	
<b>Procedure of applying</b>	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

**Scope of work :** Under the overall guidance of the Member Secretary (MS), Tripura Biodiversity Board (TBB) of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” and under the direct supervision of the MS, TBB, State Project Coordinator the Finance Assistant will undertake the following activities :

### **Duties and responsibilities**

1. Organize control of budget expenditures by preparing payment documents, and compiling financial reports;
2. Maintain the project’s disbursement ledger and journal;
3. Maintain files with project documents, expert reports, finances, budget, expenditure etc.
4. Upkeep regular contact with TBB/SPU to inform them about the project details and changes;
5. Perform financial duties as requested by the MS/ Project Coordinator;
6. Assist the procurement of services and goods under the project;
7. Provide logistical support to the MS and State Project Coordinator and project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);
8. Any other work assigned by the Member Secretary/SPC

### **Required Expertise**

1. Graduate degree in commerce/ any other discipline with administrative & Accounts Training Course.
2. Experience in adopting Government rules and accounting procedures
3. Working Knowledge in written and spoken English.

4. Proficiency in Regional local language.
5. Outstanding time-management, organizational and inter-personal skills.
6. At least 10 years experience in financial management.
7. Preference will be given to qualified residents of the respective states.
8. Preference will be given having excellent computer literacy relating to accountancy including use of tally.

**UNEP-GEF project titled “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions”**

<b>Position</b>	<b>Computer Assistant (One)</b>
<b>Duty Station</b>	State Project Unit (SPU), Tripura Biodiversity Board
<b>Mode of Employment</b>	Contractual and as per terms of contract
<b>Duration</b>	December 2017 as of now
<b>Consolidated Remuneration (all inclusive) per month (subject to TDS) @ Rs 15000/-</b>	
<b>Procedure of applying</b>	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

**Scope of work :** Under the overall guidance of the Member Secretary (MS), Tripura Biodiversity Board (TBB) of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” and under the direct supervision of the MS, TBB and State Project Coordinator the Computer Assistant will undertake the following activities :

**Duties and responsibilities**

Assist MS/ SPC in preparation of the different documents, reports, literature and communication with different agencies and stake holders,

1. Provide logistical support to the MS, TBB and State Project Coordinator and project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);
2. Maintain Data base on all aspects of the Project/ TBB.
3. Maintain files with project documents, expert reports etc.
4. Assist TBB/ SPU for regular contact with project experts and consultants to inform them about the project details and changes;
5. Assist in translation of document in different languages, maintenance of website, Preparing minutes of meetings, drafting correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
6. Attend telephone inquiries, fax, post and e-mail transmissions, and co-ordinate appointments;

7. Any other duties assigned by the Member Secretary/SPC

### **Required Expertise**

1. Graduate in Computer applications or Graduation in computer sciences such as BCA, MCA, B.Sc.(Computer Sciences) & Mass Communication.
2. Fluency in written and spoken English.
3. Proficiency in Regional local language.
4. Outstanding time-management, organizational and inter-personal skills.
5. At least 5-years of experience in the relevant area.
6. Outstanding knowledge on Data base creation & management/ Website Management/ DTP etc.
7. Preference will be given to qualified residents of the state.
8. Outstanding proficiency in Report writing/ Report compilation & Collation/ Preparing minutes of meetings etc.