

No.F.24 (12-30)/ For-TBB/UNEP-GEF/2014/ 30 37 GOVERNMENT OF TRIPURA TRIPURA BIODIVERSITY BOARD ARANYA BHAWAN,GURKHABASTI AGARTALA, WEST TRIPURA

Dated: 06/04/2017

То

The Manager

Dainik Sambad/ Daily Deshar Katha/ Tripura Times/ Tripura Observer

Subject:

Publication of advertisement

Dear Sir,

I am to enclose herewith a copy of advertisement of the Tripura Biodiversity Board intending to invite applications for 1 (One) **Finance Assistant (FA)** for contractual engagement.

Kindly arrange publishing of the same in your esteemed dailies on or before 10th April, 2017. The payment will be made by cheque on receipt of the bill.

The specifications for publishing the advertisement are as below:

- a) Specification for offset printing: point 8; Space between Words-Normal Space between lines-single.
- b) Specification for letter printing: point 8; Space between Words-Normal Space between lines-single.

Enclo: As Stated above

1

(Dr. A. K. Gupta, IFS) Member Secretary

Tripura Biodiversity Board

Copy to:

1. In-charge, Website of TBB/ Statistical Section of Forest Dept. / IGDC/JICA for placing in their respective websites.



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Dated: 6/04/2017

ADVERTISEMENT

Assistant (FA) 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 up to December 2017 as of now. 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 for further details on scope of work, duties & Responsibilities, Qualification etc. and Prescribed Format for Application. The application should be sent to the O/o undersigned in prescribed Format by post to reach this office on or before 18/04/2017.

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	Finance Assistant (One)		
Duty Station	State Project Unit (SPU), Tripura Biodiversity Board		
Mode of Employment	As per terms of contract		
Duration	December 2017 as of now.		
Consolidated Remunera @ Rs 15000/-	tion (all inclusive) per month (subject to TDS)		
Procedure of applying	Please see Instructions to the applicants		
Applicants belonging to ei	ther 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

- 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.);
- Organize control of budget expenditures by preparing payment documents, and compiling financial reports;
- Maintain the project's disbursement ledger and journal;
- Maintain files with project documents, expert reports;
- Upkeep regular contact with TBB/SPU to inform them about the project details and changes;
- Perform financial duties as requested by the MS/ Project Coordinator;
- Assist the procurement of services and goods under the project;
- Any other work assigned by the Member Secretary/SPC

Required Expertise

- Graduate degree in commerce
- Experience in adopting Government rules and accounting procedures
- Fluency in written and spoken English.
- Proficiency in Regional local language.

- Outstanding time-management, organizational and inter-personal skills.
- At least 4 years experience in financial management.
- Excellent computer literacy relating to accountancy/Tally.
- Preference will be given to qualified residents of the respective states.

AGE: 45 YEARS ON THE CLOSING DATE OF APPLICATION

Affix Passport

Photograph

Size

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	b .
4. Nationality	;
5. Mailing postal address (with Tel./Mob. No. and E-mail address	:)
6. Permanent postal address	:
7. Sex	i
8. Marital Status	:

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

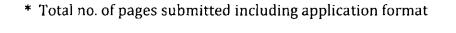
Sl.	Qualification /	University/	Year of	%age of Marks	Remarks
No.	Course / Subject	Institute	Passing	obtained /	
				Division / Class	

10. Work Experience

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

11. Have you any objection to our making inquiries with your present employer?

12. Have y	ou ever been in Government empl	oyment?		
13. Please	mention core areas of proficiency	:		
14. Knowl	edge of languages	:		
(i)	Mother Tongue	:		
(ii)	Languages Known (Read, Write, Speak/Understand)	;		
15. Refere (i)	nce (attach two in original)	:		
(ii)				
Criminal P		summoned into Court as a defendant in a mprisoned for the violation of any Law. If		
17. Details	of outstanding work(if any) done	in the past:		
18. Award	s/Rewards/Appreciation letters re	ceived, if any (Please attach copies)		
that have		t reports/concept papers/approach papers ther relevant details (year of submission/		
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 oth	ner information :			
correct to	the best of my knowledge and be	led in the application is true, complete and lief. I understand that in the event of any 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.				



(Signature of the candidate with date)

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

INSTRUCTIONS TO THE APPLICANTS

 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