

# Assam State Biodiversity Board (ASBB)

## **Advertisement for limited period engagement of Project Staffs for assisting in various works of the Assam State Biodiversity Board**

Applications are invited from eligible candidates of Assam for limited period engagement of the following project staffs for various works of the Board:

1. Technical Consultant : 1 (One)
2. Project Associates : 2 (Two)

The remuneration of the position of Technical Consultant is Rs 60,000/- per month and for the Project Associate is Rs 35,000/- per month and the duration of engagement will be for four (4) months, which may be extended based on performance and availability of fund.

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

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

**Last date for submission of application: 14<sup>th</sup> August, 2025, 5.00 PM.** The Board will not be responsible for any postal delays.

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 office of the Assam State Biodiversity Board.



Member Secretary  
Assam State Biodiversity Board

### **Terms of Reference**

India has enacted the Biological Diversity Act, in 2002 with the overall goal of biodiversity conservation and sustainable utilization of biodiversity. The Government of Assam had introduced the Assam Biodiversity Rules, 2010 for implementation of the Act in Assam.

Section 41 of the Biological Diversity Act 2002, provides that the local bodies (i.e. Zilla Parishad, Anchalik Panchayat, Gaon Panchayat & Urban Bodies) shall constitute Biodiversity Management Committees (BMCs) within its area of jurisdiction for the purpose of promoting conservation, sustainable use and documentation of biological diversity including preservations of habitats, conservation of land races, folk varieties and cultivars, domesticated stocks and breeds of animals and microorganisms and chronicling of knowledge relating to biological diversity etc. The BMCs are statutory bodies at local level. 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. (Visit official website [www.asbb.gov.in](http://www.asbb.gov.in) for more information)

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 PBR can also be a useful resource in protecting Intellectual Property Rights (IPR) by establishing evidence of the traditional knowledge. 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.

At present, there are 2549 Biodiversity Management Committees (BMC) at all local levels in Assam including the three Autonomous Councils. These BMCs have prepared their People's Biodiversity Registers (PBR), all of which are in their 1<sup>st</sup> stage and work is going on for updation of the same for quality enhancement as per National Biodiversity Authority guidelines 2020. For assisting in updation of PBR data the Board have also developed an android mobile 'Assam PBR App' which is linked to the State Digital PBR database currently hosted by AMTRON, Guwahati. In addition, the works for preparation of Biodiversity Management Plans (BMP) of 50 select BMCs have also been completed with financial assistance from APFBC Phase-II, an externally aided project of the Assam Forest Department. The Board is currently planning to implement some of the priority activities of the BMP in select BMCs

With a view to execute some of the ongoing aforementioned works, the Assam State Biodiversity Board intends to engage 1(One) Technical Consultant and two (2) Project Associates for a limited period duration of four (4) months.



## I. Scope of Work:

- i. Assisting in updation of select PBRs and ensuring that the updated PBRs are synchronized with the field testing of the mobile 'Assam PBR App'.
- ii. Develop questionnaires and data collection modalities for collecting information to be updated in the PBR
- iii. Assisting in coordination with BMCs and strengthening them in preparation and implementation of their Biodiversity Management Plans (BMP).
- iv. Assisting in organizing consultations/ workshops/meetings with stakeholders, including ASBB, Technical Support Groups at the District levels, among others, to understand the current status, issues and challenges in PBR updation and linking them with the Digital PBR database.
- v. Assisting in organizing training for BMC members and other stakeholders' on Mobile Assam PBR App and its usage for data entry updating existing information
- vi. Assisting in collection of floral and faunal data, NTFPs, tradable bioresources and their associated traditional knowledge (Secondary research and primary data collection)
- vii. Assisting in creation and publication of IEC materials for awareness generation of stakeholders.
- viii. Assisting in any other works of the Board mandated under the Biological Diversity Act 2002 (as amended in 2023).

**II. Duration of Engagement:** Four (4) months, extendable based on performance and availability of fund.

**III. Work location:** ASBB Head office i.e. 2<sup>nd</sup> Floor, Aranya Bhawan, Guwahati-781037, however, travelling in different parts of Assam is required for conducting workshops and field data collection.

**IV. Age limit:** 21-45 years

## V. Essential Qualification:

Sl. No.	Position	Essential Qualification	Essential Work Experience	Other Desirable skills
1	Technical Consultant	M.Sc. Life Sciences	Minimum 5 Years in relevant field after completing formal degree (M.Sc/PhD)	<ul style="list-style-type: none"><li>• PhD degree holder in relevant subjects.</li><li>• At least 3 years of experience in working with local communities of Assam after completing Master's</li></ul>

				<ul style="list-style-type: none"> <li>• Experience in planning, monitoring and carrying out field surveys and data collection with little or no supervision</li> <li>• Experience in preparation of project reports, communication, awareness, and training materials etc</li> <li>• Adept at computer skills including MS-Excel, Powerpoint, Access, and related software applications</li> <li>• Proficient in English and Assamese (oral and written) is mandatory</li> </ul>
2	Project Associate	Graduate in Social Sciences	Minimum 5 Years in relevant field after completing formal Graduate degree	<ul style="list-style-type: none"> <li>• Experience in planning, monitoring and carrying out field surveys and data collection with little or no supervision</li> <li>• Experience in conducting PRA, meetings, trainings, and awareness activities</li> <li>• Experience in preparation of project reports, communication, awareness, and training materials etc</li> <li>• Adept at computer skills including MS-Excel, Powerpoint, Access, and related software applications</li> <li>• Proficient in English and Assamese (oral and written) is mandatory</li> </ul>

**APPLICATION FORMAT – (Name of the Position applied for)**

1. Name (attested copy of Aadhar/Pan Card to be attached):
2. Father's name:
3. Mother's name:
4. Date of Birth:
5. Age on 31.07.2025:
6. Gender:
7. Domicile: (Attach supporting document)
8. Permanent address:
9. Mailing address:
10. Telephone/mobile number:
11. Email address:
12. 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 with Subject Specialization	Name of Institution	Board / University	Year of Completion	Division/Grade %of Marks

13. 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)	Nature of Duties

14. Details of courses / training programmes attended, if any:
15. Details of publications, if any:
16. Languages known:
17. Statement of suitability: (describe how your qualifications and experience suit the requirements of the position advertised)
18. 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: