



**ASSAM STATE BIODIVERSITY BOARD**  
**ARANYA BHAWAN, 2<sup>nd</sup> FLOOR**  
**PANJABARI, GUWAHATI-781037**  
[www.asbb.gov.in](http://www.asbb.gov.in)

No. ABB/ABS-CELL/2021/179/

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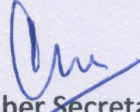
**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF ONE PROJECT ASSISTANT (ABS)**  
**FOR ASSISTING THE ONGOING WORKS OF IMPLEMENTATION OF ACCESS AND BENEFIT**  
**SHARING (ABS) MECHANISM IN ASSAM**

The Assam State Biodiversity Board (ASBB) invites applications from interested eligible candidates of Assam for engagement of one 'Project Assistant (ABS)' for assisting the ongoing works of implementation of Access and Benefit Sharing Mechanism in Assam. Master's degree holder in ecology, wildlife biology, forestry, environmental sciences, zoology, botany and other related subjects may apply for this position. The remuneration of the position is Rs 25,000/- per month and travelling allowance, as per applicable govt. norms. The duration of engagement is one year, extendable, upto three year, based on performance and fund availability.

Interested eligible candidates, who are residents of Assam, may send the **hard copy** of their application in the prescribed format, along with self attested supporting documents to the following address given below:

**The Member Secretary,**  
**Assam State Biodiversity Board,**  
**2<sup>nd</sup> Floor, Aranya Bhawan,**  
**Panjabari, Guwahati – 781037.**

The last date for receiving the applications in the **prescribed format** along with all supporting documents is **5PM of 30<sup>th</sup> July, 2024**. Incomplete, illegible or late applications received after the deadline will not be considered. The Board is not liable for any postal delays. Only shortlisted candidates would be called for a Personal Interview. No TA/DA will be paid for attending the Personal Interview. The rights of cancellation, any change in this advertisement and selection procedure are reserved with the office of the Assam State Biodiversity Board.

  
Member Secretary  
Assam State Biodiversity Board

## **I. Scope of Work:**

The Assam State Biodiversity Board works for promotion of conservation and sustainable utilization of biodiversity and fair and equitable sharing of benefits on commercial utilization of bioresources and its associated traditional knowledge. Following is the indicative list of tasks to be completed by the 'Project Assistant (ABS)' to achieve the objectives under the assignment:

1. 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.
  2. 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.
  3. 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.
  4. Collect information on traders and Manufacturing Units accessing bioresources from Assam.
  5. Coordination with bioresources based Manufacturing Units/ Industries of Assam and other related stakeholders.
  6. Assist in organizing meeting with members of the BMCs, aware them about the ongoing ABS process and involved them in identification of tradable bioresources and market linkages.
  7. Other related works of the Board as and when required.
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- II. **Duration of Engagement:** One year, extendable upto 3 years, based on performance and availability of fund)
- III. **Remuneration:** Rs. 25,000/- per month and travelling allowance, as per applicable government norms.
- IV. **Work location:** Guwahati, but occasional travelling is required within Assam.
- V. **Domicile:** Resident of Assam
- VI. **Age limit:** 21-38 years

## VII. Eligibility and Qualifications:

<b>1. Name of the Position:</b> Project Assistant	<b>Number of position:</b> 1 (One)	<b>**Location:</b> Guwahati but Occasional travelling is required within Assam.
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**\*\*Important Note:** The work involves travelling to different districts of Assam, for collecting data on tradable bioresources/NTFPs and interacting with bioresources based Manufacturing Units of Assam.

**Qualification:** Master's degree holder in ecology, wildlife biology, forestry, environmental sciences, zoology, botany and other related subject. (Those pursuing Master's Degree need not apply)

### **Desirable Skills and Experience:**

- At least one year of experience in working with local communities in Assam
- Knowledge of plant taxonomy and identification of flora and fauna
- Experience in carrying out surveys and data collection with little or no supervision
- Experience in planning, supervision and monitoring of data collection and surveys
- Experience in conducting PRA, meetings, trainings, and awareness activities
- Experience in preparation of reports, communication, awareness, and training material
- Adept at computer skills including Data entry, MS-Excel, Access, and related software applications
- Proficient in English and Assamese (oral and written) is mandatory

**APPLICATION FORMAT – PROJECT ASSISTANT (ABS)**

1. Name of Applicant: (attested copy of Aadhar/Pan Card to be submitted)
2. Father's name:
3. Mother's Name:
4. Date of Birth:
5. Age as on 30.06.2024:
6. Gender:
7. Address for Correspondence:
8. Postal address:
9. Mobile number:
10. Email address:
11. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):

Paste your  
passport size  
photo here

Sl. No.	Name of Degree	Name of Institution	Board / University	Specialization & optional subjects	Year of Completion	Division/Grade % of Marks

12. Work experience, if any, in chronological order (attested copies of work experience certificates to be attached):

Sl. No.	Name of Employer	Designation / Title	From (month, year)	To (month, year)	Nature of Duties

13. Details of courses / training programmes attended, if any:
14. Details of publications, if any:
15. Languages known:
16. Statement of suitability: **(Mandatory -describe how your qualifications and experience suit the requirements of the position advertised in not more than 1000 words- Attached separate sheet if required)**
17. Additional information, if any, which you would like to mention in support of your suitability for the post

**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/ terminated from the contract.

(Signature of the candidate)

Date:

Place: