

SÁLIM ALI CENTRE FOR ORNITHOLOGY AND NATURAL HISTORY
(South India Centre of Wildlife Institute of India, MoEFCC, Govt. of India)

Advt. No. SACON/SELECTION-01/2024
Calling for Application to engage Nature Education and Extension (NEE) Assistant

The **Sálím Ali Centre for Ornithology and Natural History (SACON)** wishes to engage a **Nature Education and Extension (NEE) Assistant (Indian national only)** on contract for a period of one year. The details of the available position along with essential, desirable qualifications, experience and how to apply are given below :-

Details	No. of Position : ONE Duration : ON CONTRACT FOR ONE YEAR , extendable based on the performance. Emoluments: Rs. 20,000/- (Consolidated) per month + HRA as applicable. NO OTHER ALLOWANCES APPLICABLE.
Essential Qualification	(i) Graduate in Biological Sciences or equivalent degree from a recognized University (ii) Good knowledge of spoken and written in Tamil and English language and (iii) TWO years working experience in similar post.
Desirable Qualification	Working knowledge in Computer on MS-Office, Canva, In-design, Corel, Photoshop etc. Working knowledge in Hindi language. Capable to lead the group in Nature trail about 1 km by walking / trek in the forest area. Knowledge in handling the digital camera.
Prescribed Age limit	Upper age shall not exceed 28 years as on closing date of application. The Upper age limit prescribed shall be relaxed as given below as per Govt. of India rules:- - 03 years for OBC, 05 years for SC/ST. - Upto the age of 35 years for widows, divorced women and women judicially separated from their husbands who are not remarried (Upto 40 years for SC/ST). - Age may be relaxed to the candidates possessing extremely higher qualifications and experience in the relevant field.
Description of Work	To liaise with schools and colleges for Nature Education activities. To assist Nature Education Officer and Extension Officer in conducting the Nature Education camps and Extension activities at SACON. To assist the Nature Education Officer and Extension Officer in conducting the Salim Ali Nature Trophy competition and Salim Ali Memorial Lecture. To prepare documents about the activities conducted by the Nature Education and Extension divisions. To prepare power-point and outreach materials according to the requirement of visitors for presentation. To maintain the list of visitors to SACON for Nature Education and Extension activities. To collect the fees, issue receipts to the visitors and deposit the fee to finance division on the same day. To liaise with the Hostel Warden/Administrative Officer and Canteen Manager for tea, refreshments and food if demanded by the visitors. To prepare a write up for SACON newsletters and Annual Reports. To upload the events in SACON Website/Social Media handles on time.

Interested candidates fulfilling above criteria are to submit the filled in application on plain paper (A4 size) in the specified format along with self-attested copies of the certificates and a passport size colour photograph to "The Director, Sálím Ali Centre for Ornithology and Natural History, Anaikatty Post, Coimbatore – 641 108, Tamil Nadu" on or before **15.05.2024**. Incomplete application, application in any other format (or) received after the closing date will not be considered.

Administrative Officer

GENERAL TERMS & CONDITIONS

1. Candidates applying for the above position should possess the Essential Qualification as per the details given.
2. A candidate can submit only one application for the advertised position. In case of receipt of multiple applications for the advertised position from a single candidate, all such applications will be rejected and will not be considered.
3. Incomplete Applications and applications submitted in any other format than the prescribed format and/or without the copies of documents for stipulated essential qualifications/experience will not be considered.
4. The last date for receipt of applications at SACON is 15.05.2024. Applications received after the closing date will not be considered.
5. Candidates working in State/Central Government organization, Public Sector Undertaking etc., are to forward the application through proper channel only. However, they are permitted to submit an advance copy of the application so as to reach before the closing date.
6. All the supporting documents should be in English. In case of documents in any other language, the same should be translated in English and attached with the supporting documents.
7. The selection of the candidate(s) will be based on a written test to be held at SACON, Anaikatty, Coimbatore – 641 108, Tamil Nadu. The date of written test will be intimated to the eligible candidates by e-mail given in the application.
8. All original documents in support of qualifications, age, experience etc., should be produced on the day of written test for verification failing which the candidate will not be permitted to appear in the written test.
9. Candidates working in State/Central Government organization, Public Sector Undertaking etc., are to submit the No Objection Certificate (NOC) in original on the day of written test for verification failing which the candidate will not be permitted to appear in the written test.
10. No TA/DA will be paid to the candidate for appearing in the written test.
11. The Centre will not provide accommodation for candidates appearing for the written test.
12. Selected candidate will be required to join the position on 01.06.2024 for a period of one year. Subsequently, his/her tenure may be extended depending upon the exigencies of work at the sole discretion of the Centre and satisfactory performance of the candidate.
13. Selected candidate will be provided with hostel accommodation at SACON as per the availability on payment basis.
14. Canvassing in any form is liable for rejection of the candidature.
15. The application form can be downloaded from the website <http://www.sacon.in>.
16. The Director, SACON reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason.

Administrative Officer