



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment, Forest & Climate Change),
Post Box No. 357, Nehru Nagar, Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799,

Contractual Appointment as Office Assistant

No. IIFM/PERS/A-69 (08-F)/2025

Applications are invited by the Indian Institute of Forest Management, Bhopal for engagement as Office Assistant on contract basis for the project “**Preparation of Coastal and Marine Biodiversity Resource Management Plan for Nicobar Islands**”

1. Name of Position: Office Assistant

2. No. of position: 01 (One)

MPPLR

3. Period of engagement: One year from the date of joining, with the possibility of extension based on performance and project requirement.

4. Emoluments: Rs. 30,000/- per month (Consolidated)

No TA/DA will be provided to attend the interview. TA/DA will be provided as per norms during the field visit. No other allowances are admissible.

5. Age: Not more than 40 Years.

6. Qualification and Experience:

(a) Essential Qualifications:

- Bachelor's degree in Science/Arts/Commerce with minimum 55% marks from a recognized Institute / Organization

(b) Desirable Qualifications:

- Conversant in dealing with the office and be able to submit the files in time
- Should be able to compose grammatically correct and simple to comprehend documents (letter, emails, reports, etc.) in English.
- Conversant with all application software in the MS Office package – MS Word, MS Excel, and MS Power Point, MS Access. Be aware of all the capabilities and features of these software packages and use them with speed and accuracy.
- Understand the working of ERP modules for effective functioning.

(c) Role & Responsibilities

- Indexing, recording, typing, comparing, dispatching, preparation of statements, correction of reference books and submission of drafts etc.
- Receiving, registration and retrieving of letters / files / papers as and when required, maintenance of Section Diary, File Register, File Movement Register
- Compilation of data, drafting of various reports and submission of the same, as and when required;
- Liaise with agencies/other Departments for smooth workflow processes.
- Any other duties assigned from time to time.

GENERAL INSTRUCTIONS TO THE APPLICANTS

- Candidate will be shortlisted on the basis of their qualification and experience. Short listed candidates will be informed through email for appearing before an interview committee.
 - The selected candidates are expected to work under the supervision of the concerned Project Leader, Indian Institute of Forest Management, Bhopal and will have to join immediately after their selection. Also required to travel extensively in the Nicobar Group of Islands, often in difficult terrain and adverse weather conditions.
 - Recent photograph is to be uploaded.
 - All copies of the self-attested certificates should be attached (School/College such as Transfer Certificate, Mark Sheet, Degree Certificates etc.).
 - The original certificates are to be produced for verification at the time of interview.
 - The date & time of interview will be informed through Email.
 - Application received after the last date of submission is summarily rejected.
 - Canvassing in any form will disqualify the applicant(s).
 - The Director, IIFM reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason.
- 6. Mode of application:** Candidates fulfilling the above requirements may visit our website www.iifm.ac.in/vacancies and submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/171> self-attested scanned copy of the certificates/testimonials and a brief write-up on work and experience. **The online application will be available up to 25th April 2025 ONLY.** Only shortlisted candidates will be called for further interviews.

Please note that this is a project-related contractual position and has nothing to do with the permanent establishment of IIFM, Bhopal. Based on these positions, any claim for regular appointment in IIFM will not be entertained.