



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

Website:-www.nainitalzoo.org E-mail-nainitalzoouk@gmail.com

The Pt. G.B. Pant High Altitude Zoo Society, Tallital, Nainital invites application for Walk-in-interview for engaging one Education Officer and one programmer-cum-data entry operator 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 30.11.2017 at 11:00 am., Interested candidates are requested to log on to Nainital zoo's website : <http://www.nainitalzoo.org> or contact nainitalzoouk@gmail.com for more details.

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



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Advt. No. 163/2-Zoo, 14 /11 /2017

WALK-IN-INTERVIEW

- (A) Education Officers: - 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 :

Engagement Positions	Education Officer (One position)
Essential Qualification : (EQ)	The candidate must be M.Sc. in Zoology/Botany/Life Sciences/Forestry or equivalent with minimum of 60% aggregate marks from a recognized University.
Desirable Qualification : (DQ)	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.
Desirable Experience :	Desirable experience of 2 years in similar position in any other organization.
Place of Post	Nainital
Time, Date and Venue of Interview :	<u>11:00 am., 30.11.2017</u> At Conference hall of Pt. G.B. Pant, High Altitude Zoo, Upper danda house, Tallital, Nainital, Uttarakhand-263002
Terms of References	Tenure will be governed by the organization's rules and regulations.

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, Nainital.

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.

1- SOFTWARE DEVELOPER/PROGRAMMER-CUM-COMPUTER 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.

Database Administrator-(Networking & Cyber Security)

Duties and Responsibilities-

1. Primary duties will include installation and maintenance of servers, desktops, security devices and other network components, Developing scripts, system related project management, backup of applications, systems and other important data.
2. Design, configure, deploy and maintain the state enterprise security infrastructure.
3. Analyze protect MIS & software of Uttarakhand Forest Department and infrastructure from external or internal threats and ensure that the policies complies with statutory and regulatory requirements regarding information access, security and privacy.
4. Implement firewall solutions to properly secure data and provide consultation on all new firewall implementations, firewall configuration changes and projects requiring security operational support.
5. Assist the end-user, other IT professionals of Uttarakhand Forest department in requesting security variances and implementation of subsequent configuration change requests.
6. Recommend best security practices to achieve objectives, advises on risk assumption for any variance granted and provides alternatives to achieve desired end results.
7. Assist in incident response for any breaches, intrusion or theft.
8. Monitor systems for any anomalies, proper updating and patching.
9. Monitor vendor websites for potential threat alerts and software upgrades.
10. Maintains system documentation and configuration data for regulatory and audit purpose.
11. Coach and guide employees of department in their incident response, directing incident first responder actions and appropriately escalating issues.
12. 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.

Required Minimum Qualifications –

Software developer/Programmer Cum- Computer Operator:-

1	Educational Qualification	MCA/Post Graduation in Computer Science/Computer Application/Information Technology from a recognized University or the equivalent.
2	Experience	A minimum of 3 years progressively responsible professional experience in related sector in related field of Database Administration.
3	Desirable Skills	Software Database- PHF, NET, MY SQL, JQUERY, HTML, SQL, software testing, web designing
4	Typing Skills	English and Hindi typing skills.
5	Language	Reading, Verbal and Writing skills in Hindi and English

Database Administrator-Networking & Cyber Security:-

1	Educational Qualification	MCA/Post Graduation in Computer Science/Computer Application/Information Technology from a recognized University or the equivalent.
2	Experience	A minimum of 3 years progressively responsible professional experience in database creation, Maintenance.
3	Desirable Skills	MCSA, CCNA, CCENT, CCNP, JNCIP, CISSP, CISM, Networking, Data Security
4	Typing Skills	English and Hindi typing skills.
5	Language	Reading, Verbal and Writing skills in Hindi and English

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.

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>

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.

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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 : -