



GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE  
**ZOOLOGICAL SURVEY OF INDIA (ZSI)**  
PRANI VIGYAN BHAWAN, M-BLOCK, NEW ALIPORE, KOLKATA – 700 053

**WALK-IN-INTERVIEW FOR SELECTION OF PROJECT PERSONNEL AT ZOOLOGICAL SURVEY  
OF INDIA, KOLKATA ON 28<sup>th</sup> June 2024, 10.00 AM**

Applications are invited for the purely temporary posts of (01) Financial-Cum-Administrative Assistant for one year but extendable based on performance and requirement in ZSI, under the project entitled '**Biodiversity assessment and wildlife conservation plan development for an highway project**' funded by National Highways Authority of India.

**Project Objectives:**

- To study on vertebrate fauna of the study landscape and to developing spatial database;
- To document the population and abundance of the selected conservation priority species;
- To map the wildlife corridors in the study landscape for conservation planning;
- To develop conservation and management plan for the wildlife species in the study landscape.

**Place of Work:** The selected candidates (01 Financial-Cum-Administrative Assistant) will have to travel extensively in the remote locations of Daltonganj, Jharkhand and Gwalior, Madhya Pradesh and may be posted for a longer duration, based on requirements or any other places as per the project requirements including HQ at Kolkata.

**Remuneration:**

01 Financial-Cum-Administrative Assistant @ 28000/- + HRA @ 30% per month

**Essential Qualification Desirable Experience for the posts:**

**Qualification:** Master Degree in Finance and Banking/ P.G. Diploma in the same subject or equivalent. Bachelor Degree in Zoology or Life Science. At least 3-years of experience in accounting and project management.

**Desirable Experience:** Prior work experience in handling project accounts, familiar with file management system in Government office.

**Age Limit:** The upper age limit is 40 years as on date of interview. Age relaxation as per Govt. of India rules.

**General Instructions:**

1. A walk-in-interview will be held for selection of candidates at ZSI, M-Block, New Alipore, Kolkata – 700 053 on 28<sup>th</sup> June 2024, 10.00 AM onwards.
2. At the time of the verification of original documents (even after selection), if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, such applicant will not be considered for selection and due action will be implemented.
3. Candidate selected will be liable to posted anywhere, and will have to join immediately after their selection within one week.
4. The application form can be downloaded from the Zoological Survey of India website <http://zsi.gov.in>.
5. Candidates should submit the duly filled-in applications online (email) with attested true copies of testimonials of educational qualifications, research experience, proof for date of birth etc., along with copies of mark sheets of all examinations and 'No Objection Certificate' from present employer (if employed) at the time of registration on 28<sup>th</sup> June 2024 at ZSI, M-Block, New Alipore, Kolkata – 700 053.
6. The Director, Zoological Survey of India reserves the right of selection or rejection of a candidature including cancellation of the advertisement without assigning any reason.

**Director,  
Zoological Survey of India**



Government of India  
Ministry of Environment, Forest and Climate Change  
ZOOLOGICAL SURVEY OF INDIA

**APPLICATION FOR THE POST OF FINANCIAL-CUM-ADMINISTRATIVE ASSISTANT**

1. Advertisement number :  
2. Name in full (in block letters) :  
3. Sex and Date of Birth :  
4. Nationality :  
5. Father's /Husband name :  
6. Address for correspondence including phone fax & email :  
7. Permanent Address :  
8. Whether SC/ST/OBC (attach certificate) :  
9. Educational / Professional Qualifications from Matriculation onwards

Paste a recent passport size photograph with signature

Sl.No.	Examination passed	Year	School/College/ University	Subjects	Marks obtained

10. Details of Previous Employment, if any

Sl. No.	Name of the Post	Name of the Institution/ Organisation	Duration		Title of Work
			From	To	



11. Present pay scale, position held, basic pay and total emoluments drawn:

13. Enclose copies of three best scientific Publications:

14. Name and complete addresses of three Referees:

16. Any other information:

**Declaration**

I hereby declare that all the information furnished above are true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

**Applicant's signature with date**