

ADVERTISEMENT

Walk-In-Interview for the post of “Office Assistant”

Interested and eligible candidates are requested to appear before the selection committee on **17th June, 2025 at 10:30 AM** for the post of **Office Assistant** in NMHS Funded Large Grant (LG) project entitled **“Oxford Nanopore Sequencing Based Faunal Diversity Mapping in the Indian Himalayan Regions”** at the Zoological Survey of India, Head Qtrs., ‘M’ Block, New Alipore, Kolkata-700053, West Bengal, India.

Date & Place of Interview: 17th June 2025 from 10:30 AM at Zoological Survey of India, ‘M’ Block, New Alipore, Kolkata-700053

Details of the project

Project Name: “Oxford Nanopore Sequencing Based Faunal Diversity Mapping in the Indian Himalayan Regions”

Funding Agency: National Mission on Himalayan Studies (NMHS).

Duration: Initially up to six months, may be extended for further period (s) based on satisfactory performance of individual and funding.

Eligibility

Name of the Post	No. of Post	Place of Posting	Educational Qualification	Remuneration
Office Assistant	01	ZSI HQ, Kolkata	Graduate in any discipline with fluency in Bengali and English	Rs.20,000/-per month (Consolidated)

Age limit: The upper age limit for this post will be 40 years as on 17.06.2025. The upper age limit is relaxable for applicants belonging to scheduled Castes/Tribes/ OBC-Non Creamy Layer / Physically Handicapped candidates as per Govt. of India rules.

General Instructions:

1. The above post is purely temporary and co-terminus with the project.
2. Candidates appearing for the walk-in-interview are required to register from 10 AM-11:00 AM on the day of interview at Zoological Survey of India, 'M' Block, New Alipore, Kolkata-700053. Candidates will not be entertained after the closure of registration desk at 11:15 AM.
3. Candidates should bring the duly filled-in application with self-attested true copies of testimonials of qualifications, experience, date of birth etc. along with copies of mark sheets of all examinations. All original documents should be produced at the time of registration.
4. The offer of appointment to the candidates will be on purely contractual basis for **six months** initially and it may be extended for further period(s) based on project extension and satisfactory performance of the candidate.
5. The selected candidate needs to join immediately or at a short notice.
6. No TA/DA will be provided to the candidates for appearing for the interview.
7. The application form can be downloaded from the Zoological Survey of India website <https://zsi.gov.in/advertisement>
8. Incomplete application forms/applications with misrepresented facts will not be considered
9. Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of this post.
10. 'No Objection Certificate' from present employer to be submitted during interview (if employed).
11. The Director, Zoological Survey of India reserves the right to selection or rejection of any candidature and cancellation of the walk-in-interview.

Principal Investigator: Dr. Atanu Naskar, Scientist-C, ZSI

Head of Office, ZSI Kolkata-700053



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

Project: “Oxford Nanopore Sequencing Based Faunal Diversity Mapping in the Indian Himalayan Regions”

Application for the post of Office Assistant

1. Name in full (in block letters) :

2. Sex :

3. Date of Birth :

4. Nationality :

5. Father's /Mother's name :

6. Address for correspondence :

a) Email:

b) Mobile No.

7. Permanent Address :

8. Whether SC/ST/OBC :
(Attach certificate)

Paste a recent
passport size
photograph with
signature

9. Educational / Professional Qualifications from Matriculation onwards

Examination passed	Year	School/College/ University	Major Subjects	Marks obtained/CGPA
Matriculate (10)				
Intermediate (10+2)				
Bachelor degree				
Any other Qualifications				

10. Details of Previous Employment, if any in chronological order

Sl. No.	Name of the Post	Name of the Institution/ Organization	Duration		Salary last drawn
			From	To	

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.

Signature of applicant with date