



उपवनसंरक्षक तथा  
क्षेत्रसंचालक, नवेगांव-  
नागझिरा व्याघ्र राखीव  
क्षेत्र, गोंदिया यांचे  
कार्यालय

वन



विभाग

Office of the Dy  
Conservator of Forest  
and Field Director  
Nawegaon Nagzira Tiger  
Reserve, Gondia



Office-Vanbhavan, T B Toli, Kudwa Road, Gondia (MH) PC No .441614 Ph No 07182-250122, Emailcfwlgondia@mahaforest.gov.in

Desk-Plan/Advr/2026-27/ 720

Gondia, Date: 24/6/2026

प्रति,

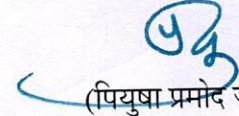
अपर प्रधान मुख्य वनसंरक्षक (माहिती व तंत्रज्ञान),  
महाराष्ट्र राज्य, नागपूर.

विषय:-नवेगाव नागझिरा व्याघ्र संवर्धन प्रतिष्ठानात Office Assistant cum IT Technician & Tourism Manager  
आणि Office Assistant प्रत्येकी एक पद 11 महिन्याचे कालावधी साठी कंत्राटी पध्दतीने पदभरती.

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आपणास कळविण्यात येते की, नवेगाव नागझिरा व्याघ्र संवर्धन प्रतिष्ठान, गोंदिया अंतर्गत कामासाठी Office  
Assistant cum IT Technician & Tourism Manager आणि Office Assistant प्रत्येकी एक पद कंत्राटी पध्दतीने  
11 महिन्याचे कालावधी साठी भरावयाचे आहे. सदरहू पदाकरीता आवेदन हे दिनांक 30.06.2026 सायं 5.00 वाजे  
पर्यंत आमंत्रित आहेत. तरी www.mahaforest.gov.in या संकेतस्थळावर माहिती दिनांक 25.06.2026 ते  
30.06.2026 पर्यंत प्रसिध्द करण्यास विनंती करण्यात येत आहे.

सहपत्र:- जाहीरातीची प्रत.

  
(पियुषा प्रमोद जगताप)  
कार्यकारी संचालक,  
नवेगाव नागझिरा व्याघ्र प्रकल्प  
संवर्धन प्रतिष्ठान, गोंदिया.

प्रतिलिपी:- प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर यांना माहिती करीता सविनय सादर.

प्रतिलिपी:- अपर प्रधान मुख्य वनसंरक्षक (वन्यजीव), पूर्व नागपूर यांना माहिती करीता सविनय सादर.

प्रतिलिपी:- श्री योगेश काळे, NIC Co-ordinator यांना माहिती व आवश्यक कार्यवाहीस्तव अग्रेषित.

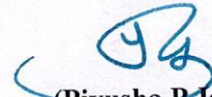
### Details of Contractual Posts and Required Qualifications

Sr.No.	Name of the Post	No of Posts	Age Limit	Emoluments	Essential Qualification	Role
1.	Office Assistant cum IT Technician & Tourism Manager	01 Temporary for 11 Months	25 to 50	25000/- per month	<ol style="list-style-type: none"> <li>1. Any Graduate with MS CIT &amp; Specialization or hands-on knowledge in IT Infra both in Hardware &amp; Software.</li> <li>2. At least 5-7 years of experience particularly in Wildlife and Forest Dept.</li> <li>3. Strong communication and presentation skills, with the ability to engage diverse audiences. Proficiency in local languages,</li> <li>4. Experience as a tour organiser or manager is preferable.</li> <li>5. Should be ready to stay &amp; work from Gondia and services to be available as &amp; when required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Being Office Assistant has to perform both online and offline task assigned.</li> <li>2. Being an IT personal have to resolve all hardware &amp; software issues i.e. hardware health logs and alerts, bugs, server failure (CPU, Motherboard) Network and system failures, Application software defects, security vulnerabilities and malware attacks and System downtime, IT Integration and Augmentation.</li> <li>3. As a multitasking personal should have experience of Tourism Management having skill of arranging slots, reservation, VIP arrangements and hospitality treats. Experience in Wildlife Sanctuary is preferable.</li> </ol>
2	Office Assistant	01 Temporary for 11 Months	25 to 50	18000/- per month	<ol style="list-style-type: none"> <li>1. Any Graduate with MS- CIT with Computer proficiency.</li> <li>2. Desirable qualification of accountancy in graduation.</li> <li>3. Sound Knowledge of Accounting with experience of 5 to 7 years particularly in Wildlife and Forest Dept.</li> <li>4. Preferred Knowledge of Tally &amp; other Accounting Software.</li> <li>5. Experience in Govt. Semi Govt and Public Sector is preferable. Should be ready to stay &amp; work from Gondia and services to be available as &amp; when required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Being Office Assistant has to perform both online and offline task assign.</li> <li>2. To assist in Accounting of the NNTR Foundation.</li> <li>3. Sound Knowledge of Cannons of Accountancy.</li> <li>4. Familiar with the updates and applicable general rules and regulations of accounting.</li> <li>5. Candidate must familiar with the general rules and regulations regarding activities of Non-Profit Organization &amp; Trust.</li> </ol>

**Notes:**

Applications shall be accepted either in person, by post, or through email at the following Deputy Conservator and Field Director, Nawegaon Nagzira Tiger Reserve, Gondia Office-Vanbhavan, T.B. Toli, Kudwa Road, Gondia (MH) PC.No.441614, Ph. No.07182-250122, Email (Recruitment NNTR cfwlgondia@mahaforest.gov.in)

1. Application Fees 500/- (Five Hundred Only)
2. Mode of Payment – online or in Demand Draft  
Navegaon Nagzira Tiger Reserve Conservation Foundation  
Bank A/c No. – 507302010036623  
IFSC – UBIN0550736  
Bank Name -- Union Bank of India  
Branch -- Gondia
3. After scrutiny of received applications, eligible candidates will be called for a Skill Test. Only those who qualify in the Skill Test will be called for a Personal Interview.
4. Communication regarding the interview will be made only through the mobile number and email ID mentioned in the candidate's application. Candidates failing to respond or remain absent on the scheduled date will be treated as disqualified.
5. The post is full-time; therefore, the selected candidate shall not engage in any other employment or practice during the contractual period.
6. The headquarters of the post will be Gondia; however, the selected candidate may be required to work anywhere within the jurisdiction of the Dy. Conservator of Forest and Field Director, Nawegaon Nagzira Tiger Reserve, Gondia
7. The candidate must not hold any official position in any Government, Semi-Government, Non-Governmental Organization, or other association.
8. Last Date to submit the Application 30.06.2025 on or before 5.00 p.m.
9. After preliminary screening, shortlisted candidates will be informed about the date, time, and venue of the interview through phone, letter or email.



(Piyusha P Jagtap)

**Dy. CF and Field Director  
Nawegaon Nagzira Tiger Reserve, Gondia**