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

No.F.24 (12-30)/ For-TBB/UNEP-GEF/2014/ 5281-88 Dated: 1/12/2015

Walk in Interview

Tripura Biodiversity Board intends to invite interested personnel for a walk-in-interview on **18/12/2015** from 10.00 AM onwards (Registration closes at 12 PM) for One position each of **Scientific / Technical Assistant (STA)** under contractual engagement for UNEP-GEF-MoEF ABS Project for an initial period of June 2016. Willing candidates may visit the website http://www.tripurabiodivesityboard.in, or contact TBB office, Aranya Bhawan, Gurkhabasti, Agartala-799006, Tripura (W) Mobile: 8259891830 for details on eligibility criteria. The salary remuneration will be based on work experience and performance during interview. The candidates are advised to attend the office of Tripura Biodiversity Board, 3rd Floor, Aranya Bhawan, Pt. Nehru Complex, Gurkhabasti, Agartala with all necessary valid documents both in original & self attested copies.

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

Sd/-
(Dr.A.K.Gupta,IFS)
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"

Position	**Scientific/Technical Assistant (One)**
Duty Station	State Project Unit (SPU), Tripura Biodiversity Board
Mode of Employment	As per terms of contract
Duration	Initially for a period of June 2016 subject to continuation of Project and Performance of the candidate.
Consolidated Remuneration (all inclusive) per month (subject to TDS) will be paid commensurating with Educational Qualification, experience etc.	
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 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 Scientific/Technical 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,

- 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.);
- Undertake tasks related to collection and collation of data in the field, preparation of Technical Reports and data analysis as required.
- Maintain files with project documents, expert reports;
- Assist MS / SPC for regular contact with project experts and consultants to inform them about the project details and changes;
- Assist in translation of document in different languages, maintenance of website. Drafting correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;