



ASSAM STATE BIODIVERSITY BOARD
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No. ABB/Projects/2026/535

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Date: 14/07/2026

Notice

The Assam State Biodiversity Board invites applications from eligible candidates of Assam for short term contractual engagement the following positions:

Sl. No.	Name of the Position	No. of Position	Qualification	Duration	Remuneration/ month
1	Project Support Staff (Driver)	1	HSLC Passed	3 months	Rs 20000/- fixed
2	Project Support Staff (Peon)	1	Class VIII passed	3 months	Rs 20000/- fixed
3	Office Attendant	1	HSLC Passed	3 months	Rs 20000/- fixed

Interested candidates may send their application (hard copy only) in the prescribed format along with all supporting documents to the O/o. Assam State Biodiversity Board latest by 5pm of 22nd July 2026. Applications sent through email will be summarily rejected. Only shortlisted candidates will 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.

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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 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 Support Staffs' for assisting the ongoing mandated works of implementation Biological Diversity Act & Rules in Assam.

- I. **Duration of Engagement:** 3 months
- II. **Remuneration of the Positions:** Rs. 20,000/- per month (fixed) 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:** 21-38 years (Five year's relaxation will be given to candidates having more than 10 years' experience)

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

Details of the advertisement for the positions:

Sl. No	Name of the Position	Age	Essential Qualification		Desirable Skills for the positions
			Educational	Others	
1	Project Support Staff (Driver)	21 to 38 years	The candidate should have passed HSLC examination from a recognised Board of Assam	• Proficiency in local language i.e. in Assamese. • Resident of Assam • LMV Driving License issued by the Competent Authority. • No accidental/drunk driving case record certificate from earlier employer. • Minimum of 5 years working experience in externally aided projects, Government or semi-government organisation or reputed private organisation	Basic literacy (ability to read and write in the local language; knowledge of English is desirable). Good communication and interpersonal skills. Ability to maintain files, records, and office documents. Experience in office support, dispatch, and handling official correspondence. Knowledge of photocopying, scanning, and basic office equipment. Ability to assist in organizing meetings, workshops, training programmes, and field activities. Familiarity with office procedures and record maintenance.
2	Project Support Staff (Peon)	21 to 38 years	The candidate should have passed minimum of Class VIII examination from a recognised Board of Assam.	• Proficiency in local language i.e. in Assamese. • Resident of Assam • Minimum of 5 years working experience in externally aided projects, Government or semi-government organisation or reputed private organisation.	Physically fit and willing to undertake outdoor errands and travel related to project work. Honest, punctual, disciplined, and capable of working independently as well as in a team. Ability to drive two/four-wheeler with valid license. Preference may be given to candidates with prior experience in government offices, research institutions, universities, or externally funded
3	Office Attendant	21 to 38	The candidate should have passed	• Proficiency in local language i.e. in Assamese.	

		years	HSLC examination from a recognised Board of Assam	• Resident of Assam • Minimum of 5 years working experience in externally aided projects, Government or semi-government organisation or reputed private organisation	projects.
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Note: Five years Age limit relaxation will be given to candidates having more than 10 years experiences.

APPLICATION FORMAT – (Name of the Position applied)

Paste your
passport size
photo here

1. **Name of the Applicant:**
(Self attested copy of Aadhar or Pan Card to be attached)
2. Father's name:
3. Date of birth:
4. Age on 01.07.2026:
5. Gender:
6. Domicile:
7. Permanent address:
8. Mailing address:
9. Telephone/mobile number:
10. Email address:
11. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):

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

12. Work experience 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)	Salary drawn	Nature of Duties

13. Details of courses / training programmes attended, if any:
14. Languages known:
15. 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:

Place: