

Terms of Reference for engagement Horticultural Expert:

- **No of position:** 1
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs.35,000/- per month (negotiable).
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** BSc or MSc in Horticulture
OR
Retired officers of horticulture department (Class-II & above), below 62 years of age with experience in the field of garden design and planning.
- **Essential Experience:** Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in the field of Horticulture with special emphasis on garden design and planning.
- **Desired Experience/Desired skills:** Experience of working with botanical gardens, Experience of designing and planning of theme based gardens, skills on official writing and drafting, Language proficiency, speaking, writing and reading of English, Hindi and preferably Odia. Strong interpersonal skill, Working Knowledge of Computer in MS Office.
- **Submission of Documents:**
The candidates should bring duly filled-in application with self attested true copies of testimonials of educational qualification, field experience and No objection certificate from present employer (if employed).
- **Scope of service/Expected Deliverables:**
 - a. Conceptualisation & formulation of relevant project proposals with respect to landscaping and garden planning in consultation with DD Nandankanan , Team Leader and other stakeholders;
 - b. Consolidation of Annual Work/Action Plans along with respect to the assigned works
 - c. Periodic visit to project locations to provide handholding support with respect to horticulture based interventions;
 - d. Appraise to DD Nandankanan and Team Leader regarding regular progress of the project
 - e. Assist to Project Manager for preparing MPR and other reports on regular basis
 - f. Assist to Project Manager for updating reports with respect to project monitoring
 - g. Keeping all relevant information both in soft copy and hard copy
 - h. Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;
 - i. Ensure to facilitate quality inputs to field staff and provide technical support to them
 - j. Facilitate capacity building programmes for project stakeholders;
 - k. Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of horticulture & garden development related works of the project

I have carefully read and understood the Terms of Reference and proceed for application for the engagement as Horticultural Expert.



**APPLICATION FORM ENGAGEMENT OF HORTICULTURAL EXPERT IN PROJECT
MANAGEMENT WING OF NANDANKANAN ZOOLOGICAL PARK**

Name (IN CAPITAL) :
Father's name :
Date of Birth :
Sex :
Marital Status :
Category (SC/ST/SEBC/GEN) :
Languages known :
Aadhar No :
Permanent Address :

Recent
coloured
Passport size
photograph
(Upload)

Present Address :
(Address for communication
if other than the permanent address)

Contact No.:

e-mail ID:

Educational Qualification :

Examination	Board / University	Year of passing	Division	% of Marks	Copy of certificate and mark sheet
H.S.C./ Equivalent					Upload
+2 Sc.					Upload
BSc.					Upload
MSc.					Upload

Essential work experience (as per ToR) : **Upload**

Current work : **Upload**

No objection certificate from current employer (if employed) : **Upload**

Desired skills (as per ToR) : **Upload**

Declaration

I hereby declare that I have carefully read and understood the instructions and particulars of the notice document for the application related to applied post and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Place:
Date:



Upload
Full Signature of the Candidate