



GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE  
CHANGE  
**ZOOLOGICAL SURVEY OF INDIA (ZSI)**  
Prani Vigyan Bhawan, M-Block, New Alipore, Kolkata-700053  
Website: [www.zsi.gov.in](http://www.zsi.gov.in)

## ADVERTISEMENT

### **Contractual Recruitment of 1 Project Assistant under NMHS funded Project**

Applications are invited for the post of **1 Project Assistant** (details are given in **Annexure 1**) purely on a contractual basis (Indian national only) initially for one year from the date of engagement but likely extendable up to three years based on the candidate's performance, under the project. The positions being offered are strictly temporary/contractual and co-terminus with the project.

**Project-1:** Conservation of Threatened Mammalian Fauna of the Indian Himalayan Region Through Scaling Up Long-Term Monitoring, Securing Corridors, and Capacity Building.

**LAST DATE OF APPLICATION: 25<sup>th</sup> Mar 2025, 2025; 5: 00 PM IST**

**HOW TO APPLY:** Candidates are requested to submit duly completed applications as per prescribed format [**Annexure 2**] accompanied by attested copies of educational certificates, research experience documentation, proof of date of birth, and copies of all examination mark sheets. If currently employed, applicants should also provide a 'No Objection Certificate' from their current employer. A pdf copy of the filled applications along with educational qualification, experience and research papers should be sent via email to: [zsinmhs@gmail.com](mailto:zsinmhs@gmail.com) on or before **25.03.2025**. An copy of application filled should be send by email in a single pdf (self attested copies of the education qualification, experience and DoB certificate, any other relevant document) as per the prescribed format to the email id on or before the last date.

**PLACE OF WORK:** The selected candidate will be required to work at ZSI, HQ and may

also require field visits to various regions, including (Chamba- Lahual Valley) Himachal Pradesh, (Pithoragarh) Uttarakhand, (West District) Sikkim, South Garo Hills (Meghalaya) and (Tawang district) Arunachal Pradesh.

**GENERAL INSTRUCTIONS:**

1. The interview for candidate selection will be conducted in **ONLINE** at ZSI, Kolkata.
2. Candidates also have to fill the application through online google form before the last date of application.
3. Candidates for the positions will undergo screening, and only shortlisted candidates will be invited for the interview. Date and time of Interview will be separately communicated to the shortlisted candidates. Selection will be based on interview performance and merit. Meeting the prescribed qualifications does not guarantee an interview invitation. Original document verification will occur post-selection. Any attempt to conceal, misrepresent, or canvas facts will result in disqualification.
4. Candidates appeared in previous interview under the NMHS project of ZSI, Kolkata may not apply again without significant updates in their CV.
5. Selected candidates will be posted anywhere as per project requirements and must join within two weeks of selection.
6. The application form is available for download on the Zoological Survey of India website: <https://zsi.gov.in/advertisement>.
7. A pdf copy of the filled application form should be submitted online to email id: [zsinmhs@gmail.com](mailto:zsinmhs@gmail.com) , with self-attested copies of relevant documents.
8. Appointments are on a contractual basis for one year initially, and likely extendable based on project candidate performance up to three years.
9. Incomplete or misrepresented applications will not be considered.
10. No employment, paid or honorary, is permitted during the Associateship tenure.
11. Candidates currently employed must provide a 'No Objection Certificate' during the interview.
12. The Director, of the Zoological Survey of India reserves the right to increase and decrease the number of posts in different categories and also the selection or rejection of a candidature including cancellation of the advertisement without assigning any reason.

**Director,  
Zoological Survey of India**

**Annexure 1**

**DETAILS OF THE POSITIONS ADVERTISED UNDER NMCG PROJECT**

Position	Nos	Monthly Emoluments*	Qualification		Maximum Age (Years)#	Work Description
			Essential	Desirable		
Project Assistant (PA)	1	Rs.30,000/- per month (Consolidated)	<ul style="list-style-type: none"> <li>• Bachelor's degree (B.Sc.) in Life Sciences or allied subjects from a recognized institution, completed as a regular program of at least 3 years duration, with a minimum of 60% marks.</li> <li>• Master's degree (M.Sc.) in Life Sciences or allied subjects from a recognized institution, with a minimum of 60% marks.</li> <li>• Strong academic background with consistent performance</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative experience as a office Assistant working under a Government body/Autonomous Institution/Educational institute of repute will be preferred.</li> <li>• Working knowledge of computers is a prerequisite.</li> </ul>	<b>35</b>	<p>Reviewing and processing files in accordance with established guidelines and procedures, Ensuring proper documentation and record-keeping of all processed files, Identifying discrepancies or missing information and taking corrective action, Managing office correspondence and maintaining records, Coordinating meetings, preparing minutes, and handling follow-ups, Handling office supplies and inventory management, Assisting in the preparation of budget estimates and financial plans, Monitoring budget allocations and expenditures, Performing periodic reconciliation of financial records and reports, Carrying out tasks and assignments as directed by the officer-in-charge, Supporting special projects and operational initiatives.</p>

# - Upper age limit may be relaxed as per Government of India rules and regulations for SC/OBC/ST candidates.



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

“NMHS funded project”

**APPLICATION FOR THE POST OF – PA**

1. **Project no.** :
2. Post Name: :
3. Name in full (in block letters) :
4. Sex and Date of Birth :
5. Nationality :
6. Father's /Husband name :
7. Address for correspondence :

Paste a recent  
passport size  
photograph with  
signature

- a) Email:
- b) Mobile No.
8. Permanent Address :
9. Whether SC/ST/OBC (attach certificate) :

10. Educational / Professional Qualifications from Matriculation onwards

Examination passed	Year	School/College/ University	Subjects	Marks obtained/CGPA
Matriculate				
Intermediate				
Bachelor degree				
Master Degree				
Any other				

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

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

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

13. Name and complete addresses of three Referees:

14. 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**