



**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](http://www.iifm.ac.in), Tel No. 0755 2775716, 2773799

**CONTRACTUAL APPOINTMENT**  
**No. IIFM/PERS/A-69 (22 A)/2021/**

Applications are invited from eligible candidates for the following contractual position.

**Technical Assistant**

**Job Description**

- To render technical assistance to the Director in supervising and monitoring PGDFM/PGDSM programmes at IIFM.
- To assist Director/Director's Office in technical evaluation of project proposals, reports and scientific papers.
- To evaluate research proposals, technical notes etc. related to various committees constituted by MoEF&CC and collaborating institutions.
- To assist the Director's Office in technical supervision of ongoing consultancies, research projects and training proposals.
- To handle academic and technical matters assigned by the Director.

**Essential Qualifications and Experience**

- PG Diploma in Forestry Management (PGDFM) or MBA in Natural Resources Management
- Experience in writing technical reports and research papers.
- Proficiency in basic computer operations.
- Strong communication skills in English and Hindi languages.

**Age Limit**

Not exceeding 40 years on the date of advertisement.

**Period of Engagement**

Initially for a period of One Year and extendable further based on performance.

**Place of Work**

Headquarters at Bhopal, but may be required to visit field locations also.

**Candidates may please note that this is a short term project related short term position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.**

**Remuneration**

Consolidated monthly remuneration of Rs 50,000/-. The candidate shall **not** be eligible for any other allowances or perks.

**Mode of Application**

Interested candidates fulfilling the above qualifications/requirements may submit their applications online under the link <https://iifm.q4connect.com/iifmapp/apply/39> or before 17.00 hours on 22nd February, 2021 uploading self-attested scanned copy of the certificates/testimonials and a brief write-up on work and experience. Only shortlisted candidates will be called for online interview. Mere fulfilling of eligibility criteria will not entitle a candidate to be called for the interview. Please note that this is a purely contractual position and have nothing to do with permanent establishment of IIFM, Bhopal

**Chief Administrative officer**