

# Tamil Nadu Biodiversity Board

## CONTRACTUAL ENGAGEMENT OF DATA ENTRY OPERATOR (Technical) AT THE TAMIL NADU BIODIVERSITY BOARD

### *Engagement notification*

The Tamil Nadu Biodiversity Board wishes to engage Data Entry Operators (Technical) for the purpose of digitizing the Peoples Biodiversity Registers (PBRs) by feeding the data in the BIOMIS portal.

### **Job Description**

- Feed the Peoples Biodiversity Register (PBR) data in BIOMIS portal
- Cross verify the data for errors
- Contribute to uploading species data to the master database
- Assist with species identification

Position	Qualifications	
	Essential	Desirable
Data Entry Operator - Technical <b>(3 positions)</b>	<ul style="list-style-type: none"><li>- <b>Under Graduate degree in Botany/Zoology</b> or relevant courses</li><li>- Good knowledge of English and Tamil (Read, Write &amp; Speak)</li><li>- Good knowledge and skills in MS Excel</li><li>- Below the age of 30 as on 01.12.2022</li></ul>	<ul style="list-style-type: none"><li>- Typewriting – Lower grade</li><li>- Good knowledge in taxonomy</li></ul>

### **Period of engagement**

4 months – with probability of extension based on performance and requirement

### **Remuneration**

Data Entry Operator (Technical) – Rs 18000 /-

### **Other allowances**

The personnel shall not be eligible for any other allowances. In case of official travel, appropriate travelling allowances shall be provided as per Government norms or as decided by the Board.

## Leave

- Casual Leave – Equivalent to number of months of engagement. 4 days in case of 4 months of engagement.
- Medical leave - Leave on medical certificate on full pay to the extent of one twenty-second of the period spent on duty
- Compensatory leave – In case the personnel is bound to work on a holiday, he/she shall claim compensatory leave for the number of days worked on holidays. However, no remuneration shall be paid for working on holidays or extra hours.

## Terms & Conditions

- The appointment is purely temporary in nature and the personnel shall not claim any permanent position in the Tamil Nadu Biodiversity Board.
- The personnel shall maintain strict confidentiality of the data handled.
- The services are liable to be terminated without assigning any reason any reason at any point of the time during the tenure of engagement.

## Recruitment procedure

- ✚ The candidates are asked to send in an application through post to TNBB as prescribed in '**Form A**'.
- ✚ Filled in application to be sent to the following address on or before **30.01.2023**  
**The Secretary,**  
**Tamil Nadu Biodiversity Board,**  
**TBGP Campus II Floor,**  
**Nanmangalam, Medavakkam Post,**  
**Chennai - 600100**
- ✚ The applications shall be shortlisted based criteria set by the Board for preliminary evaluation. Incomplete applications shall be rejected.
- ✚ Based on the preliminary shortlist, the candidates shall be called in for a written test and/or interview.
- ✚ Subsequent to the interview of all eligible candidates, a **merit list** shall be prepared.
- ✚ **3 final candidates** and **3 wait-listed candidates** shall be selected for based on the merit list.

## Form A

### Application for the post of Data Entry Operator (Technical) in Tamil Nadu Biodiversity Board on contractual basis

Name:

Date of Birth:

Gender:

UG Degree:

Specialization:

PG Degree (if applicable):

Specialization:

Latest passport size photograph

#### Academic records:

Educational qualification	Degree/Board	Institution / University	Percentage / CGPA	Month & Year of passing
PG				
UG				
12 <sup>th</sup> /Diploma				
SSLC or equivalent				

**Languages known:** (Please indicate languages known with a rating your fluency level on a scale of 0-5)

S.No	Language	Fluency level (on a scale of 0-5)		
		Read	Write	Speak

**Work experience** (if any): (Please add your work experience starting from the latest at the top)

S.No	Joining date	Leaving Date	Designation(s) held	Name of employer	Type of institution (Government / Private / Academic / Research)	Roles and Responsibilities	Reporting officer (Name & Designation)

**Typing skills (Optional)**

S.No	Typing skill level / grade	Acquired date

**Optional: Please describe briefly about any project done by you (if any) related to taxonomy.**

**Any other additional information if the applicant wishes to mention (if any):**

**Personal details:**

Address for communication:

Mobile number:

Alternative contact number:

E-mail ID:

Father/spouse name:

Father/spouse occupation:

Signature of the applicant

\*Please attach all relevant documents (self-attested photocopies) to supplement the facts stated in the application **(Do not send any original documents to us)**

**Note: In case of space constraints in adding details, type in the application yourself in the same format and send it**