

GOVERNMENT OF MIZORAM  
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
TUIKHUAHTLANG, MIZORAM : AIZAWL-796001



NO. A. 12016/32/2020-PCCF/11

Dated Aizawl, the 3<sup>rd</sup> July, 2020

**NOTICE INVITING WALK- IN- INTERVIEW FOR OFFICE ASSISTANT  
UNDER SEIAA/SEAC**

Candidates are invited for appearing in **Walk- in- interview** from indigenous Mizo Citizens residing in Mizoram to work as *Office Assistant* for SEIAA and SEAC under the Department of Environment, Forests & Climate Change Department, Mizoram, Aizawl. The desirous candidates having requisite qualifications and fulfilling other eligibility conditions specified below may come for appearing in walk-in-interview along with filled application in prescribed format and all the certificates in original in support of their qualification, experience as well as no objection certificate from the present employer, if any in the office Chamber of Principal Chief Conservator of Forests, Tuikhuahtlang, Aizawl at **11:00 A.M. on 13.7.2020 (Monday)**

**Terms of engagement of Office Assistant:**

**1. Nature of work and No. of post:**

- a) Office Assistant will assist Chairman/Member Secretary of SEIAA/SEACC in all office matters,
- b) Desk review of literatures pertaining to SEIAA/SEACC
- c) Typing & compilation of reports and documents, preparation of presentation and
- d) Any work assigned by PCCF or Senior Forest Officers of EF&CC Department.
- e) No. of post available is 2 (i.e. *1(one) for SEIAA and 1(one) for SEAC*).

**2. Period of Engagement:**

- a) Initially 1 year which can be extended depending on the work requirement and performance.
- b) PCCF reserves the right to terminate services of Office Assistant at any time without notice and assigning any reason thereof.
- c) The engagement is purely temporary and shall not confer any to claim for regular engagement or absorption in the department of EF&CC on the basis of this engagement.

Cont...2/-

3. **Financial Emoluments:**

Monthly remuneration is fixed as Skilled-I as per Mizoram Minimum Wages Rates (Notification Dated 18<sup>th</sup> Feb 2019) i.e. Rs.19200/- @ Rs.640/- per day. No increment is admissible in any case.

4. **Educational Qualification**

- a) Master degree in Environmental Sciences or Forestry
- b) 1 year minimum working experience in the field of natural resource conservation, climate change mitigation and adaptation under national environmental advisory group/consultancy organizations. Application shall be supported by experience certificate.
- c) Having working knowledge of MS word, excel, PowerPoint and Access in computer application.

5. **Age**

Applicant should not be more than 33 years and not less than 21 years as on date of issue of this notice.

6. **Jurisdiction of assignment**

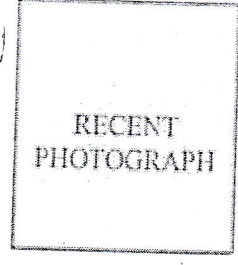
- a) PCCF Office, Tuikhuahtlang, Aizawl. Office Assistant is liable to attend duties at any places within Mizoram as and when necessary.
- b) TA/DA at par with group 'C' will be admissible for duty performed outside Aizawl City.

7. **Working Hours & Leave**

- a) Working hours shall be same as Govt. of Mizoram office working hours.
- b) 4 days casual leave half yearly; no other leave shall be admissible.

8. Format of application

- 1. Name of the applicant (in BLOCK LETTERS):
- 2. Educational Qualification:
- 3. Father's name:
- 4. Permanent address:
- 5. Address for correspondence:  
(Contact, if any)
- 6. Date of birth:
- 7. Educational qualifications:



Exam passed	Name of Board/Univ.	Year of passing	% of marks/	Div.	Subject	Remarks

- 8. Research experience
- 9. Publications if any
- 10. Name of the last employer, if any:
- 11. Any other relevant information.

Signature of Applicant

9. Certificate of undertaking: Certificate of undertaking in a prescribed format below shall be submitted along with application format at the time if walk-in -interview.

Certificate of undertaking

I, Shri/Smti \_\_\_\_\_ Do/So  
 \_\_\_\_\_ of \_\_\_\_\_ Veng do hereby  
 declare that I shall be abide by all the terms of engagement being advertised by  
 Environment, Forests & Climate Change Department, Mizoram for engagement of  
 Project Assistant.

Signature with date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Sd/- Dr. Ch. Muralidhar Rao  
 Principal Chief Conservator of Forests  
 Environment, Forests & Climate Change

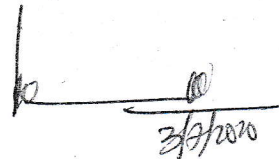
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Copy to:

- 1) Web Manager, Environment, Forests & Climate Change Department for uploading in the website.
- 2) Director, I&PR Department with a request for publication of this advertisement in any one of the leading Newspaper for 2(two) days. Sample advertisement (in hard & soft copy) is enclosed.
- 3) Notice Board.



(PC LALTANPUIA)

Deputy Conservator of Forest (Hqrs)  
 Environment, Forests & Climate Change  
 Ph-0389-2323420 (O)

*etc*

ISSUED

Initial *PC*

Date 3/7/2020