



ASSAM STATE BIODIVERSITY BOARD
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No.ABB/Projects/2026/334

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NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF PROJECT ASSISTANTS
FOR ASSISTING THE ONGOING WORKS OF IMPLEMENTATION OF BIOLOGICAL
DIVERSITY ACT & RULES IN ASSAM

The Assam State Biodiversity Board (ASBB) invites applications from interested eligible candidates of Assam for engagement of 'Project Assistants' for assisting ongoing works of implementation of the Biological Diversity Act and Rules in Assam. Interested candidates may send their application (**hard copy only**) in the prescribed format along with all supporting documents to the office of the Assam State Biodiversity Board latest by **5 PM, 18th February, 2026**. Applications sent through email will be summarily rejected.

Name of the Position	No. of position	Qualification	Duration	Remuneration/ month
Project Assistant (ABS)	One (1)	M.Sc in Botany (preferably having specialization in Plant Taxonomy)	11 months	Rs. 25,000/-
Project Assistant (Research)	One (1)	M.Sc. in Zoology or Wildlife Sciences	11 months	Rs. 25,000/-
Project Assistant (Research)	One (1)	M.Sc. in Microbiology or Biotechnology	11 months	Rs. 25,000/-

Only shortlisted candidates would be called for Personal Interview. No TA/DA will be paid for attending the said Personal Interview. The rights of any change in this advertisement and selection procedure are reserved with the Assam State Biodiversity Board.

-Sd-

Member Secretary
Assam State Biodiversity Board

Terms of Reference

Introduction:

The Assam State Biodiversity Board (ASBB) was established on 29th of September 2010 by the Government of Assam with the principal aim of promoting biodiversity conservation in the state of Assam, sustainable use of its components and equitable sharing of benefits arising out of its components and equitable sharing of benefits arising out of the use of biological resources of the state and its associated traditional knowledge. Under the provisions of the Biological Diversity Act 2002 and the Assam Biodiversity Rules 2010. The ASBB serves the following major functions:

1. Generate awareness among local people about the Biological Diversity Act-2002 and Assam Biodiversity Rules-2010.
2. Establish Biodiversity Management Committees (BMCs) at District level, Anchalik Panchayat (Block) level, Panchayat level, Municipal Board, Municipal Corporation and also in the Autonomous Councils of the State.
3. Assist the BMCs in preparation of People's Biodiversity Registers (PBR) through documentation of local biological resources and associated traditional knowledge.
4. Regulate access to biological resources for research and commercial purposes to facilitate 'Access and Benefit Sharing' mechanisms.
5. Declaration of biodiversity rich areas of the state as 'Biodiversity Heritage Sites' and to frame rules for management and monitoring of such sites for conservation.
6. Notification of "Threatened Species' of the State.
7. Approve/regulate commercial use of bioresources of the state or bio-diversity by Indian nationals.
8. Assist and advise Govt. on conservation of Biodiversity of the State, sustainable use and fair benefit-sharing.
9. Other such actions required for implementation of the Biological Diversity Act-2002 in the State.

At present, a total of 2549 BMCs have been constituted in the State at all local bodies/level including 40 BMCs at forest range jurisdiction at the 3 Autonomous Councils (i.e. Bodoland Territorial Council, Dima Hasao Autonomous Council & Karbi Anglong Autonomous Council) of the State.

As per Section-41 of the Biological Diversity Act-2002 and Rule-25(9) of the Assam Biodiversity Rules 2010, each BMC needs to prepare a People's Biodiversity Register (PBR). A PBR is a comprehensive database of information on the availability and knowledge of the local biological resources, their medicinal values or any other associated traditional knowledge.

The Access & Benefit Sharing (ABS) mechanism is a legal regulatory framework under the Biodiversity Diversity Act-2002 to regulate activities of commercial utilization, research, bio-survey and bio-utilization of biological resources occurring in or obtained from India. It secures fair and equitable share in the benefits arising out of the access and utilization of biological resources for commercial purposes. Thus, the benefit secured are channeled to the benefit claimers and for the conservation of biological diversity. Documentation of tradable bioresources in the PBR also helps in the identification of a beneficiary with whom benefits can be shared when an Access and Benefit Sharing (ABS) agreement becomes operational.

Therefore, Assam State Biodiversity Board invites applications from eligible candidates for the engagement of 'Project Assistant' for assisting the ongoing mandated works of implementation Biological Diversity Act & Rules in Assam.

- I. **Duration of Engagement:** 11 months
- II. **Remuneration of the Positions:** Rs. 25,000/- per month and travelling allowance, as per applicable ASBB norms.
- III. **Work location:** Guwahati, but occasional travelling is required within Assam.
- IV. **Domicile:** Resident of Assam
- V. **Age limit:** 21-35 years

Note: Engagement may be extended based on project requirement and fund availability.

Details of the advertisement for the position of Project Assistant (Access & Benefit Sharing) under ASBB

Sr. no.	Name of the Post	No. of required Position	Essential Qualification	Duration	Desirable skill and Experience	Scope of Work
1	Project Assistant (ABS)	One (1)	M.Sc. in Botany (preferably having specialization in Plant Taxonomy)	11 months	I. At least one year of experience in working in the field of Biodiversity II. Knowledge of plant taxonomy and identification of flora and fauna III. Experience in carrying out surveys and data collection with little or no supervision IV. Experience in planning, supervision and monitoring of data collection and surveys V. Experience in conducting PRA meetings, trainings, and awareness activities VI. Experience in preparation of reports, communication, awareness, and training material VII. Willing to travel different districts of Assam, for collecting data on tradable bioresources/NTFPs and interacting with bioresources based Manufacturing Units of Assam VIII. iv. Adept at computer skills inducing Data entry, MS-Excel, Access, and related software applications IX. Proficient in English, Hindi and Assamese (oral and written) is mandatory	I. Assist in processing of Prior Intimation Application (PIA) submitted by commercial entities for accessing bioresources from Assam and drafting of Mutually Agreed Terms (MAT) Agreements. II. Collect information and data on tradable bioresources, local biodiversity, traditional knowledge, local health traditions and practices based on the utilization of bioresources through a mix of secondary and primary data for updating them in the existing PBRs. III. Primary data may include data from field visits, review of the existing PBRs, local market surveys, data obtained from interaction with members of the BMC and the local communities through Participatory Rural Appraisal (PRA), Focus Group Discussions (FGDs) and in-depth interviews. IV. Collect information on traders and Manufacturing Units accessing bioresources from Assam. V. Coordination with bioresources based Manufacturing Units/ Industries of Assam and other related stakeholders. VI. Assist in organizing meeting with members of the BMC, aware them about the ongoing ABS process and involved them in identification of tradable bioresources and market linkages. VII. Other related works of the Board as and when required.

Details of the advertisement for the position of Project Assistant (Research) under ASBB

Sr. no.	Name of the Post	No. of required Position	Essential Qualification	Duration	Desirable skill and Experience	Scope of Work
1	Project Assistant (Research)	One (1)	M.Sc. Zoology or Wildlife Sciences	11 months	I. At least one year of experience in working in the field of Biodiversity II. Knowledge of plant taxonomy and identification of flora and fauna III. Experience in carrying out surveys and data collection with little or no supervision IV. Experience in planning, supervision and monitoring of data collection and surveys V. Experience in conducting PRA meetings, trainings, and awareness activities VI. Experience in preparation of reports, communication, awareness, and training material	I. Collect information and data on the floral and faunal diversity including microbes of Assam from primary and secondary sources II. Preparation of checklist for floral and faunal biodiversity including microbes, photographic documentation of Biodiversity of Assam etc. III. Collection & compilation of data on research projects/works undertake by institutions/organizations in the field of biotechnology /microbiology or similar fields
2	Project Assistant (Research)	One (1)	M.Sc in Biotechnology/ Microbiology	11 months	VII. Willing to travel different districts of Assam, for collecting data on tradable bioresources/NTFPs and interacting with bioresources based Manufacturing Units of Assam VIII. iv. Adept at computer skills inducing Data entry, MS-Excel, Access, and related software applications IX. Proficient in English, Hindi and Assamese (oral and written) is mandatory	IV. Assist in preparing Biodiversity Compendium of Assam V. Data entry in Digital PBR database VI. Other related works of the Board as and when required.

APPLICATION FORMAT-PROJECT ASSISTANT (ABS)

1. Name of Applicant:
(Self-attested copy of Aadhar/Pan Card to be attached)
2. Father's name:
3. Mother's name:
4. Date of birth:
5. Age as on 01.01.2026:
6. Gender:
7. Permanent address:
8. Mailing address:
9. Mobile number:
10. Email address:
11. Educational qualification (attested copies of educational qualification certificates to be attached):

Paste your
passport size
photo here

Sl. No.	Educational Qualifications	Name of Institution	Board / University	Honours Subject	Year of Completion	Division/Grade% of Marks

12. Work experience (If any): (attested copies of experience have to be attached)

Sl. No.	Name of the employer	Designation	From (Date of Joining)	To	Nature of duty

13. Details of courses / training programs attended, if any:
14. Details of publications, if any:
15. Languages known:
16. Statement of suitability: (Mandatory to describe how your qualifications and experience suit the requirements of the position advertised within 500 words)

Declaration:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/termination from the contract.

Date & Place:

Signature of the Candidate

APPLICATION FORMAT-PROJECT ASSISTANT (RESEARCH)

17. Name of Applicant:

(Self-attested copy of Aadhar/Pan Card to be attached)

18. Father's name:

19. Mother's name:

20. Date of birth:

21. Age as on 01.01.2026:

22. Gender:

23. Permanent address:

24. Mailing address:

25. Mobile number:

26. Email address:

27. Educational qualification (attested copies of educational qualification certificates to be attached):

Paste your
passport size
photo here

Sl. No.	Educational Qualifications	Name of Institution	Board / University	Honours Subject	Year of Completion	Division/Grade% of Marks

28. Work experience (If any): (attested copies of experience have to be attached)

Sl. No.	Name of the employer	Designation	From (Date of Joining)	To	Nature of duty

29. Details of courses / training programs attended, if any:

30. Details of publications, if any:

31. Languages known:

32. Statement of suitability: (Mandatory to describe how your qualifications and experience suit the requirements of the position advertised within 500 words)

Declaration:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/termination from the contract.

Date & Place:

Signature of the Candidate