

**NOTICE FOR ENGAGEMENT & TERMS OF REFERENCE FOR ENGAGEMENT  
OF ZOO LIBRARY ASSISTANT  
AT PADMAJA NAIDU HIMALAYAN ZOOLOGICAL PARK, DARJEELING**

**A. Background :** The Padmaja Naidu Himalayan Zoological Park (PNHZ Park), Darjeeling formerly known as Himalayan Zoological Park was established on 14th August 1958. It is located at an altitude of 7000ft IN Darjeeling district of West Bengal. Smt. Indira Gandhi, the then Prime Minister of India, in 1975, dedicated the Park in memory of late Smt. Padmaja Naidu, Ex-Governor of West Bengal and the park was renamed as Padmaja Naidu Himalayan Zoological Park.

This is the only specialized zoo in the country and is internationally recognized for its conservation breeding programs of Snow leopard, Red panda and other highly endangered species of eastern Himalaya. The Park houses three hundred and eighty-three (383) animals of forty -seven (47) species which includes twenty-two (22) species of mammals, six (6) species of reptiles, ten (10) species of pheasants, eight (8) species of birds and one (1) amphibian.

The Central Zoo Authority has nominated PNHZ Park as Coordinating zoo for Conservation Breeding of (i) Snow Leopard (*Uncia uncia*) , (ii) Red Panda (*Ailurus fulgens fulgens*), (iii) Tibetan Wolf (*Canis lupas*) (iv) Satyr Tragopan (*Tragopan satyra* ) and (v) Himalayan Salamander (*Tylototriton verrucosus*) and as participating zoo for (i) Blue Sheep (*Pseudois nayaur*), (ii) Himalayan Thar (*Hemitragus jemlahicus*) (iii) Bhutan Grey Peacock Pheasant (*Polyplectron bicalcaratum*) (iv) Blood pheasant (*Ithaginis cruentus*) and (v) Himalayan Monal (*Lophophorus impejenuis*). The Park maintains three off-display centers for conservation breeding.

PNHZ Park is the major tourist attractions in the Eastern Himalayas. The Park received more than 7.80 lacs visitors during the year 2018-2019. The Park also received 2063 students & 225 teachers from 48 schools 221 trainees & 29 faculty members from 7 Forest training institutes. Educational and outreach programs like Environment Day, World Wildlife Day, Wildlife Week, Biodiversity Day, International Red Panda, Children's Day, Zoo Week etc are celebrated by the Park.

The Park has a well-equipped library on the ground floor of the office building with a good collection of scientific books related to wildlife, veterinary, animal behavior and husbandry, wildlife conservation and regular journals and magazines .The library at the Park has an

approximately 2434 collection of books, journals and magazines for ready reference to students, wild lifers and others.

**Objective:** The objective of the engagement of a Zoo Library assistant is to help the Park to manage the library & records of researches, old texts and documentation of the activities of the Park including education and awareness activities.

- B. Scope of Work:** The Zoo Library assistant will be required to perform the following functions-
1. The Library Assistant shall act as a Documentation officer in Planning and coordinating the processing of all documents, publications and other educational materials of the Park.
  2. To maintain the inventory of the library and to catalog the books, records, research publications, manuscripts, files, photographs, proceedings, reports and videos. He/ She will update the records, weed out the old records, prepare a database of the library materials required and issue or receive books and records to or from the person authorized by the Director.
  3. To assist the education assistant in designing and preparation of newsletters, annual reports of the Park, briefs on outreach programs, update the Park's website and to post initiatives of the Park on social media.
  4. The library assistant will assist the Education assistant and Zoo Biologist in the capacity building of zoo staff and will also assist to prepare videos and study materials for zoo keepers and animal supervisors regarding wildlife conservation, role of zoological Park, responsibilities and duties of zoo staff in connection with education and awareness generation.
  5. To design & prepare educational material like presentations and information brochures on various activities undertaken by the Park/ different educational aspects, pamphlets, brochures, stickers, pictures postcards, guide maps and guide books etc. The annual outreach and awareness activities of the Park shall be compiled in a digital form.
  6. The library assistant will assist the Park in organizing seminars, workshops, training program, zoo keepers talks and prepare education and training material for the same.
  7. The library assistant may be required to work with other institutes and organization as required by the Director.
  8. The library assistant will be required to perform any other duty as assigned by the Director related to documentation, outreach activities, training programs, preparation of documents/publications/presentations etc.

### **C. Other Details:**

- 1. Nature of Engagement:** The current engagement is on a purely temporary and will be contractual through an out sourcing agency.
- 2. Duration:** The appointee will be engaged initially for a period of one (1) year. The engagement may be extended for further periods on discretion of West Bengal Zoo Authority and Padmaja Naidu Himalayan Zoological Park. The Park is under no obligation to continue the engagement and may discontinue the engagement with one month notice without assigning any reason for discontinuation.
- 3. Working Hour:** Normally six days a week from 09:00 am to 05:30 pm with half an hour break for lunch. The appointee may be required round the clock in case of emergencies. The candidate may be required on off day/days beyond duty hours on the discretion of the Director, PNHZP. Overtime will be paid for working extra time.
- 4. Working Field:** The appointee will be required to work in the Park and may be required travel to different institutes/organizations. Lodging and travel expense will be paid by the park as per the norms of the Park.
- 5. Remuneration:** Rs 14,000/- (Rupees Fourteen thousand only) only per month is all inclusive of House Rent Allowance and other benefits. The remuneration will be paid through an outsourcing agency.

### **D. Other Conditions:**

1. The appointee will not disclose any information related to the Park to outside personnel. All knowledge and information not within the public domain which may be acquired, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the Director, PNHZ Park.
2. The appointee will not use any knowledge, information and any data related to the Park for commercial purposes. All materials produced or acquired under the terms of engagement-written, digital, pictures, films, graphics or other forms, shall remain the property of PNHZ Park, West Bengal. The appointee shall not have any right to use such knowledge outside the engagement, without prior written permission of the Director. No such data should be copied by appointee without authorization. Any data in any form recorded in personal mobile phone/ camera regarding the Park shall be required to be transferred as soon as

possible to a hard disk or computer of PNHZ Park. Any unauthorized disclosure of information/data will be viewed seriously and may lead to legal consequences.

3. The engagement/ contract may be terminated after issuance of one-month notice period by either PNHZ Park or the appointee during the engagement period. The termination of contract by one-month notice may be done without assigning any reason and termination in the manner prescribed does not cast any aspersion on the performance of the appointee. However, the clause related to unauthorized disclosure of information will remain active even after the closure of the engagement.
4. During the period of engagement, the appointee will not be permitted to accept any full time/ part time employment with any other agency or to engage in any other work, business and occupation. The appointee may pursue any study course or apply for any other job only with prior approval of the Director, PNHZ Park.

#### **F. Eligibility:**

**1. Educational Qualification:** The minimum qualification required is 10+2 and the desirable qualification is Bachelor degree in Zoology/ Biological Science/ Wildlife/ Environmental Science/ Bachelor in Education with a certificate course in Library Science (a self-attested copy of score sheets to be attached).

**2. Age:** Not more than 35 years as on 01.01.2020.

**3. Desirability:**

- Knowledge of library software
- Proficient in computer skills like Microsoft Office.

**4. Communication skills:** Must be proficient in English.

#### **G. Selection:**

1. The candidates may apply in prescribed format through e-mail.
2. The candidates have to send scanned copies of testimonials through e-mail.
3. Candidates will be shortlisted based on the qualification, academic performance, experience, exposure, and merit of the applicant.
4. Only the Shortlisted candidates will be called for interview.
5. The shortlisted candidates will be interviewed on the qualification, academic performance, experience, exposure, aptitude and merit of the applicant. The best suited candidate will be recommended for the engagement through an outsourcing agency.

#### **H. General Instructions:**

1. Interested candidates may send their CV along with scanned photocopies of signed testimonials to the email address [pnhzp@yahoo.com](mailto:pnhzp@yahoo.com) latest by **30.07.2020 (5p.m)**.
2. Candidates must compulsorily give their contact number and their email id while submitting their CV.
3. Only shortlisted candidates will be communicated to appear in the interview and no other communications in this regard will be entertained.
4. No TA/DA will be paid for appearing in the interview.