

Organisation and Function

S.No	item	Disclosure Details
1	Organisation and Function	
1.1	Particulars of Organization, Function and Duties	
1.1.1	Name and Address of the Organisation	National Zoological Park, Mathura Road, Near Sunder Nagar, New Delhi – 110003
		Website http://www.nzpnewdelhi.gov.in
		Ms. Akanksha Mahajan, IFS, Director
1.1.2	Head of the Organization	Email: nzpnewdelhi@gmail.com, nzpzoo-cza@nic.in
		Telephone No +91 11 24358500, +91 11 24359825
		Fax: +91 11 24352408
		Date of Joining National Zoological Park: 17-11-2022
1.1.3	Vision, Mission and Key Objectives	Vision <p>In twenty-year, time of Master Plan period the visitor experience will be far more rewarding and enriching than it is today. Quality of animal care exhibits, conservation education and sustainable management practices will take the zoo to the next level. The ‘National Zoological Park’ (NZP) will truly be the Nation’s Zoo in terms of state of art facilities and management practices. It will be role model in the country for other zoos to seek guidance and inspiration.</p> <p>NZP shall also endeavour to breed endangered species through organized breeding programs for the purpose of display, exchange and rehabilitation in wild. NZP will be a</p>

top of the mind educational and recreational facility in the region.

Mission

- (a) To generate awareness and compassion in the society towards wildlife and to garner their support for the national conservation effort.
- (b) To play an effective role in reducing man animal conflicts in urban landscape.
- (c) To play an effective role in species preservation.

Objectives

Objective of the park was to provide a healthy and inexpensive recreation to people of Delhi and its neighbouring areas. It was further realized that, conservation education and research on Wild animals can best be imparted through the zoo.

1.1.4 Functions and Duties

To maintain the scientific data regarding animal management.

1.1.5 Organization Chart

Please look below

1.1.6 Any other details- the genesis, Inception, formation off the department and the HoDs from time to time as well as the committees/commission consulted from time to time have been Dealt

The National Zoological Park, New Delhi is one of the premier zoos of the country. It is popular destinations in the Delhi - NCR discharging its responsibility to help people appreciate, understand nature and wildlife better. The Park was formally inaugurated on 1st November, 1959 by Shri Punjab Rao Deshmukh, Hon'ble Minister, Government of India. This Park was initially known as Delhi Zoo. In the year 1982 it was given the status of the National Zoological Park with the idea of it being the model zoo of the country.

1.2	Power and Duties of its Officers and Employees	Please look below
1.2.1	Powers and Duties of officers (Administrative, Financial and Judicial)	Director, NZP is Head of Institution. There is a Joint Director, Veterinary Officer, Administrative officer and Curator (E) to look after their respective field.
1.2.2	Power and Duties of other Employees	NZP contains 10 sections and there are employees in all respective sections to look after the work
1.2.3	Rules/orders under which powers and duty are derived and	As per Govt. Rules
1.2.4	Exercised	As per Govt. Rules
1.2.5	Work allocation	As per duty assigned by HoD
1.3	Procedure followed in decision-making process	
1.3.1	Process of decision making identify key decision-making points	As per the approved Master Plan of NZP
1.3.2	Final decision-making authority	Director
1.3.3	Related provisions, acts, rules etc.	As per rules
1.3.4	Time limit for taking decisions, if any	Nil
1.3.5	Channel of Supervision and Accountability	Director, HoD, JD. Admin officer, Curator (E), all section supervisors, staff posted in all sections
1.4	Norms for Discharge of Functions	
1.4.1	Nature of functions/Service offered	Management of Animals
1.4.2	Norms/standards for functions/Service delivery	As per Rules
1.4.3	Process by which these services can be accessed	As per Rules
1.4.4	Time-limit for achieving the targets	Depends upon the works
1.4.5	Process of redress of grievances	By the Approval of HoD

1.5	Rules, regulations, Instructions Manual and Records for Discharging Functions	
1.5.1	Title and nature of the record/manual/instruction	Manual
1.5.2	List of Rules, regulations, Instructions manual and Records.	As per Govt. Rules
1.5.3	Acts/Rules manuals Etc.	As per Govt. Rules
1.5.4	Transfer Policy and transfer orders	By Director
1.6	Categories of Documents held by the Authority under its Control	
1.6.1	Categories of Documents	NA
1.6.2	Custodian of Documents/Categories	NZP
1.7	Boards, Councils, Committees and other Bodies constituted as Part of the Public	
1.7.1	Name of Boards, Councils, Committee Etc.	Zoo Advisory Committee
1.7.2	Composition	Chaired by ADG(PT) MoEF&CC
1.7.3	Dates from which constituted	18.10.2022
1.7.4	Term/ Tenure	Three years
1.7.5	Powers and Functions	To implement the policy matters
1.7.6	Whether their meetings are open to the public?	NIL
1.7.7	Whether the minutes of the meetings are open to the public?	NIL
1.7.8	Place where the minutes if open to the public are available?	NIL
1.8	Directory of Officers and Employees	Please click here to view the Directory of Officers and Employees
1.8.1	Name and designation	Click on the link

1.8.2	Telephone, fax and Email	Click on the link
1.9	Monthly remuneration received by Officers and Employees including system of Compensation	
1.9.1	List of employees with Gross monthly remuneration	Click on the Link
1.9.2	System of Compensations as provided in its Regulations	As per Rules
1.10	Name, Designation and other particulars of Public information Officers	
1.10.1	Name and Designation of the Central public information Officer (PIO), Assistant public information Officer (APIO) and Appellate Authority	Dr. Manoj Kumar, Curator (E), PIO, Ms. Akanksha Mahajan, Director, Appellate Authority
1.10.2	Address ,telephone numbers and email of each designated official	PIO, Appellate Auhtority, Director, National Zoological Park, New Delhi – 110003, 01124359825 Nzpzoo-cza@nic.in
1.11	No. of employees against whom disciplinary Action has been proposed/taken	
1.11.1	No. of employees against whom disciplinary action have been (i) Pending for minor penalty or major penalty proceedings	10 Nos pending
1.11.2	(ii) finalised for minor penalty or major penalty proceedings	NIL
1.12	Programmes to Advances Understanding of RTI [Section 26)	
1.12.1	Educational programmes	Throughout the year NZP organized various activities for Wildlife Conservation to the school students and visitors
1.12.2	Efforts to encourages public authority to participate in these programmes	The NZP coordinate with various schools for participation in the programme
1.12.3	Training of CPIO/APIO	Previous CPIO attended training time to time organized by Govt. of India
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	NIL

1.13 **Transfer Policy and Transfer Order {Fno. 1/6/2011- IR dt. 15.4.2013}**

1.13.1 **Transfer Policy and** **NIL**
Transfer Orders [F no.
1/6/2011- IR dt. 15.4.2013]

Duty List of Employees of National Zoological Park, New delhi

1. Director:
1. To work as the Head of the Department with overall administrative and financial management control and planning, designing and execution of various zoo management programmes.
 2. To take action for pervasive development and progress of the Zoological park.
 3. To Co-ordinate and participate on the national and international zoos deliberation for animal exchange, reintroduction of the species and technical persuits concerning wildlife conservation.
 4. To organise/conduct Zoo Advisory and Technical & Committee meetings, symposia, seminars trainings on Wildlife Management particularly on the aspect of breeding, health care and education.
 5. To formulate various proposals for civil and other works of the zoo development and giving administrative approval/ financial sanction.
 6. To promote educational programmes in wildlife and environment conservation.
 7. To maintain law and order in the zoo.

2. Joint Director:
1. To supervise and guide the junior staff of animal management and veterinary sections for upkeeping of wild fauna.
 2. To plan and design construction and modification of enclosures, cages, and other infrastructures required in order to meet the physiological and biological needs of the animal species and their scientific display.
 3. To take actions for planning and undertaking ~~pro~~ prospective breeding of zoo collections.
 4. To deal with all the correspondence pertaining to animal exchange and ensure for safe transportation of the animals for the purpose.



5. To ensure proper maintenance of livestock and othee inventories and timely submission of progress reports.
6. To plan and conduct basic and applied research studies on the nutritional and breeding aspects of important indogenous species.
7. To help in organising various wildlife educational programmes of the zoo.

8. Any other work assigned by the superior.

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3. Veterinary Officer: 1. To plan and establish adequate vet. facilities in the zoo hospital and prepare and submit the details of ~~mandatory requirements accordingly.~~ *Requirements accordingly*

2. To study specific causes of morbidity and mortality and accordingly formulate and adopt measures to prevent disease among zoo collections.

3. To undertake the operation of chemical immobilisation of animals as and when required and to handle surgical and obstetrical problems.

4. To check in routine the animal diet articles and drinking water quality.

5. To conduct practical orientations and training programmes on health monitoring, disease diagnosis, chemical capture and restraint techniques.

6. To conduct basic and applied research in the field of wildlife health management.

7. To supervise the junior staff and maintain their casual and RH leave accounts.

4. Administrative Officer: 1. To look after ministerial and administration work and give timely decision, noting and drafting on the policy matters.

2. To prepare draft of demands for grants of the zoo and to have overall administrative control of expenditure sanction under different heads.

3. To work as a Drawing and Disbursing Officer for salaries, wages, travels, materials and supplies expenses, advances and other contingencies.

4. To handle and process all the recruitment, disciplinary and other cases of class 2, 3, 4 employees and to ensure that DPC, JCM/office council and other meetings concern employees welfare should take place as per Govt. rules.

5. To supervise all work of subordinates and motivate them to get the best ~~work~~ out of them.

6. To arrange various meetings and programmes to be conducted in the zoo.

5. Assistant Veterinary Officer: 1. To visit at least twice the displayed areas to check up health problems of animals and dispense necessary medication.

2. To treat sick animals in the zoo hospital as well as in the field and conduct pathological and micro-biological examinations for specific diagnosis of etiology of the condition.

3. To conduct post mortem examination, and to collect specimens for laboratory investigation.

4. To maintain records pertaining to medical history of animals and disease investigations.

5. To procure medicines, vaccines, reagents and chemicals etc.

6. To look after the work of vety. officer in his absence.

6. Curator (Education): 1. Conceptual planning, development and execution of interpretive educational programmes to increase understanding of wildlife and the need for their conservation to enable school and colleges to use the zoo as an educational resource that will supplement their study curricula.

2. To plan and design standardized signage system giving complete specific description of ~~the~~ an exhibit.

3. To organise various wildlife training, seminars, symposia, workshops and practical orientations and expositions for educational and scientific institutions.

4. To procure audio-visual aids required for documentation and production of various scientific and technical events store information and data to help wildlife management and education.

5. To produce various publications, viz. zoo books, brochures, handouts, leaflets, reports, magazines, etc.

~~6. To conduct periodically visitor surveys and analyse the as per their categories and develop wildlife educational programmes accordingly.~~

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7. Garden Superintendent: 1. To guide and supervise the junior staff working in the garden section and to maintain their leave records.

2. To undertake land scaping of zoo grounds and lawns and to maintain the nursery for replantation of the greenery of the park.

3. To ensure proper management of stumps, dead and fallen woody material and to obtain permission for cutting green trees.

4. To ensure use of plant and vegetation waste for preparation of manure and its proper use for the garden sursery.

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5. To ensure maintenance of all the garden implements in working conditions.

6. To maintain all the relevant expenditure records and inventory of the garden section.

7. To submit timely progress reports for necessary action. ~~and to perform~~

8. Accountant: 1. To ~~an~~ handle finance and accounts matters of both plan and non plan budget estimates and to scrutinise flow of recurring and non recurring expenditure as well as miscellaneous expenditure.

2. To check cash book, contingencies, cash ledger vouchers and review the progress of expenditure against sanctioned grants and to ensure booking of all expenditure and preparation of balance sheet as per the rules.

3. To check and pass bills of salaries, D.A advances, T.A claims, LTC, Public and civil works, vehicle fuel, animal diets, material and supplies and to ensure regular Income Tax deduction of the employees.

4. To ensure submission of timely statements of revenues earned and expenditure accounts for head office/ Ministry as per specific guidelines.

5. To prepare appropriation and reappropriation statements and supplementary budget demands.

6. To check statement of writ off of losses and submit for necessary approval.

7. To deal with auditors and see that relevant reports and replies to audit objections be submitted in time.

9. Office Superintendent: 1. To draft clear, precise and lucid notings and communications about the administrative and service matters and guide the subordinate for the day to day work.

2. To process matters of recruitment, promotion, transfer, superannuation, pension benefits, increments, leave, probation and efficiency bar, leave salary and pension contribution and SC/ST, handicapped and compassionate appointment et.

3. To process proposals of creation of posts, application of work study report, organisation of symposia/ seminars/training and slating of programme for zoo advisory and maintenance and construction works committee meetings.

4. To process matters of advertisements, incidents honorarium, awards, fees vigilance, disciplinary et.

5. To ensure proper entry of records in the service book of all the zoo employees and keep them in safe custody.

6. To ensure proper maintenance of dak registers and issuing and despatch of circulars, proceedings, instructions, notifications and letters.

7. To supervise movements of files, documents, guard files and all other correspondence. Taking necessary measures for reduction in administrative work expenditures.

8. To ensure timely preparation and submission of annual returns.

10. Education Assistant : 1. To create a general awareness and sensitivity in people about the preservation of wildlife by providing literatures, zoo guide books, handouts, leaflets and organising audiovisual shows, films, exhibitions and competition and teaching lectures about exhibits in situ.

2. To conduct periodical visitor surveys and analyse their behaviour pattern and adopt method of educating visitors about wildlife.

3. To assist in various practical training programmes, workshops, seminars, symposia on wildlife management organized by the zoo.

4. Coordination with other sections of the zoo for publishing annual reports, bulletins, treatise etc.

5. Taking rounds in display areas & educating the public not to tease, throw stones and food articles into the enclosure.

11. Biological Assistant : 1. To maintain stud books and history cards of various rare and endangered animal species.

2. To provide scientific literature for animal signage system.

3. To assist the Curators in their day to day work.

4. To conduct basic and applied research studies on animals. Video monitoring records of all the health and reproduction activities may also be used.

12. Zoo Ranger : 1. To supervise the cleanliness and maintenance work of enclosures, cages houses and surroundings and water to the animals and birds. Submit regular requisitions according to the need.

2. To ensure daily optimum and supply of animals and feeding conditions of the animals and birds.

3. To record and report daily on health and feeding conditions of the animals and birds. Submit regular requisitions according to the need.

4. To assist in capturing, creating and feeding conditions of the animals and birds.

5. Liaison with veterinary section for problems and treatment of animals and maintenance section for repairs of damage enclosures, cages and other structures and miscellaneous needs for escape of animals.

6. To maintain records of all the animals and inventories of the section.

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14. Junior Hindi Translator: 1. To facilitate zoo office in drafting, notings and bringing out notifications, circulars, proformas, guidelines, instructions and all day to day correspondances and maintenance of employees service records in Hindi.

2. To help in ascribing necessary information about animals in Hindi for preparing and maintaining signage in all display areas of the zoo.

3. To process and maintain all the records of public and civil works in Hindi and take necessary action for follow up progress.

4. To prepare timely reports in bilingual.

5. To suggest various steps for outreaching Hindi implementation programmes in the zoo.

15. Security Supervisor: 1. To enforce security in the zoo premises round the clock.

2. To curb vandalism and take preventive measures to safeguard Govt. property and safety to visitors.

3. To check entry of vehicles on the narrow inner roads and regulate the gate entry tickets by posting necessary ticket collectors and adopt methods deemed fit to avoid malpractice at the main gate.

4. To keep liaison with police authorities in maintaining law and order problems in the zoo.

5. To entertain public complaints on matters of their losses and take follow up action and submit progress report to immediate superior.

15. Laboratory Assistant: 1. Collection of specimens during necropsy examination and their preparation for microbiological and pathological laboratory examination.

2. Processing of relevant samples for detailed lab. tests/examinations.

3. Maintenance of museum specimens and upkeep of their history records.

4. Maintenance of lab. equipments/instruments in order and maintaining of their log book.

16. Sanitary Inspector: 1. Overall supervision of zoo sanitation and hygiene works that is cleaning of enclosures, moats, roads and paths, public convenience and office building.

2. To take measures for malaria and pest control. To check stray dog entrance.

3. To manage disposal of animal and vegetable waste materials.

4. To ensure proper maintenance and operation of gohar gas plant.

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Assistant Store Keeper : 1. To take action for procurement of articles, stationary, furniture, coolers, heaters, soap, etc., & other items required for the main office and field visitors.

2. To take action to invite tenders of diet articles/kipok/water trolleys grass auction and complete all the correspondence well in advance for the commencing financial year for their finalisation.

3. To maintain records of the zoo immovable property valuations and the lease taxes paid thereof.

4. To ensure timely payment of telephone, electricity and water bills.

5. To receive and check quantity of animals diet articles and other rations from the contractors and its timely distribution.

6. To process purchase of equipment medicines and chemicals.

7. To maintain valuation records of building, sheds, enclosures, plants, equipment, machines, crates, trolleys, vehicles etc.

8. To take action & dispose of all the unserviceable articles and wedding of files and papers.

9. To get auditing of all the store stocks as and when required and prepare replies to the audit objections.

13. Upper Division Clerk : 1. To maintain and complete service books, personal files and nomination forms of all the employees (except that of ~~Executive~~ Director, Jt. Director and A.O).

2. To process increments and their E.B cases.

3. To maintain E.L and C.L records of the employees.

4. To deal cases of appointments, probation clearance, confirmation, promotion, review cases through D.P.C and Ministry, reservation categories.

5. To submit information about reservation quota disciplinary cases, penalty & theft cases for administrative action.

6. To process matters of grant of special pay honorarium and rewards, pay fixation, gradation list.

7. To process cases of pension gratuity and encashment of unutilised leave in respect of retired and deceased employees.

8. To keep Govt. cash and other valuables in safe custody in accordance with the cash book.

9. To make payment on passed bills and receive payment against receipts.

10. To maintain cash book, contingent registers and getting the entries countersigned by the Accountant/ DDC.

11. To preserve passed vouchers and place them before audit for checking.

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12. To fetch cash from Bank and deposit revenues into Govt. Account in Bank daily.
13. Preparation of all cheques, entries of pay and accounts.
14. To prepare pay bills, T.A, claims, GPF returns etc.
15. To process bills of water and electricity, tuition & fee/P.C.L., supplementary bills, gate entry tickets property tax etc.
16. To process and maintain all the correspondence file work pertaining to his desk work.

17. Stenographer : 1. Taking dictation and transcription thereof in Hindi and English.

2. To maintain confidential files, service records, and other relevant correspondence.
3. To maintain records of the movement of all the important files and papers.
4. To record the proceedings of the meetings and draft preparation for necessary issue.
5. To attend telephonic calls, receive visitors and employees and guide them to solve their genuine problems and arrange meetings with Director.

18. Junior Accountant: 1. To prepare non-plan and plan estimates. To check all the store expenditure accounts and make correspondence thereon accordingly.

2. To check pay bills, T.LTC, Advances with ref. to rules.
3. To issue admission tickets to booking clerks and maintenance of their relevant records.
4. To draft replies of audit remarks pertaining to correspondence section. Reconciliation of exp. with pay and Accounts and Bank.
5. Preparation of monthly exp. accounts, revenues, returns etc.
6. Maintenance of registers regarding accounts matter.

20. Librarian : 1. Setting of wildlife science library.

2. To procure, catalogue and maintain books, periodicals, Scientific documents etc.
3. Issuing and receipt of library books.
4. To maintain records of films, photographs, T.V, V.C.R slides, Xerox machine, tape records etc., documents, proceedings and reports.
5. To get audit of all the library holdings

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22. Lower Division Clerk : 1. To do all work of diary and despatch of outgoing and incoming daks, files etc.
2. To maintain accounts of day -to-day exp. incurred on mailing of posts, telegrammes, telex and other communications.
3. To do typing work.
4. To maintain all the correspondence pertaining to various meetings about management work.
5. To keep medical records of the employees and estate office quarters.
6. To keep records of honorarium and all general orders issued.
7. To prepare pay bills of group D staff and noting thereof acquittance rolls, GFF advance, festival advance, cycle advance etc.
8. To complete in advance all the relevant papers and correspondence work in order to accomplish in time exchange of animals.
9. To procure licence and CITES certificates for import and export of live zoo inmates.
10. To provide specific instructions and specifications about preparations of Air carriers to carry live animals shipment as per rules of IATA.
11. To prepare proceedings of animals exchange and price fixation committee and issuing necessary letters to the concerned zoos.
12. To prepare live stock inventory reports.
- 13 To process and maintain all the relevant correspondence about animal acquisition and foreign exchange deal.
14. To prepare returns of estate , DA, LTC bills and other advances.
15. To arrange weighing of all the diet articles received from the contractors, and to prepare challans listing quantity of the diet articles in duplicate.
16. To ensure proper and safe storage of food items in the store.
17. To ensure maintenance of all the diet stock registers and other inventory registers upto date.
18. To take action for timely distribution of the food and fodder from the store.

POST

: Chokidar

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PAY SCALE

16

42 Chowkidar :

DUTIES

1. To watch over and guide the zoo proper
2. To assist the animal and garden staff in curbing vandalism and preventing undesirable activities in the zoo premises.
3. To check public vehicles entering into lawns and grounds, places of side the standard zoo roads, and to regulate the movements of the visitors on the eve of heavy rush.
4. To maintain and enforcing security in the duty areas and in the event of any untoward happening, report to a higher authority about the same.
5. To report all the lost and found properties to security supervisor.
6. Any other duty assigned by the superior.

43 Cook-cum-food Distributor: To prepare food for the animals and distribute them, To prepare necessary chalbans thereof and any other work assigned by the superior.

44 Gangman : Removal of dust, dirt and other materials from moat water/canal, spraying of antimalarial drugs on canal and water points.

38 POST

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Assistant Keeper/Attendants

DUTIES

1. To clean animal wastes, food and water troughs and undesired objects lying in the enclosures.
2. To ensure timely feeding and watering of animals.
3. To report immediately to head keeper or superior if any animal is observed injured, unable to move and feed, or has escaped.
4. To report if any animal is in heat or giving birth and take necessary precaution to prevent any interference / harmful effects.
5. To capture, crate and shift the live animal as and when directed by the superior. To take dead animals to veterinary hospital for postmortem examination.
6. To check and ensure proper ~~the~~ enclosure/ cage/ house at least half an hour before the zoo, is closed.
7. Any other duty assigned by the superiors.

Security of the animals

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34. Daftly : Maintenance of files in safe custody , make available files as and when required, weeding, dusting of files, operation of duplicator machine, photostat machine and keeping relevant records thereof.

35. Peon: To lift the files from one section to other, dusting, weeding, delivery of letters and to assist the Officer and staff in their day to day work.

36. Ticket Collector: To punch gate entry tickets at the entry gate and allow the visitors accordingly.

37. Zoo Guard :

1. To help maintain the lawns and grounds of the zoo premises and do landscape work with a view to provide naturalness in the area.
2. To ensure upkeep of a nursery required for plantation / propagation of trees, shrubs, herbs, climbers, hedges, etc. in the entire zoo area.
3. To ensure suitable use and disposal of decaying/ morbund and dead vegetation and trees.
4. To ensure timely weeding, pruning and lopping of undesirable vegetations.
5. To advice the public not to damage and pluck flowers, plants and throw any eatables in the lawns and grounds
6. To take attendance of the staff and supervise their work
7. To ensure maintenance of garden implements in working conditions.
8. Any other duty assigned by the superior.

38. Zoo Keeper : 1. To report regularly about the health breeding and feeding condition and general environment of animals.

2. To perform work of routine cleaning of animal cages, enclosures, houses cells, moats, food and water troughs and animal wastes and to ensure timely feeding and watering of animals.

3. To report any damages of enclosures, cages structures etc. for immediate repair.

4. To remove all the foreign materials from the animal enclosure.

5. To ensure double security at all times safe for confinement of animals in their enclosures.

6. To protect the animals from teasing and damage of enclosures, boards, fittings.

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28. Van Driver/Jeep Driver: Operation of Staa Car/Van Driver Fork Lift Truck etc. and undertaking petty maintenance work.

29. Carpenter : 1. To prepare and repair wooden animal crates, cages, nest boxes, wooden shelters, doors and windows of the enclosures, houses cages and public notice and directional boards and their their fixing at the convenient places. To put animal descriptive boards on the enclosures.

2. To undertake all the wood repair work.

30. Work Supervisor: 1. To process requisition for procurement of materials and supplies required for work in workshop, carpentary masonry and painting, repairs and modification of cages and enclosures.

2. To supervise all the work of repairs, renovation, modification and preparation of cages and crates.

3. To maintain all the field equipments of different sections in working conditions.

4. To maintain stock register of expenditures and completion of work.

5. To get verification of all the store supplies received and issued and submit a detailed report for audit.

31. X-Ray Technician : 1. To take X-Ray radiographs of sick animal and help diagnosis of the condition for institution of specific treatment.

2. To develop X-Ray films and after results are recorded to preserve them properly alongwith the results.

3. To requisition X-Ray films, chemicals, cassettes and maintenance of their stock properly.

4. To maintain radiographic lab. and X-Ray machine in working condition.

5. To assist Vety. Officer in the treatment of animals.

32. Artist : 1. To design, prepare and maintain signage system bearing scientific description of display exhibits.

2. To prepare descriptive boards of the animals in English and Hindi.

3. To prepare blur prints, guide maps, sketches caution boards/information/instruction boards with necessary pictorial information.

4. To assist the Education Section in organising exhibition and displaying and teaching about painting materials, drawing, photography, writing etc.

5. To prepare picture panels of living and non-living materials.

6. To maintain all records pertaining to the material and supplies he received.

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- Veterinary Compounder :
1. To arrange requisites for running and operating medical cases.
 2. To assist Vety. Doctor's in day to day treatment including management of surgical and gynaecological cases.
 3. To maintain stock of medicines and equipments in zoo hospital.
 4. To maintain feeding records of indoor patients.

- Ticket Clerk :
1. To issue gate admission ticket, car entry tickets, guide books, maps etc. and deposit all the revenue with the cashier under intimation to Account/Jr. Accountant/A.C
 2. To complete and maintain all the relevant records and submit to the accountant for verification and signing.
 3. Any dispute with visitors to be brought to the notice of the security supervisor and A.C.

25. Head Keeper :
1. To supervise timely cleanliness of cages enclosures, removal of animal wastes and undesired vegetation from enclosures.
 2. To arrange shelters, perching materials, tree logs and branches required for protection from natural vagaries and species biological needs.
 3. To ensure prompt repair of the damage enclosures, cages, structures etc.
 4. To ensure that no foreign material remain in the animal vicinity.
 5. To ensure all doors and gates of enclosures and cages are securely fastened and locked to prevent escape of the zoo inmates.
 6. To ensure all doors, latches and pulley are well lubricated for smooth and easy functions.

26. Sign Board Painter : To design, prepare signage system bearing description of display exhibits and to prepare descriptive boards of the animals in English and Hindi.

27. Black smith : 1. To undertake all the fitting, turning & welding work in animal enclosures, cages, houses, cells, squeeze cages and repair or modification of doors, windows, shelters and repair of transportation vehicles, garden implements & machines and fabrication of frames of transport cages and crates and making of small implements for cleaning work. Maintenance of blocks and tackle system for lifting heavy articles/ loads and drinking and sewer water lines.

A1 POST

Mali / Senior Mali

DUTIES

1. To maintain lawns and gardens of the zoo by regular watering, fertilizing hoeing weeds and cutting grasses.
2. To plant, the shrubs, herbs, hedges, trees and other adornments to give a refural air to the lawn and grounds.
3. To raise and maintain plant nursery for replenishing plants and tree collections of Zoo premises.
4. To do timely weeding, lopping and pruning of undesired vegetation and suitably use or dispose of decaying vegetation, fallen and dead trees and plants.
5. To clean the wastes left by visitors in the lawns.
6. To report, supervise and control spoiling and damaging of lawns and grounds by the public.
7. Any other duty assigned by superior.

DUTIES

1. Take attendance of chowkidars and account work and fix place of duty in absence of security supervisor.
2. To take round to ensure that chowkidars are present at their duty area and to ensure security round the clock.
3. To keep the superior authorities informed about any law and order problems.
4. To prevent unauthorised entrants into zoo and help booking clerks and ticket collectors on such occasions.
5. To check security registers.
6. Any other work assigned by the superior.

40. Mahaout: Maintenance and feeding of ~~animals~~ elephants, taking them round, elephant joy ride and offering them exercise.

1. Van Driver/Jeep Driver: Operation of Staa Car/Van Driver
*k lift Truck etc. and undertaking petty maintenance work.

28. Carpenter : 1. To prepare and repair wooden animal crates,
cages, nest boxes, wooden shelters, doors and windows of the enclo-
sures, houses cages and public notice and directional boards
and their their fixing at the convenient places. To put animal
descriptive boards on the enclosures.

2. To undertake all the wood repair work.

30. Work Supervisor: 1. To process requisition for procurement
of materials and supplies required for work in workshop,
carpentry masonry and painting, repairs and modification of
cages and enclosures.

2. To supervise all the work of repairs, renovation,
modification and preparation of cages and crates.

3. To maintain all the field equipments of different
sections in working conditions.

4. To maintain stock register of expenditures and
completion of work.

5. To get verification of all the store supplies
received and issued and submit a detailed report for audit.

29. X-Ray Technician : 1. To take X-ray radiographs of sick
animal and help diagnosis of the condition for institution
of specific treatment.

2. To develop X-Ray films and after results are recor-
ded to preserve them properly alongwith the results.

3. To requisition X-Ray films, chemicals, cassettes
and maintenance of their stock properly.

4. To maintain radiographic lab. and X-Ray machine
in working condition.

5. To assist Vety. Officer in the treatment of
animals.

37. Artist : 1. To design , prepare and maintain signage
system bearing scientific description of display exhibits.

2. To prepare descriptive boards of the animal s
in English and Hindi.

3. To prepare blur prints, guide maps, sketches
caution boards/information/instruction boards with necessary
pictorial information.

4. To assist the Education Section in organising
exhibition and displaying and teaching about painting
materials, drawing, photography, writing etc.

5. To prepare picture panels of living and non-
living materials.

6. To maintain all records pertaining to the
material and supplies he received.