

**KERALA FOREST AND WILDLIFE DEPARTMENT  
PERIYAR TIGER CONSERVATION FOUNDATION**

**PTCF-64/2022**

**Dt. 26.12.2022**

Invites application for the posts of Administrative Officer, Accountant and Ecotourism Officer in the Periyar Tiger Conservation Foundation on contract basis. For more details log on to [www.periyartigerreserve.org](http://www.periyartigerreserve.org), [www.forest.kerala.gov.in](http://www.forest.kerala.gov.in). For any queries contact 85476 03113 (between 10.00 am to 5.00 pm or email to [periyarfoundation@gmail.com](mailto:periyarfoundation@gmail.com). Last date of receiving application in this office is 18<sup>th</sup> January, 2023 before 5.00 pm. Application will be accepted in this office directly or by post only.

**KERALA FOREST DEPARTMENT  
PERIYAR TIGER CONSERVATION FOUNDATION, THEKKADY**

Invites application for the following posts in the Periyar Tiger Conservation Foundation on Contract basis, initially for a period of 1 year. Candidates who possess the qualification can apply with their curriculum vitae to the Secretary, Periyar Tiger Conservation Foundation, Periyar Tiger Reserve, Thekkady, Kumily (PO), Idukki District, PIN-685 509 in the prescribed format given in the website.

- 1. Administrative Officer**
- 2. Accountant**
- 3. Ecotourism Officer**

The screening of the application forms will be carried out by the authorities concerned and decided.

Maximum age of these positions is limited to 60 years. The selected candidates shall execute a bond and agreement with Foundation regarding the terms and condition in hand by the rules and procedures of the Foundation.

**Administrative Officer**

**Qualification** : Retired/ Serving /On Deputation Administrative Assistant / Sr. Administrative Assistant from Kerala Forests & Wildlife Department or other wings of Government / or similar ministerial positions in the Government

OR

MBA with 20 years of work experience in related fields.

**Mode of selection** : The selection process shall include written test or interview or both.

**Pay scale** : Rs. 45,800/- - 89,000/-  
(The remuneration of contract persons who are engaged in the Foundation after superannuation from Government or other similar agencies shall be as per Rule 100 of Part-III, KSR).

**Terms of Reference/ Responsibilities for Administrative Officer**

1. Ensure and supervise the daily administrative work of the Foundation.
2. Ensure the maintenance of personal records of the employees of the Foundation.
3. Ensure the maintenance of records of movable and immovable property of the Foundation.
4. Ensure compliance of the procedure for purchase of goods and materials
5. Day to day financial management under the supervision of Secretary PTCF.
6. Receive and disburse cash and cheques on behalf of Foundation.
7. Prepare draft agenda notes/ annual budget/ annual report.
8. Prepare financial progress reports on regular basis.
9. Report to Secretary/Executive Director on any financial matters.
10. Prepare and check payment, receipt petty cash voucher, and cheques for payment.

11. Assist for the purpose of audit and evaluation of financial matters and preparation of reply to audit queries.
12. Other duties as prescribed by the Secretary/ Executive Director subject to the approval of the Executive Committee/ Governing Body of the PTCF.

### **Accountant**

**Qualification** : Retired/Serving (on Deputation basis) Junior Superintendent/ Head Accountant with a minimum of three year experience in the post in Kerala Forest or other wings of Government with working knowledge in Tally Accounting Software is eligible.

In the absence of suitable persons, a person having completed Articleship in a Registered Chartered Accountant Firm will be considered, provided he has adequate experience working with Tally.

**Mode of selection** : The selection process shall include written test or interview or both.

**Pay scale** : Rs. 36,600/- - 79,200/-  
(The remuneration of contract persons who are engaged in the Foundation after superannuation from Government or other similar agencies shall be as per Rule 100 of Part-III, KSR).

### **Terms of Reference/ Responsibilities**

1. Day to day financial management under the supervision of Administrative Officer
2. Receive and disburse cash and cheques on behalf of the Foundation
3. Prepare draft annual budget
4. Prepare financial progress reports on regular basis
5. Report on any financial matters to the Administrative Officer
6. Prepare and check payment, receipt, petty cash vouchers, and cheques for payment
7. Assist for the purpose of audit and evaluation of financial matters
8. Other duties as prescribed by the Secretary and Executive Director related to accounts of the Foundation

### **Ecotourism Officer**

**Qualification** : Master of Tourism Administration (M.T.A.)/ M.T.M. or M.B.A. with specialization in Tourism Management.

: Proficiency in computer applications

**Experience** : Experience in Tourism Management and knowledge in Developing/ Managing Ecotourism Packages/ Activities. Preference will be given to candidates having knowledge in Ecotourism in Forest areas and Participatory Forest Management.

**Mode of selection** : The selection process shall include written test or interview or both.

**Pay scale** : Rs. 39,500/- - 83,000/-

### **Terms of Reference/ Responsibilities**

1. Manage and Coordinate all Ecotourism activities in PTR under the supervision of Park Management and Secretary, Periyar Tiger Conservation Foundation
2. Prepare protection-oriented, ecologically sustainable, socially acceptable and economically viable ecotourism products and extend technical support in their implementation
3. Conduct periodic review of ecotourism schemes for streamlining and improving the ecotourism products
4. Market ecotourism products implemented in PTR
5. Train the professional group EDC members in sustainably conducting ecotourism programmes
6. Carry out feasibility studies, assess market and financial sustainability
7. Prepare periodic reports as required by the management
8. Monitor the activities of ecotourism programmes, financial transactions from ecotourism programmes, accounting, etc.
9. Work in liaison with the Nature Education Officer
10. Maintain the ecotourism spots /tracks free of litter and ensure least ecological impact/disturbance
11. Develop innovative programmes to tap the ecotourism opportunities of Sabarimala Pilgrimage so as to benefit the depended communities
12. Get the proposals financially vetted by the Economist
13. Collate data, prepare reports and give technical support to the Protected Area Management
14. Any other duty related to the field, as assigned by the Executive Director/Secretary of the Foundation
15. Conduct of visitor surveys and conduct studies for improving the existing Eco Tourism Programmes.

**PERIYAR TIGER CONSERVATION FOUNDATION**  
**PERIYAR TIGER RESERVE, THEKKADY - 685 509**

**FORMAT FOR APPLYING THE POST OF**  
**ADMINISTRATIVE OFFICER, ACCOUNTANT & ECOTOURISM OFFICER**

**Post applied for** : .....

1. Name of the applicant : .....

2. Son/Daughter of : .....

3. Sex : Male/Female

4. Date of Birth : .....

5. Permanent Address : .....

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6. Address for Correspondence : .....

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7. Phone : Mobile : Email :

8. Marital status : Married/Unmarried

9. Nationality :

10. Educational Qualification:

<b>Examination passed</b>	<b>Board/University</b>	<b>Year of passing</b>	<b>Subjects'</b>	<b>Percentage of marks scored</b>
S.S.L.C.				
H. Sc./PUC				
Degree				
Master degree				
M. Phil.				
Ph. D.				
Others				

11. Experiences :

Affix  
Recent  
Passport size  
Photo  
(Self-attested)

12. Other qualifications :

13. Languages known :

14: References: (Name, Designation, Address, Phone/Mobile No., Email ID)

15. Attach separate sheets for any other informations and details, if necessary.

**Declaration**

I hereby declare that the entries in this format are true to the best of my knowledge and belief.

Date:

Signature