

KERALA FOREST DEPARTMENT
PERIYAR TIGER CONSERVATION FOUNDATION

Invites application for the following posts in the Periyar Tiger Conservation Foundation on Contract basis. Candidates who possess the qualification can apply with their curriculum vitae to the Secretary, Periyar Tiger Conservation Foundation, Periyar Tiger Reserve, Thekkady, Kumily (PO), Idukki District, Pin - 685 509 in the prescribed application format and can be downloadable from our website (www.periyartigerreserve.org, www.forest.kerala.gov.in). The screening of the post will be carried out by the authorities concerned and decided:

1. **Administrative Officer**

Qualification: Retired Administrative Assistant/Sr. Administrative Assistant from Kerala Forests & Wildlife Department.

Remuneration: As per Rule 100 of KSR Part III

2. **Nature Education Officer**

Qualification: M.Sc. in Wildlife or Natural Science. Preference will be given for B.Ed. holders and experiences in conducting nature education for a minimum of 2 years and good communication skill and Public Relation.

Experience: 3 years experience field level in knowledge dissemination and participatory environmental programme implementation. (Desirable)

Remuneration: Rs. 25,000/- per month.

3. **Economist**

Qualification: M.A. in Economics / Environmental Economics / Forest Economics. Preference will be given for experience in working in the field, institution etc.

Experience: 3 years field experience in monitoring development indices and project formulation and management.

Remuneration: Rs. 25,000/- per month.

4. **Conservation Biologist**

Qualification: M.Sc.in Botany/Wildlife Science/Zoology/Forestry

Experience: 3 years of field experience in data collection analysis and result formulation in the forest areas.

Remuneration: Rs. 25,000/- per month.

Last date for receipt of application at Periyar Tiger Conservation Foundation, Thekkady: **16th April, 2016 before 5.00 pm.**

TA/DA as per norms of Kerala Service Rules for official tour. Accommodation will not be provided by the Periyar Tiger Conservation Foundation. The eligible candidates will be called for interview and the date of interview will be intimated through the above mentioned websites. For any queries please contact: **04869-223657 between 10.00 am and 5.00 pm** or email to: periyarfoundation@gmail.com

ADMINISTRATIVE OFFICER

Qualification : Retired Administrative Assistant / Senior Administrative Assistant
from Kerala Forests & Wildlife Department

Remuneration : As per Rule 100 of KSR Part III

Tasks to be carried out:

- To ensure and supervise the daily administrative work of the foundation
- To ensure the maintenance of personal records of the employees of the Foundation
- To ensure the maintenance records of movable and immovable property of the Foundation
- To assure the procedure for purchase goods and materials
- Day to day financial management under the supervision of Secretary PTCF
- Receive and disburse cash and cheques on behalf of Foundation
- Prepare draft agenda notes / annual budget / annual report
- Prepare financial progress reports on regular basis
- Report to Secretary / Executive Director on any financial matters
- Prepare and check payment, receipt petty cash voucher, and cheques for payment
- Assist for the purpose of audit and evaluation of financial matters and preparation of reply to audit queries
- Other duties as prescribed by the Secretary / Executive Director subject to the approval of the Executive Committee / Governing Body of the PTCF

NATURE EDUCATION OFFICER

- Qualification** : M.Sc. in Wildlife or Natural Science. Preference will be given for B.Ed. holders and experiences in conducting nature education for a minimum of 2 years and good communication skill and Public Relation.
- Experience** : 3 years experience field level in knowledge dissemination and participatory environmental programme implementation. (Desirable)
- Remuneration** : Rs. 25,000/- per month.

Terms of Reference

- Conduct Nature Awareness Camps to the Ecodevelopment Committee Members, Schools and College students
- Create awareness among Pilgrims / Guruswamies / Visitors
- Organize awareness campaign to the fringe area people. Supervise the activities of the Assistant Nature Education Officer.
- Conduct trainings to staff, EDC members
- Organize Workshops, Seminars and Symposiums
- Coordinate with Line Departments.
- Prepare and submit Projects related Environment awareness aspects to external agencies
- Conduct PRA and prepare Microplans
- Develop and produce nature education tools and materials.
- Collate data, prepare reports and give technical support to the Protected Area Management.
- Any other duty assigned by Executive Director and Secretary, Periyar Tiger Conservation Foundation.

ECONOMIST

- Qualification** : M.A. in Economics / Environmental Economics / Forest Economics.
Preference will be given for experience in working in the field, institution etc.
- Experience** : 3 years field experience in monitoring development indices and project formulation and management.
- Remuneration** : Rs. 25,000/- per month /- .

Terms of Reference

- Undertake economic studies on EDCs and work out development status of families/society in and around Protected Area.
- Monitor economic aspects of the EDCs and provide suggestions on development strategies.
- Periodically review the ecotourism programmes, their financial viability and IRR.
- Carryout various impact studies within and outside the park.
- Provide periodic training to the frontline staff
- Undertake consultancies to carry out research/monitoring/surveys in areas outside PTR
- Conduct studies and provide technical advises for streamlining the EDC activities in Periyar Tiger Reserve
- Prepare proposals for PTR management and PTCF for financial support including financial viability analysis and IRR.
- Create awareness among Pilgrims / Guruswamies and organize awareness campaigns to the fringe area people
- Conduct trainings to staff, EDC members and organize workshops, seminars and symposiums
- Coordinate with Line Departments
- Conduct PRA, prepare Microplans and periodic renewal.
- Monitor the income sources and financial sustainability of Periyar Tiger Conservation Foundation.
- Give input on economic viability of various livelihood enhancement activities in EDCs.
- Collate data, prepare reports and give technical input to the Periyar Tiger Conservation Foundation Management.
- Collate data, prepare reports and give technical support to the Protected Area Management.
- Any other duty assigned by Executive Director and Secretary, Periyar Tiger Conservation Foundation.

CONSERVATION BIOLOGIST

Qualification : M.Sc.in Botany/Wildlife Science/Zoology/Forestry

Experience : 3 years of field experience in data collection analysis and result formulation in the forest areas

Remuneration : Rs. 25,000/- per month.

Tasks to be carried out:

- Conduct ecological research & monitoring in PTR
- Monitor ecological impact of Sabarimala Pilgrimage, Tourism & leased out areas and on management interventions.
- Periodically review the ecotourism Programmes.
- Organize and conduct periodic surveys/censuses/population estimation of birds/butterflies/mammal and other species of interest.
- Provide periodic training to the frontline staff in wildlife management/ecology and health monitoring.
- Undertake consultancies to carry out research/monitoring/surveys in areas outside PTR on above aspects.
- Conduct studies and provide technical advises for streamlining the habitat management activities in Periyar Tiger Reserve.
- Collate data, prepare reports and give input for scientific management of Protected Area.
- Give technical support to the Park Management as and when required.
- Any other duty assigned by executive Director and Secretary, Periyar Tiger Conservation Foundation.

PERIYAR TIGER CONSERVATION FOUNDATION
Periyar Tiger Reserve, Thekkady – 685 509

**FORMAT FOR APPLYING THE POST OF ADMINISTRATIVE OFFICER, NATURE EDUCATION OFFICER,
ECONOMIST & CONSERVATION BIOLOGIST**

Post applied for :

1. Name of the applicant :

2. Son/Daughter of :

3. Sex : Male/Female

4. Date of Birth :

5. Permanent Address :
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6. Address for Correspondence :

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7. Phone : Mobile : Email :

8. Marital status : Married/Unmarried

9. Nationality :

10. Educational Qualification :

Affix
Recent
Passport size
Photo
(Self-attested)

Examination passed	Board/University	Year of passing	Subjects'	Percentage of marks scored
S.S.L.C.				
H. Sc./PUC				
Degree				
Master degree				
M. Phil.				
Ph. D.				
Others				

11. Experiences :

12. Other qualifications :

13. Languages known :

14: References: (Name, Designation, Address, Phone/Mobile No., Email ID)

15. Attach separate sheets for any other informations and details, if necessary.

Declaration

I hereby declare that the entries in this format are true to the best of my knowledge and belief.

Date:

Signature