



**Office of The Director, Pandit Gobind Ballabh Pant,  
High Altitude Zoo, Nainital**

**Website:-[www.nainitalzoo.org.in](http://www.nainitalzoo.org.in) E-mail:-[nainitalzoouk@gmail.com](mailto:nainitalzoouk@gmail.com)**

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**Advt. No. 178 / 2-Zoo**

**Date; 01/12/2017**

The Pt. G.B. Pant High Altitude Zoo Society, Tallital, Nainital invites application for Walk-in-interview for engaging one Education Officer and one Software Developer/Programmer on purely temporary basis, against monthly honorarium.

A Walk-in-interview will be conducted at Conference hall Pt. G.B. Pant High Altitude Zoo, Upper danda house, Tallital, Nainital Uttarakhand-263002 on 18.12.2017 at 11:00 Am., Interested candidates are requested to log on to Nainital zoo's website <http://www.nainitalzoo.org.in> or contact [nainitalzoouk@gmail.com](mailto:nainitalzoouk@gmail.com) for more details.

**RO Zoo/Nodal Officer  
Pt. G.B. Pant High Altitude Zoo, Nainital**



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Date: 01 /12 /2017

## WALK-IN-INTERVIEW

**Education Officer:-** Pt. G.B. Pant, High Altitude Zoo Society, Tallital, Nainital invites application for Walk-in-interview for engaging one Education Officer on purely temporary basis, against monthly honorarium. The EQ, DQ and other details of the education officer is as provided below-

|  |   |
|--|---|
| <b>Engagement Positions</b>                | Education Officer (One position)  |
| <b>Essential Qualification : (EQ)</b>      | The candidate must be M.Sc. in Zoology/Botany/Life Sciences/Forestry or equivalent with minimum of 60% aggregate marks from a recognized University.  |
| <b>Desirable Qualification : (DQ)</b>      | Experience of working in nature education/awareness, forest and wildlife, Zoo out reach, animal rescue and a passion to undertake extensive fieldwork throughout Uttarakhand. Knowledge of writing research papers, documentation, basic data analysis; field photography etc. Candidate should be well versed in computer, internet surfing, MS word, PPT., Excel and MS access. Good writing skill in English language. |
| <b>Desirable Experience :</b>              | Desirable experience of 3 years in similar position in any other organization.  |
| <b>Place of Post</b>                       | Nainital  |
| <b>Time, Date and Venue of Interview :</b> | <b><u>11:00 Am., 18.12.2017</u></b><br>At Conference hall of Pt. G.B. Pant, High Altitude Zoo, Upper danda house, Tallital, Nainital, Uttarakhand-263002  |
| <b>Terms of References</b>                 | Tenure will be governed by the organization's rules and regulations.  |
| <b>Remuneration</b>                        | Rs. 18000/- Per month   |

### Note

1. Selection of candidates would be done through grading/point system.
2. Extra qualification would be treated as additionality.
3. Preference would be given to the candidates who have worked with forest Department.

## **General Conditions (For Education Officer)**

### **1- Duties and Function:**

- The workplace shall be Pt. G.B. Pant, High Altitude Zoo, Nainital/Nainital Forest Division/Himalayan Botanical Garden/Ranibagh Rescue Center or whole of Uttarakhand. Normal working hours shall be from 10:00 am to 05:00 pm on all working days.
- The primary duty of an education officer is to document the records, plans, projects and schemes. Education officer shall provide information about zoo facility, its collection of animals and wildlife conservation. This exchange of information can be conducted formally (in lectures and guided tours) or informally (answering questions at exhibits or information booths as patrons take in the sights and sounds of the zoo).
- Education officer may also emcee educational shows put on by keepers and trainers. Conduct Trainings, Workshops and Seminars etc.
- Education officer interact with zoo administrative officer, veterinarians & nutritionists, biologists, zookeepers and other zoo staff to keep up to date with the latest happenings at the zoo and its animals. Also work with the zoo's marketing and publicity team as they prepare promotional materials featuring the zoo's programs. Education officer may work evenings and weekends as needed depending on what educational programs are offered by the zoo (for example, special overnight experiences for school groups).
- Education Officer may visit schools, summer camps or scout meetings to present informative lectures to children. They may also be asked to present educational seminars for adults in business setting or to provide guest lectures at college campuses.
- Education Officer is responsible for creating educational materials. These items may include documentations, posters, brochures, banners, workbooks and other handouts. They may also be involved with producing videos, taking photos and creating multimedia presentations used to promote the zoo and its programs.
- The duties shall also include maintenance of animal's history cards ZIMS and studbook as stipulated in recognition aspects of zoo animals and using the same for refinement of protocols for animals housing, upkeep and conservation breeding programme.
- Any other duty/work/function assigned by the Director Pt. G.B. Pant High Altitude Zoo, Naintial.

### **2- Desired skills:-**

- Have a desire to work with a range of animals or a specific type of wild animal.
- Should possess excellent scientific writing skills, a high standard of written and oral English skills and strong computer skills.

- Understand how best to serve the public's desire or capacity to absorb knowledge on the various species.
- Be able to plan a large number of department projects and manage records.
- Have a flexible approach to work, be a team player and be able to arrange cover during absence.

### **3. Working Conditions:-**

Although generally an educational/managerial-type role, the education officer has a high level of exposure to animal under the care of the Pt. G.B. Pant, High Altitude Zoo, Nainital, located at an elevation 2100 mts. This means the working environment can span the whole spectrum of dealing with dangerous life on earth, from tigers, leopards and bears through to poisonous lizards and snakes. Much of the education officer's time is spent either travelling (around the site, or to other zoos) or in the office (mostly), but there are long periods of time when they face exposure to cold, dirty and uncomfortable conditions. The education officer must have a flexible outlook and be prepared to deal with a variety of hands-on situations involving any type of rare or dangerous species. The role is also intensely public-facing, so the education officer should have a desire to work with people and a desire to understand what motivates and pleases them.

### **4. Remuneration:-**

The selected candidate shall be given a consolidated remuneration of Rs. 18000/- per month (no other allowance shall be given) or as approved by the Zoo Committee.

### **5. Selection Procedure:-**

- A select committee shall make selection. Decision of this select committee shall be final.
- The willing candidates are requested to appear for walk-in-interview along with Bio-data in attached format and all the testimonials in original along with three photographs and NOC from the previous organization.
- No TA/DA shall be payable to the candidates for this purpose.

The application form can be downloaded from the organization's website: <http://www.nainitalzoo.org.in>

The Director Pt. G.B. Pant, High Altitude Zoo, Nainital, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

**RO Zoo/Nodal Officer  
Pt. G.B. Pant High Altitude Zoo, Nainital**

## PROFORMA FOR APPLICATION

01. Advertisement No.:-

02. Name of the Post :-

03. Name (in block letters):-

04. Date of Birth:-

05. Nationality:-

06. Father's/Husband's Name:-

07. Address for correspondence (in block letters) indicating clearly:-

District:-

State:-

Pin code:-

Contact Tel. No. & Fax/Mobile No.:-

E-mail ID:-

08. Educational Qualification starting with Higher Secondary (10+2):-

| Exams passed | Name of the University/Board | Year of passing | Subjects | Division | Percentage of marks obtained |
|--------------|------------------------------|-----------------|----------|----------|------------------------------|
|              |                              |                 |          |          |                              |
|              |                              |                 |          |          |                              |
|              |                              |                 |          |          |                              |

09. Computer Skills, if any: –

10. Research paper/analyzing data, writing and publishing if any :-

11. Total employment/Research experience (in months):-

**(Attested copies of certificates (indicating the period to be attached))**

12. Employment details :-

**(Chronologically from present position backwards)**

| Name of the Organization | Full Address of Organization | Post held (with pay scale) | Period From – To (with dates) | Nature of duties/Experience |
|--------------------------|------------------------------|----------------------------|-------------------------------|-----------------------------|
|                          |                              |                            |                               |                             |
|                          |                              |                            |                               |                             |
|                          |                              |                            |                               |                             |

13. Any other information:-

**Pasted recent  
photograph**

**(duly signed by the  
candidate)**

## **DECLARATION :**

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent that facts, my candidature may summarily be rejected or employment terminated.

**Place :-**

**(Signature & Name of the Applicant)**

**Date : -**



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**WALK-IN-INTERVIEW**

**Software Developer/Programmer-Cum- Data Entry Operator:-** Pt. G.B. Pant, High Altitude Zoo Society, Tallital, Nainital invites application for Walk-in-interview for engaging one Software Developer/Programmer-cum- Data Entry Operator on purely temporary basis, against monthly honorarium. The EQ, DQ and other details of the Software Developer/Programmer is as provided below:-

|  |  |
|--|--|
| <b>Engagement Positions</b>                | Software Developer/Programmer-Cum-Data Entry Operator<br>(One position)  |
| <b>Educational Qualification (EQ)</b>      | MCA/Post Graduation in Computer Science/Computer Application/Information Technology from a recognized University or the equivalent.                      |
| <b>Experience</b>                          | A minimum of 3 years progressively responsible professional experience in related sector in related field of Database Administration.                    |
| <b>Desirable Qualification (DQ)</b>        | Software Database- PHP, NET, MY SQL, JQUERY, HTML, SQL, Software Testing, Web Designing  |
| <b>Typing Skills</b>                       | English and Hindi typing skills.   |
| <b>Language</b>                            | Reading, Verbal and Writing skills in Hindi and English  |
| <b>Place of Post</b>                       | Nainital   |
| <b>Time, Date and Venue of Interview :</b> | <b><u>11:00 Am., 18.12.2017</u></b><br>At Conference hall of Pt. G.B. Pant, High Altitude Zoo, Upper danda house, Tallital, Nainital, Uttarakhand-263002 |
| <b>Terms of References</b>                 | Tenure will be governed by the organization's rules and regulations.   |
| <b>Remuneration</b>                        | Rs. 18000/- Per month  |

**Note**

4. Selection of candidates would be done through grading/point system.
5. Extra qualification would be treated as additionality.
6. Preference would be given to the candidates who have worked with forest Department.

## **Software Developer/Programmer-Cum-Data Entry Operator (TOR):-**

### **Duties and Responsibilities:-**

- 1- Development, Designing & testing of Software applications and packages for various projects in the area of MIS applications, RDBMS, Network, Multimedia etc. The job will include interaction with users to design various Application products. The candidate required to undertake field visits for successful implementation of the Project with reference to all technical aspects.
- 2- Analyze users' needs and then design, test and develop software to meet those needs
- 3- Recommend software upgrades for customer's existing programs and systems
- 4- Design each piece of an application or a system and plan how the pieces will work together
- 5- Create a variety of models and diagrams (such as flowcharts) that instruct programmers how to write software code
- 6- Ensure that a program continues to function normally through software maintenance and testing
- 7- Document every aspect of an application or system as a reference for future maintenance and upgrades
- 8- Collaborate with other computer specialists to create optimum software
- 9- Software developers are in charge of the entire development process for a software program
- 10- Installs, configures, upgrades and migrates database server software and related products.
- 11- Monitors and optimizes the performance of the database including SQL tuning;
- 12- Performs troubleshooting, resolution and root cause analysis for routine to complex database performance and outages; ensures compliance with database vendor license agreement; contacts database vendor for technical support.
- 13- Creates and administers objects (e.g. tables, views, indexes, triggers and stored procedures) using change control procedures.
- 14- Implements, maintains and monitors database security in accordance with standards while following policies and procedures for security, consistency, manageability and integrity of databases.
- 15- Plans and implements operating procedures for database backup and recovery and refreshing of databases; designs, implements, administers and maintains data replication; executes and monitors procedures for archiving operational data in compliance with data retention requirements.
- 16- Analytical/problem solving skills: ability to develop concepts, evaluate data and work toward practical solution.
- 17- Assists in development of policies, procedures, standards and best practices used by database administration.
- 18- Develops, implements and maintained data migrations, extract transform and load functions.
- 19- Other necessary works as and when given by Director, Pt. Govind Ballabh Pant, High Altitude Zoo, Nainital or DFO-Nainital would have to be taken.



### **3. Working Conditions:-**

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Pin code:-

Contact Tel. No. & Fax/Mobile No.:-

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**(duly signed by the  
candidate)**

## **DECLARATION :**

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**Place :-**

**(Signature & Name of the Applicant)**

**Date : -**