

Applications in plain paper are invited for engagement of one (1) District Co-Ordinator for Kalimpong district.

ENGAGEMENT WILL BE MADE ON PURELY TEMPORARY BASIS FOR A PERIOD OF ONE YEAR INITIALLY.

1. **Name of the Post** : District Coordinator (*Purely Temporary*)
2. **Vacancies** : 01
3. **Remuneration** : Rs.16,500/- (Rupees Sixteen Thousand Five Hundred only) per month consolidated + Travelling & contingency
4. **Eligibility** :
 - a) Age: minimum 32 years, Maximum 64years (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 / Government Sector.
 - 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 Biological Diversity Act (2002) and Biological Diversity Rules (2004).
5. **Job Requirement:**
 - a) To facilitate constitution / re-constitution of Biodiversity Management Committee (BMC) at Blocks and Municipalities.
 - b) To co-ordinate with District Nodal Officer, BMC's 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 (P.B.R.) 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:**

Candidates 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 candidate's qualification, suitability, experience, etc. **Incomplete applications (in any respect) without photo, self-attested copies of certificates / testimonials** are liable to be rejected.
7. Application along with copies of testimonials (birth proof, qualification, ID Proof, PP photo) should be addressed to The District Magistrate Kalimpong, Govt. of West Bengal, O/o f the District Magistrate, Kalimpong, West Bengal.
8. Last date for submission of application : 31.01.2025.till 5.P.M
9. Venue for submission of applications: District Magistrate's Office, Kalimpong

Application for the post of District Co-ordinator

To,

Subject: Application for the post of District Co-ordinator

Sir,

I, would like to apply for the post of District Co-ordinator Kalimpong and my candidature details are as follows.

Name (in block letters):

Father's / Husband's name:

Permanent address (copy of Voter ID/ Aadhar card to be attached).....
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Paste your recent
self-attested
passport size
photograph

Telephone number: **Email ID:**

Date of birth (proof to be attached)..... **Age as on 1st January 2025**

Educational qualification Higher Secondary onwards (photocopy of documents to be attached):					
Examination passed	Year of passing	Name of Board/ Council/ University	Subject(s)	Marks & percentage	Division

Experience on biodiversity and related issues (with proof, if any):

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Working Experience (proof to be attached):			
Organization/ institution	Duration (YY/MM/DD to YY/MM/DD)	Position held	Reason for leaving, if any

Computer knowledge, communication skills, and proficiency in report preparation (with proof, if any):

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Declaration: I have read the advertisement for the post of District Co-ordinator and its terms and conditions carefully. The information provided in this application form are true and to the best of my knowledge. I also declare that if the information I have provided above are found to be incorrect at any stage, my candidature will be liable to be cancelled.

Date:

Name:

Place:

Signature: