



☎ : ०२२-२८८६०३६२/३८९

Email: -ddssgnp@gmail.com



महाराष्ट्र शासन

उप संचालक (दक्षिण), बोरीवली यांचे कार्यालय

संजय गांधी राष्ट्रीय उद्यान बोरीवली

जावक क्रमांक:- कक्ष-१/आस्था/१४०१/२०२६-२७ बोरीवली,

दिनांक :- ०७/०९/२०२६

ई-मेलव्दारे

प्रति,

विभागीय वन अधिकारी (माहिती व प्रसिध्दी)

महाराष्ट्र राज्य नागपूर

वन भवन रामगिरी रोड

नागपूर

विषय :- जाहिरात प्रसिध्द करण्याबाबत.

उपरोक्त संदर्भित पत्रान्वये संजय गांधी राष्ट्रीय उद्यान बोरीवली वन विभाग येथील उप संचालक (दक्षिण), संजय गांधी राष्ट्रीय उद्यान, बोरीवली यांचे यांचे अधिनस्त बंदिस्त वन्यप्राण्यांकरीता कंत्राटी पद्धतीने पशुसंगोपक (Animal Keeper) पदासंख्या-०४, क्षेत्रीय वनस्पती तज्ञ (Field Botanist) पदसंख्या- ०१ व पर्यटन व निगमित सामाजिक दायित्व व्यवस्थापक (Tourism Manager cum CSR Program Officer) पदसंख्या-०१ या पदाची आवश्यकता आहे. त्या अनुषंगाने या वन विभागाचे प्रसिध्दीपत्रक प्रसिध्द करावयाचे असल्याने सविस्तर सुचना / अटी / शर्ती इत्यादी पाठविण्यात आल्या असून सदरचे दस्तावेज www.mahaforest.gov.in वन विभागाच्या वेबसाईटवर अपलोड करावे ही विनंती.

सहपत्र :- वरील प्रमाणे

(किरण पाटील)
उप संचालक (दक्षिण),
संजय गांधी राष्ट्रीय उद्यान
बोरीवली

प्रतिलिपी :- वनसंरक्षक व संचालक सं.गा.रा.उ. बोरीवली यांना माहितीसाठी सविनय सादर.

प्रतिलिपी :- Maharashtra Information Technology Corporation Ltd., ३rd Floor, Apeeja Hose, Near KC College, Churchgate, Mumbai ४०० ०२० मुंबई यांना माहिती व आवश्यक कार्यवाहीसाठी. (info.mahait@mahait.org) ई-मेलव्दारे

२/ आपणास विनंती करण्यात येते की, उप संचालक (दक्षिण), संजय गांधी राष्ट्रीय उद्यान, बोरीवली यांचे यांचे अधिनस्त बंदिस्त वन्यप्राण्यांकरीता कंत्राटी पद्धतीने पशुसंगोपक (Animal Keeper) पदासंख्या-०४, क्षेत्रीय वनस्पती तज्ञ (Field Botanist) पदसंख्या- ०१ व पर्यटन व निगमित सामाजिक दायित्व व्यवस्थापक (Tourism Manager cum CSR Program Officer) पदसंख्या-०१ सविस्तर सुचना / अटी / शर्ती यासोबत पाठविण्यात येत आहे. सदर प्रसिध्दीपत्रक या वन विभागाच्या <http://sgnrmaharashtra.gov.in> वेबपेजवर प्रसिध्द करावी.

प्रत :- कार्यालयीन कक्ष PLA यांना माहितीसाठी रवाना.

प्रत :- विभागीय कार्यालय नोटीस बोर्ड / नियंत्रण कक्ष



☎ : ०२२-२८८६०३६२/३८९

Email: -ddssgnp@gmail.com



महाराष्ट्र शासन

उप संचालक (दक्षिण), बोरीवली यांचे कार्यालय

संजय गांधी राष्ट्रीय उद्यान बोरीवली

जावक क्रमांक:- कक्ष-१/आस्था/१४००/२०२६-२७ बोरीवली,

दिनांक :- ०७/०९/२०२६

प्रति,
सहाय्यक संचालक (जाहिरात)
माहिती व जनसंपर्क महासंचालनालय
१७ वा मजला नविन प्रशासकिय भवन मुंबई ४०० ०३२

विषय :- जाहिरात प्रसिध्द करण्याबाबत.

- सोबत जोडलेली जाहीरात वृत्तपत्रात प्रसिध्द करण्यासाठी आपणांस विनंती करण्यात येत आहे.
- जाहिरात देणा-या अधिका-याचे नाव व :- श्री. किरण पाटील
पदनाम व दुरध्वनी क्रमांक उप संचालक (दक्षिण)
संजय गांधी राष्ट्रीय उद्यान
बोरीवली (पुर्व) मुंबई ४०० ०६६
 - जाहिरात प्रसिध्द करावयाची अंतिम :- दिनांक: ११/०९/२०२६
किंवा त्या तारखेपुर्वी प्रसिध्द करावयाची आहे.
 - जाहिरातीचे स्वरूप :- उप संचालक (दक्षिण), संजय गांधी राष्ट्रीय उद्यान,
बोरीवली यांचे यांचे अधिनस्त बंदिस्त
वन्यप्राण्यांकरीता कंत्राटी पद्धतीने पशुसंगोपक
(Animal Keeper) पदासंख्या-०४, क्षेत्रीय वनस्पती
तज्ञ (Field Botanist) पदसंख्या- ०१ व पर्यटन व
निगमित सामाजिक दायित्व व्यवस्थापक
(Tourism Manager cum CSR Program
Officer) पदसंख्या-०१ या पदाची निवड करणे
 - कामाशी संबंधित जिल्ह्याचे नाव :- मुंबई उपनगर
 - जाहिरातीचे देयक कोणाच्या नावे :- उप संचालक (दक्षिण)
पाठवावे संजय गांधी राष्ट्रीय उद्यान
बोरीवली (पुर्व) मुंबई ४०० ०६६
 - कोणत्या वर्तमानपत्रात जाहिरात :- राज्यस्तरीय एका व विभागीय स्तरावरील मराठी
प्रसिध्द करावी वर्तमानपत्रात प्रसिध्द करण्यात यावी
 - जाहिरात किती वेळा प्रसिध्द करावी :- एकदाच

जाहिरातीच्या तीन प्रती सोबत जोडण्यात येत आहे. शासनाच्या विशेष काटकसरीच्या धोरणानुसार कृपया ही जाहिरात कमीतकमी जागेत छापण्याच्या सूचना संबंधित वर्तमानपत्रात द्याव्यात ही विनंती तसेच संबंधित वर्तमानपत्राच्या दोन प्रती या कार्यालयात पाठवावे ही विनंती.

सहपत्र :- वरील प्रमाणे

(किरण पाटील)
उप संचालक (दक्षिण)
संजय गांधी राष्ट्रीय उद्यान
बोरीवली



महाराष्ट्र शासन

उप संचालक (दक्षिण) संजय गांधी राष्ट्रीय उद्यान बोरीवली यांचे कार्यालय

Tel. No.022 28860362 E-mail – ddssgnp@gmail.com

कंत्राटी पदांकरीता जाहिरात

संजय गांधी राष्ट्रीय उद्यान बोरीवली वन विभागासाठी उप संचालक (दक्षिण), संजय गांधी राष्ट्रीय उद्यान, बोरीवली यांचे यांचे अधिनस्त बंदिस्त वन्यप्राण्यांकरीता कंत्राटी पद्धतीने पशुसंगोपक (Animal Keeper) पदासंख्या-०४, क्षेत्रीय वनस्पती तज्ञ (Field Botanist) पदसंख्या- ०१ व पर्यटन व निगमित सामाजिक दायित्व व्यवस्थापक (Tourism Manager cum CSR Program Officer) पदसंख्या-०१ या पदाची निवड करणे आवश्यक असून त्याबाबतची जहिरात या कार्यालयामार्फत तयार करण्यात आली आहे. सदर कामाबाबतची सविस्तर जाहिरात वनविभागाच्या www.mahaforest.gov.in या वेबसाईटवर अपलोड करण्यात आलेली आहे. तरी इच्छुक उमेदवारांनी सदर तपशिल पाहून अर्ज सादर करावे.

(किरण पाटील)

उप संचालक (दक्षिण)
संजय गांधी राष्ट्रीय उद्यान
बोरीवली

ठिकाण :- बोरीवली

दिनांक :- ०७/०९/२०२६

ADVERTISEMENT
OFFICE OF DEPUTY DIRECTOR (SOUTH),
SANJAY GANDHI NATIONAL PARK, BORIVALI

Tel. No.022 28860362 E-mail – ddssgnp@gmail.com

ADVERTISEMENT FOR SELECTION OF FIELD BOTANIST ON CONTRACT BASIS

Applications are invited from eligible and experienced Indian citizens for engagement as **Field Botanist** on a purely contractual basis at **Sanjay Gandhi National Park (SGNP), Borivali, Mumbai.**

1. Name of the Post: Field Botanist

2. Number of Posts : **01 (One)**

3. Place of Posting : Sanjay Gandhi National Park, Borivali (East), Mumbai – 400066.

4. Nature of Appointment: Purely on **Contract Basis** for an initial period of **11 months**, extendable based on satisfactory performance and administrative requirement.

5. Monthly Remuneration : **₹40,000/- per month** (as per the terms and conditions approved by the competent authority.)

(No other allowances such as TA/DA, HRA, Medical, etc. shall be admissible unless specifically approved.)

6. Essential Educational Qualification

Candidate should possess:

- Master's Degree (M.Sc.) in **Botany / Plant Sciences / Forestry / Biodiversity / Environmental Science** or equivalent from a recognized University.
- Specialization or documented experience in **Orchid Taxonomy, Orchid Ecology, Orchid Conservation, Plant Systematics, or Floristic Studies.**

7. Essential Experience

The candidate should have:

- Minimum **01 year** of professional experience in botanical research, orchid conservation, floristic surveys, herbarium techniques, or biodiversity documentation.
- Experience in identification of orchids and other native flora of the Western Ghats or similar ecosystems.
- Experience in field surveys, GPS-based mapping, herbarium preparation, and scientific documentation.
- Working knowledge of MS Office, GIS/GPS applications, and report preparation.
- Good scientific writing and communication skills.

8. Desirable Qualifications

Preference will be given to candidates having:

- Ph.D. in Botany, Plant Taxonomy, Orchidology, Forestry, or related discipline.
- Publications in peer-reviewed journals.
- Experience of orchid propagation, tissue culture, restoration ecology, or ex-situ conservation.
- Experience in preparation of Biodiversity Management Plans, field guides, or conservation projects.

- Knowledge of Maharashtra flora, Western Ghats biodiversity, and Wildlife (Protection) Act, 1972.

9. Roles and Responsibilities

The selected Field Botanist shall perform following duties.

Orchidarium Management

- Undertake the day-to-day scientific management and maintenance of the Orchidarium.
- Identify and catalogue orchid species and maintain updated records regarding their botanical names, local names, distribution, flowering season and conservation status.
- Monitor the health, growth, flowering and survival of orchids.
- Develop suitable potting media, mounting systems, irrigation schedules, shade conditions and humidity-management practices.
- Undertake propagation, repotting, division and rehabilitation of orchid specimens.
- Identify and manage pests, diseases and physiological disorders in coordination with the competent technical experts.
- Maintain accession registers and individual plant records for all orchid specimens.

Plant Taxonomy and Floristic Studies

- Conduct field surveys for identification, collection, classification and documentation of plant species found within SGNP.
- Identify plants up to family, genus and species level by using standard botanical literature, taxonomic keys and authenticated reference material.
- Prepare and regularly update inventories of trees, shrubs, herbs, climbers, grasses, orchids, medicinal plants and other important flora.
- Record the location, habitat, phenology, abundance and conservation significance of plant species.
- Coordinate with recognised botanical institutions and subject experts for authentication of difficult or doubtful specimens.

Plant Propagation and Nursery Management

- Undertake propagation of native, endemic, medicinal, ornamental and ecologically important plant species.
- Plan and supervise seed collection, treatment, sowing, germination, transplanting, potting and hardening of seedlings.
- Maintain seed, propagation, nursery-stock and mortality registers.
- Monitor nursery hygiene, irrigation, soil and growing media, shade, nutrition, pest control and plant health.

Botanical Gardens and Thematic Planting

- Assist in the scientific management of the Fragrant Garden, medicinal plant garden, butterfly host-plant areas and other botanical displays.
- Prepare species-wise planting plans based on ecological suitability, flowering season, conservation value and visitor experience.
- Supervise plantation, replacement planting, pruning, mulching, soil improvement and aftercare operations.

Biodiversity Conservation and Habitat Restoration

- Identify rare, endemic, threatened and conservation-significant plant species within SGNP.
- Assist in in-situ and ex-situ conservation programmes for important native flora.
- Monitor invasive plant species and assist in preparing scientifically appropriate control and restoration plans.
- Provide technical guidance for plantation and landscaping works undertaken by SGNP or through CSR initiatives.

Nature Education and Visitor Interpretation

- Provide accurate botanical information to tourists, students, researchers and visiting dignitaries.
- Conduct guided botanical walks, Orchidarium visits, demonstrations and awareness programmes.
- Prepare educational material, brochures, species profiles, display panels, presentations and digital content relating to SGNP flora.
- Train field staff, gardeners, nursery workers, nature guides and volunteers in plant identification, propagation and maintenance techniques.
- Ensure that all botanical information displayed to visitors is scientifically correct and regularly updated.

Supervision and Coordination

- Provide technical instructions to contractual workers, gardeners and field staff engaged in Orchidarium, nursery and botanical works.
- Coordinate with Range Forest Officers, forest staff, educational institutions, botanical experts and authorised agencies.
- Inspect ongoing botanical works and report deficiencies or corrective requirements to the controlling officer.
- Verify the quality and botanical suitability of plant material supplied for departmental projects.
- Perform any other botanical, conservation, nursery-management or nature-education duty assigned by the competent authority.

10. Age Limit

Minimum: **21 years**

Maximum: **40 years**

(Age relaxation shall be applicable as per Government norms, wherever applicable.)

11. Selection Procedure

Selection shall be based on:

- Scrutiny of applications.
- Academic qualifications.
- Relevant experience.
- Technical presentation (if required).
- Personal Interview.

The decision of the Selection Committee shall be final and binding.

12. General Conditions

1. The appointment is purely contractual and shall not confer any claim for permanent appointment.
2. The selected candidate shall abide by all rules and regulations of the Forest Department.
3. The competent authority reserves the right to cancel or modify the recruitment process without assigning any reason.
4. Canvassing in any form shall lead to disqualification.
5. No TA/DA shall be paid for attending the interview.

13. Documents to be submitted

Applicants shall submit:

- Prescribed Application Form.

- Updated Curriculum Vitae.
- Passport-size photograph.
- Self-attested copies of educational qualifications.
- Experience certificates.
- Government-issued Photo Identity Proof.
- Any other relevant certificates.

14. Last Date for Submission of Application

Applications must reach this office on or before **21/09/2026 up to 5:00 PM.**

15. Address for Submission of Application

The Deputy Director (South)

Sanjay Gandhi National Park
Borivali (East), Mumbai – 400066

Email: ddssgnp@gmail.com

Phone: 8655202903 (Whatsapp No.)

-sd-

(Kiran Patil)

Deputy Director (South)
Sanjay Gandhi National Park,
Borivali

APPLICATION FORM

For the Post of Field Botanist (Contract Basis)

Advertisement No.: _____

Date of Advertisement: _____

1. Personal Information

Particulars	Details
Name of the Applicant (In Block Letters)	
Date of Birth (DD/MM/YYYY)	____ / ____ / ____
Age (as on last date of application)	____ Years ____ Months
Gender	☐ Male ☐ Female ☐ Other
Nationality	

2. Address

Address: _____

City: _____

State: _____

PIN Code: _____

Mobile No.: _____

Alternate Mobile No.: _____

Email ID: _____

PIN Code: _____

3. Educational Qualifications

Examination	University/Institution	Year of Passing	Subjects/Specialization	Percentage/CGPA
Ph.D.				
M.Sc.				
B.Sc.				
Any Other				

5. Professional Experience

Name of Organization	Designation	Nature of Work	From	To	Total Experience

Total Relevant Experience: _____ Years

6. Technical Skills

- ☐ Orchid Identification
- ☐ Plant Taxonomy
- ☐ Herbarium Preparation
- ☐ Biodiversity Documentation
- ☐ GIS / GPS Mapping
- ☐ MS Office
- ☐ Scientific Report Writing

- ☐ Research Methodology
☐ Other (Specify): _____

7. Research Experience

Number of Research Papers Published: _____
Books/Book Chapters Published (if any): _____
Projects Completed: _____

8. Experience in Orchid Conservation / Botanical Surveys

9. Languages Known

Language	Read	Write	Speak
English	☐	☐	☐
Marathi	☐	☐	☐
Hindi	☐	☐	☐
Others _____	☐	☐	☐

10. List of Enclosures

- ☐ Passport Size Photograph
☐ Self-attested Educational Certificates
☐ Experience Certificates
☐ Government Photo Identity Proof
☐ Proof of Date of Birth
☐ Curriculum Vitae (CV)
☐ Any Other _____

11. Declaration

I hereby declare that all the information furnished in this application form is true, complete, and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false or incorrect at any stage, my candidature/appointment shall be liable to be cancelled without any notice. I also declare that I have read and understood all the terms and conditions mentioned in the advertisement and agree to abide by them.

Place: _____

Date: ____ / ____ / ____

Signature of the Applicant

(Signature)

Name: _____

For Office Use Only

Application No.: _____

Date of Receipt: _____

Application Scrutinized by:

Name: _____

Signature: _____

Remarks:

Eligible for Interview: ☐ Yes ☐ No

Interview Date: _____

**OFFICE OF DEPUTY DIRECTOR (SOUTH),
SANJAY GANDHI NATIONAL PARK, BORIVALI**

Tel. No.022 28860362 E-mail – ddssgnp@gmail.com

**Advertisement for Selection of Animal Keeper-Cum-Veterinary Assistant at Sanjay
Gandhi National Park, Borivali**

1. Position: Animal Keeper-Cum-Veterinary Assistant

2. Number of Posts: 04 (Four)

3. Duration: 11 months (Contract)

4. Reporting: Deputy Director (South) Sanjay Gandhi National Park, Borivali

The Animal Keeper shall work under the supervision and directions of the Deputy Director (South) Sanjay Gandhi National Park, Borivali / Veterinary Officer (Wildlife) / Range Forest Officer and shall be responsible for the day-to-day care, management and welfare of animals housed in the wildlife enclosures, rescue centres and safari facilities of Sanjay Gandhi National Park.

5. Duties will include:

- Assist in the daily husbandry, feeding, watering and general management of captive wild animals.
- Closely observe animals for changes in appetite, behaviour, activity, gait, urination, defecation, wounds, discharge or any signs of illness and report abnormalities promptly.
- Supervise and ensure proper cleaning, disinfection, waste removal, hygiene and biosecurity of animal enclosures, night shelters, feeding areas and service passages.
- Monitor the condition of enclosures, gates, locks, fencing, squeeze cages, water facilities and other animal-handling infrastructure and report safety concerns.
- Maintain or assist in maintaining daily animal observation, feeding, treatment, sample collection, enclosure cleaning, enrichment and shifting records.
- Assist the Veterinary Officer during clinical examination, treatment, vaccination, deworming, wound care, fluid therapy and other preventive healthcare procedures.
- Assist during blood, urine, faecal, swab and other diagnostic sample collection, including labelling, preservation and handling of samples.
- Assist in the use of squeeze cages and other approved restraint systems, and during safe animal shifting, capture and transportation.
- Provide support during chemical immobilization, anaesthesia and recovery monitoring strictly under the supervision of the Veterinary Officer.
- Assist in quarantine, isolation, disease surveillance and implementation of biosecurity protocols.
- Provide species-appropriate enrichment, behavioural observation, breeding and reproductive monitoring.
- Assist during wildlife rescue, emergency veterinary procedures, animal transportation and post-mortem related activities, whenever required.
- Perform other animal husbandry, veterinary support, conservation, research, census and zoo-management duties assigned by the competent authority.

6. Eligibility Criteria

Candidates should possess any one of the following qualifications:

- Diploma in Veterinary/Animal Husbandry-related field, or
- Graduation in Zoology, Animal Science, Wildlife Science/Management, or
- Any other equivalent qualification relevant to animal care, husbandry or wildlife management.

7. Experience

Freshers may apply. However, candidates having prior experience in zoo animal management, wildlife handling, animal husbandry, veterinary assistance or captive wild animal care can have additional advantage.

8. Remuneration:

- Consolidated monthly remuneration: ₹30,000/-

9. Selection Procedure:

- Shortlisting based on qualification and experience.
- Personal Interview.
- Practical / Skill Assessment, wherever considered necessary.
- Final selection based on merit, suitability, experience and performance in the selection process.

9. Last date of Application Submission: 21/09/2026, 05.00 PM

10. Address for Submission of Application

The Deputy Director (South)

Sanjay Gandhi National Park

Borivali (East), Mumbai – 400066

Email: ddsgnp@gmail.com

Phone: 8655202903 (Whatsapp No.)

Date: 11/09/2026

Place: Borivali, Mumbai

-sd-

(Kiran Patil)

Deputy Director (South)
Sanjay Gandhi National Park,
Borivali

APPLICATION FORM FOR THE POST
For the Post of Animal Keeper-Cum-Veterinary Assistant (Contractual – 11
Months)
Sanjay Gandhi National Park, Borivali, Mumbai

1. Personal Details

Full Name: _____

Father's / Mother's Name: _____

Date of Birth: ____ / ____ / ____

Age: _____ years

Gender: _____

Nationality: _____

Aadhaar No. (if required): _____

2. Contact Details

Residential Address:

Mobile No.: _____

Email ID: _____

3. Educational Qualification

Sr. No.	Qualification	Specialization Subject	Institution University	Year of Passing	Percentage CGPA
---------	---------------	------------------------	------------------------	-----------------	-----------------

1

2

3

Relevant Qualification:

- ☐ Diploma in Veterinary / Animal Husbandry-related field
- ☐ Graduation in Zoology
- ☐ Graduation in Animal Science
- ☐ Graduation in Wildlife Science / Management
- ☐ Other equivalent relevant qualification: _____

4. Work Experience

Sr. No.	Organization / Institution	Position	Nature of Work	Duration
---------	----------------------------	----------	----------------	----------

1

2

3

Relevant experience in:

- ☐ Zoo animal management
- ☐ Wildlife handling
- ☐ Animal husbandry
- ☐ Veterinary assistance
- ☐ Captive wild animal care
- ☐ Wildlife rescue
- ☐ Other: _____

Total Relevant Experience: _____

5. Relevant Skills / Training

Please mention any relevant training, certifications or skills:

- Animal handling: _____
- Veterinary assistance: _____

- Wildlife rescue/management: _____
- Animal restraint / shifting: _____
- Sample collection / handling: _____
- First aid / emergency animal care: _____
- Other relevant training: _____

6. Documents Enclosed

- ☐ Educational qualification certificates
- ☐ Mark sheets
- ☐ Experience certificates, if applicable
- ☐ Identity proof
- ☐ Address proof
- ☐ Passport-size photographs
- ☐ Relevant training/certificates
- ☐ Other: _____

7. Declaration

I hereby declare that the information furnished by me in this application form is true and correct to the best of my knowledge and belief. I understand that the post of **Animal Keeper-Cum-Veterinary Assistant** is contractual for a period of **11 months** and carries a consolidated monthly remuneration of **₹30,000/-**. I agree to abide by the rules, duties, instructions and conditions prescribed by the competent authority of Sanjay Gandhi National Park, Borivali.

I further understand that selection may be based on shortlisting, personal interview and practical/skill assessment, wherever considered necessary.

Place: _____

Date: ____ / ____ / 2026

Signature of Candidate: _____

Name of Candidate: _____

Mobile No.: _____

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Application No.: _____

Date of Receipt: ____ / ____ / ____

Eligible: ☐ Yes ☐ No

Relevant Experience: _____ Years

Shortlisted for Interview: ☐ Yes ☐ No

Practical / Skill Test: ☐ Required ☐ Not Required

Interview Date: ____ / ____ / ____

Interview Marks: _____ / 100

Overall Assessment: ☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Suitable
Final

Recommendation:

☐ Selected ☐ Waitlisted ☐ Not Selected

Signature of Scrutinizing Officer: _____

Signature of Selection Committee: _____

Remarks:

**OFFICE OF DEPUTY DIRECTOR (SOUTH),
SANJAY GANDHI NATIONAL PARK, BORIVALI**

Tel. No.022 28860362 E-mail – ddssgnp@gmail.com

**Advertisement For Engagement Of Tourism Manager Cum CSR
Programme Officer**

Applications are invited from eligible and interested candidates for engagement on a **contractual basis** for the post of **Tourism Manager cum CSR Programme Officer** at Sanjay Gandhi National Park (SGNP), Mumbai.

1. Name of Post: Tourism Manager cum CSR Programme Officer

2. Number of Post: 01 (One)

3. Nature of Engagement: Contractual / purely temporary basis. (For 11Months)

4. Duration: 11 months, extendable subject to satisfactory performance and administrative requirements.

5. Educational Qualification

- Graduate/Post Graduate degree in from a recognized University/Institution.
- Candidates having additional qualifications/certifications in CSR, sustainable tourism, wildlife conservation, project management or hospitality will be preferred.

6. Experience

- **Relevant professional experience** in tourism management, eco-tourism, hospitality, CSR programme implementation, corporate relations, project management or a related field.
- Experience of working with Government Departments, Forest/Wildlife Departments, NGOs, CSR Foundations, Corporates or reputed tourism organizations will be preferred.
- Candidates having experience in Banking / Finance Sector will be given preference.

7. Key Responsibilities

The selected candidate shall be responsible for:

1. Planning, developing and managing **tourism and eco-tourism activities** of Sanjay Gandhi National Park.
2. Developing innovative and sustainable **visitor experiences, tourism programmes and interpretation activities**.
3. Coordinating with tour operators, educational institutions, corporates, NGOs and other stakeholders for tourism-related activities.
4. Identifying and developing opportunities for **Corporate Social Responsibility (CSR) funding** for conservation and visitor-management initiatives.
5. Preparing **CSR proposals, concept notes, project plans, budgets and presentations** for prospective CSR partners.
6. Establishing and maintaining professional relationships with **corporate houses, CSR foundations, NGOs and other funding agencies**.
7. Assisting in mobilization and utilization of CSR funds for wildlife conservation, habitat improvement, visitor facilities, environmental education and community-oriented programmes.
8. Monitoring implementation of CSR projects and preparing **progress reports, utilization reports and outcome reports**.
9. Assisting in organizing events, awareness programmes, nature education activities and public outreach programmes.

10. Supporting branding, promotion and communication of SGNP tourism and conservation initiatives.
11. Exploring opportunities for sustainable revenue generation without compromising wildlife conservation and the ecological integrity of the National Park.
12. Coordinating with concerned Range Forest Officers and other officers for smooth implementation of tourism and CSR activities.
13. Maintaining records and databases of tourism activities, CSR partners, projects, proposals and ongoing initiatives.
14. Performing any other duties assigned by the Deputy Director (South), SGNP

8. Desirable Skills

- Excellent communication and interpersonal skills.
- Strong **proposal writing and presentation skills**.
- Knowledge of CSR framework and corporate engagement.
- Good project planning, coordination and monitoring abilities.
- Knowledge of **eco-tourism, wildlife conservation and environmental sustainability**.
- Proficiency in **MS Office, PowerPoint, Excel and digital communication platforms**.
- Ability to coordinate with Government agencies, corporates, NGOs and local stakeholders.
- Good command over **English and Marathi**; knowledge of Hindi will be an added advantage.

9. Remuneration

₹ 40000/- per month, consolidated, as per the terms and conditions approved by the competent authority.

10. Age Limit

Preferably **not more than 45 years** as on the last date of application. Relaxation may be considered for candidates having exceptional qualifications and relevant experience.

11. Place of Posting

Sanjay Gandhi National Park, Borivali (East), Mumbai, with field visits within SGNP and other locations as required for official work.

12. Selection Process

Selection will be based on:

- Scrutiny of applications and eligibility;
- Educational qualifications and relevant experience;
- Personal Interview / Interaction; and
- Any other assessment as deemed appropriate by the competent authority.

Only shortlisted candidates will be called for the interview/selection process.

13. General Terms & Conditions

1. The engagement is purely **contractual and temporary** and does not confer any right for regular appointment in the Forest Department/Government service.
2. The selected candidate shall work under the administrative control and supervision of the **Deputy Director (South), Sanjay Gandhi National Park**.
3. Candidates shall be required to submit copies of educational qualifications, experience certificates and other relevant documents at the time of application/interview.
4. The Department reserves the right to **cancel, modify or withdraw the advertisement** or alter the number of vacancies without assigning any reason.

5. No TA/DA shall be payable for attending the interview/selection process.
6. Incomplete applications or applications received after the prescribed date shall not be considered.
7. Canvassing in any form will result in disqualification.
8. The selected candidate may be required to work beyond normal office hours and undertake field visits as per the requirements of the post.
9. The decision of the competent authority regarding selection shall be final and binding.

14. Submission of Application

Interested candidates may submit their application in the prescribed format along with a **recent passport-size photograph, educational qualification certificates, experience certificates and updated CV/resume.**

Last Date for Submission: 21/09/2026, 05.00 PM

Mode of Submission: By e-mail / In person / By Post

E-mail: ddssgnp@gmail.com

Phone: 8655202903 (Whatsapp No.)

Applications should be addressed to:

**The Deputy Director (South),
Sanjay Gandhi National Park,
Borivali (East), Mumbai – 400 066.**

Date: 07/09/2026

Place: Borivali, Mumbai

-sd-

(Kiran Patil)

Deputy Director (South)
Sanjay Gandhi National Park,
Borivali

APPLICATION FORM

For Engagement Of Tourism Manager Cum Csr Programme Officer

Advertisement Date: 07/09/2026

Last Date for Application: 21/09/2026 up to 05:00 PM

Post Applied For: TOURISM MANAGER CUM CSR PROGRAMME OFFICER

Affix Recent Passport Size Photograph

1. PERSONAL DETAILS

Particulars	Details
Full Name of Applicant	_____
Father's / Mother's / Spouse's Name	_____
Date of Birth	___ / ___ / ____
Age as on 21/09/2026	_____ Years
Gender	_____
Nationality	_____
Mobile No.	_____
E-mail ID	_____
Correspondence Address	_____ _____
Permanent Address	_____ _____

2. EDUCATIONAL QUALIFICATIONS

Sr. No.	Qualification	University Institution	Year of Passing	Percentage /	Specialization
1	SSC / 10th				
2	HSC / 12th				
3	Graduation				
4	Post Graduation				
5	Other				

3. ADDITIONAL QUALIFICATIONS / CERTIFICATIONS

Mention qualifications / certifications relevant to **CSR, Tourism, Eco-tourism, Wildlife Conservation, Project Management, Hospitality, Banking / Finance** or related fields.

Sr. No.	Course / Certification	Institution	Year	Duration
1				
2				
3				

4. PROFESSIONAL EXPERIENCE

Sr. No.	Name of Organization	Designation	From	To	Total Experience	Nature of Work
1						
2						
3						
4						

Total Professional Experience: _____ Years _____ Months

Total Relevant Experience: _____ Years _____ Months

5. TOURISM / ECO-TOURISM EXPERIENCE

Please provide details of relevant experience in tourism, eco-tourism, hospitality, visitor management, tourism promotion or related activities.

Organization / Project: _____

Designation: _____

Period: _____

Brief Description of Work:

6. CSR EXPERIENCE

Please provide details of CSR programmes / projects handled.

Sr. No.	Organization / Partner	Project Programme	Role Responsibility	Project Value	Duration
1					
2					
3					

Number of CSR Projects Handled: _____

Approx. CSR Funding Mobilized / Managed: ₹ _____

7. BANKING / FINANCE SECTOR EXPERIENCE

Organization	Designation	Period	Nature of Work / Responsibilities

Total Banking / Finance Experience: _____ Years _____ Months

8. GOVERNMENT / FOREST / WILDLIFE / NGO EXPERIENCE

Please mention relevant experience:

Organization: _____

Designation / Role: _____

Period: _____

Nature of Work:

9. PROJECT MANAGEMENT / CORPORATE COORDINATION EXPERIENCE

Briefly describe your experience in:

- ☐ Project Planning
- ☐ CSR Proposal Preparation
- ☐ Corporate Relations
- ☐ Government Coordination
- ☐ NGO Coordination
- ☐ Tourism Promotion
- ☐ Event Management
- ☐ Fund Mobilization
- ☐ Project Monitoring & Reporting
- ☐ Visitor Management

Details:

10. COMPUTER & DIGITAL SKILLS

Skill	Proficiency
MS Word	☐ Basic ☐ Good ☐ Excellent
MS Excel	☐ Basic ☐ Good ☐ Excellent
MS PowerPoint	☐ Basic ☐ Good ☐ Excellent
Digital Marketing / Social Media	☐ Basic ☐ Good ☐ Excellent
Data Management / Reporting	☐ Basic ☐ Good ☐ Excellent
CSR Proposal / Presentation Preparation	☐ Basic ☐ Good ☐ Excellent

11. LANGUAGE PROFICIENCY

Language Read Write Speak

English	☐	☐	☐
Marathi	☐	☐	☐
Hindi	☐	☐	☐
Other	☐	☐	☐

12. KEY ACHIEVEMENTS / MAJOR PROJECTS

Please mention significant achievements or projects relevant to the post.

1. _____
2. _____
3. _____
4. _____

13. DOCUMENT CHECKLIST

The following documents should be enclosed with the application:

- ☐ Recent Passport Size Photograph
- ☐ Educational Qualification Certificates
- ☐ Additional Qualification / Certification Certificates
- ☐ Experience Certificates
- ☐ Relevant CSR Experience Documents, if applicable
- ☐ Banking / Finance Experience Certificate, if applicable
- ☐ Updated CV / Resume
- ☐ Any other relevant supporting documents

14. DECLARATION

I hereby declare that the information furnished by me in this application form and the documents submitted along with the application are **true, complete and correct to the best of my knowledge and belief.**

I understand that if any information furnished by me is found to be false, incorrect or misleading at any stage, my candidature / engagement may be cancelled without assigning any reason.

I have read and understood the terms and conditions mentioned in the advertisement for the post of **Tourism Manager cum CSR Programme Officer** and agree to abide by the same.

Place: _____

Date: ____ / ____ / 2026

Signature of Applicant: _____

Full Name: _____

FOR OFFICE USE ONLY

Application No.: _____

Date of Receipt: ____ / ____ / 2026

Eligibility: ☐ Eligible ☐ Not Eligible

Relevant Experience: _____ Years _____ Months

CSR Experience: _____ Years _____ Months

Banking / Finance Experience: _____ Years _____ Months

Documents Verified: ☐ Yes ☐ No

Shortlisted for Interview: ☐ Yes ☐ No

Remarks:

Signature of Scrutinizing Officer: _____

Date: ____ / ____ / 2026