Government of West Bengal Office of the District Magistrate & District Collector Uttar Dinajpur

Memo No. 515 /BD/XVI/51/2019

Dated: 3 0 /06/2025

Notification

Sub: Recriutment for the Post of District Co-ordinator for Biodiversity activities for Uttar Dinajpur District only.

Application in prescribed format are invited from Indian Citizen of the constitution of India for recruitment for the post of District Co-ordinator for Uttar Dinajpur District. Engagement will be made on purely Temporary Basis for the period of One year initially. Candidates shall be required to apply on before the closing date..18/07/2025 upto 5p.m. The relevant particulars like name of the post, qualification, age limit of posts are stated in the following paragraphs.

1.Name of the Post

District Co-ordinator (Purely Temporary)

2. Vacancies

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3.Remuneration

16,500/- (Rupees Sixteen Thousand Five Hundred only) per month

consolidated + Travelling & contingency

4. Eligibility

- :a) Age-Minimum: 32 years 64 years (as on 1st January, 2025).
- b) Educational Qualification: Minimum Higher Secondary (passed)
- c) Must be permanent resident of the district(s) applied for with intensive knowledge about the district(s)

d) At least five years of experience in working with Environment/ social/ education/ Sector.

Govt.

e) Having good interpersonal skill and liaison ability.

f) Knowledge on biodiversity and related issues.

g) Preferably having proficiency in report preparation and computer application.

Age and qualification may be relaxed for the candidates who have experience, particularly in the activities related to the implementation of The Biological Diversity (Amendent) Act 2023 and Biological Diversity rules 2024.

5. Job Recruitment:

a) To facilitate re-constitution of Biodiversity Management Committee (BMC)

at Blocks and Municipalities.

b) To coordinate with District Nodal officer, BMCs and W.B. Biodiversity Board.

c) To organize meetings, awareness programmes for capacity building of BMCs and concerned officials of the district(s).

d) To facilitate & monitor updation of People's Biodiversity register (PBR) and monitoring various

conservation initiatives being implemented in the district(s).

- e) extensive travelling to maintain close contact between the board and the district(s) to expedite the implementation of provisions of Biological Diversity Act, 2002 in the district.
- **6.Selection Procedure**: Candidate should be shortlisted on the basis of applications. The authority reserves the right to call only the requisite number of candidates for interview with reference to the candidates' qualifications, suitability, experience, etc. Incomplete applications (in any respect) without photo-graph, self-attested copies of certificates/ testimonials are liable to be rejected.
- 7. Application along with copies of testimonials (birth proof, qualification, ID proof, PP size photo) should be addressed to The District Magistrate Uttar Dinajpur. Govt of West Bengal, O/of the District Magistrate, Uttar Dinajpur, West Bengal.

District Magistrate & District Collector,
Uttar Dinajpur.

Application for the post of District Co-ordinator

To,
The District Magistrate & Collector, Uttar Dinajpur
Office of the District Magistrate & Collector, Uttar Dinajpur,
Karnajora, Raiganj,
Uttar Dinajpur,
West Bengal- 733130

| Examination passed | Year of passing | Name of Board/ Council/ University | Subject(s) | Marks & percentage | Division |
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| W | orking Experience (proof to be at | tached): | |
|----------------------------------|--|---------------------|-------------------------------|
| Organization/ institution | Duration (YY/MM/DD to YY/MM/DD) | Position held | Reason for leaving if any |
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| Declaration: I have read the adv | ertisement for the post of Districted in this application form are true have provided above are found to | Co-ordinator and it | s terms and conditi |