

## **1. Project Assistant (PA GSWA)**

Shall work under the supervision of Head of the Nodal Agency, GSWA

- Follow instructions given by the HNA GSWA
- Coordinating other meetings as per duties given
- Assist with monitoring program.
- Field survey for biodiversity assessment of wetlands and recording of pre existing rights and privileges of the wetlands along with CSIR – NIO,
- Assist with designing, flyers and other promotional literature with empaneled vendors.
- Assist with other advertising efforts for program/project.
- Assist in gathering information for program/project from internet, libraries, professional journals, phone, research, etc.
- Assisting in conducting various committee meetings of GSWA
- Scientific data entry.
- Maintain files related to projects.
- Drafting wetland Gazette notifications
- Drafting site inspection reports
- Website management
- Arranging awareness programmes for GSWA
- Coordinate with institutes, industries and stakeholders from in and around wetlands
- Coordinate with all state line departments.
- Any other official duty assigned by HNA as and when needed.

## **2. Legal Assistant (LA GSWA)**

- Shall work under the supervision of Head of Nodal Agency(HNA), Goa StateWetland Authority(GSWA)
- Coordinating with the legal counsels appointed by govt to representGSWA in various cases
- Briefing the Government Advocates on present status of various ongoing cases
- Drafting legal documents
- Drafting of reports to be submitted before various courts
- Ensure timely submission of reports and compliances
- Maintain records of legal matters
- Assisting &advise in other legal matter within the purview of GSWA
- Function as Assistant Public Information Officer for GSWA
- Charge of Public Grievance Officer of GSWA
- Also function as Legal Assistant of Goa State Biodiversity Board(Nodalagency for GSWA)
- Coordinating with the legal counsels appointed by govt to representGSBB in various cases
- Assisting GSBB in drafting Memorandum of Understanding andMemorandum of Agreements with various institutes

- Assisting GSBB in Incorporation of FPO and Trademark Registration forGoVan Project of GSBB
- Drafting Meeting minutes for all the committee meetings of GSWA andBoard Meeting & ABS committee meeting of GSBB.
- Any other official duty assigned by HNA,GSWA as and when needed.

**3. Lower Division Clerk (LDC GSWA)**

- Shall work under the supervision of HNA GSWA and Director for Environment and Climate Chage
- Responsible for registration and documents and records management including all papers, files received and dispatched by the office.
- Maintenance of file register, file movement registers.
- Typing.
- Examination of receipts, putting necessary noting and drafting.
- Ensure dispatch of outgoing letters and files from the office.
- Preparation and submission of drafts under guidance of officer in charge.
- Any other work assigned by senior officer as and when needed.
- Inward /Outward, Maintaining records, Maintenance of files in neat way, preparing parcels for posting, etc.
- Marking of cupboards and other assets under guidance of accounts person and seniors.
- Securely Store and Retrieve all documents / files. Document Management. Accountability for all documents and records.