



**NATIONAL BIODIVERSITY AUTHORITY**  
**GOVERNMENT OF INDIA**  
5<sup>th</sup> Floor, Tichel Bio Park, CSIR Road,  
Taramani, CHENNAI – 600 113  
Phone: 044-22542777, 22541075, 22541082

**National Biodiversity Authority (NBA)**, a Statutory and Regulatory Body of the Ministry of Environment, Forest & Climate Change, Government of India, established as per Sec 8 of the Biological Diversity Act, 2002 and is having its Head Office at Chennai invites applications from retired officers of Govt./Autonomous/ Statutory bodies and Indian nationals for selection on contract basis and for empanelment of retired officials for future need in the following categories:

1. Administration Section
  - 1) Junior Consultant or Consultant – **(1 Post)**
2. Accounts Section
  - 1) Junior Consultant or Consultant – **(1 Post)**
3. Technical/Scientific Section – **Each 1 or 2 Positions**
  - 1) Young Professional – I
  - 2) Young Professional – II
4. Legal / IPR Section – **Each 1 or 2 Positions**
  - 1) Young Professional – I
  - 2) Young Professional – II

<b>Junior Consultant / Consultant</b>			
<b>Sl.No</b>	<b>Area/Discipline</b>	<b>Qualification/Experience</b>	<b>Remuneration</b>
1	<b>Administration Section</b>	<b>Junior Consultant:</b> Retired Admin. Officers/ Section Officers from Government or Autonomous Bodies who held a Grade Pay of Rs. 4600/- (VI CPC) or above with not less than 5 years' experience in the grade.	Between 45000 & 50000 + Rs. 3500 (Conveyance)

		<b><u>Consultant:</u></b> Retired Admin. Officers and Officers with Administrative experience from Government or Autonomous Bodies who held a Grade Pay of Rs.5,400/-(VI CPC) or above with not less than 5 years' experience in the relevant field/subject.	Between 50000 & 60000 + Rs. 4500 (Conveyance)
2	<b>Accounts Section</b>	<b><u>Junior Consultant:</u></b> Retired Asst Accounts Officers/ Accounts Officers from Government or Autonomous Bodies who held a Grade Pay of Rs. 4600/-(VI CPC) or above with not less than 5 years' experience in the grade.	Between 45000 & 50000 + Rs. 3500 (Conveyance)
		<b><u>Consultant:</u></b> Retired Accounts Officers or Officers with Accounts experience from Government or Autonomous Bodies who held a Grade Pay of Rs. 5, 400/- (VI CPC) or above with not less than 5 years' experience in the relevant field/subject.	Between 50000 & 60000 + Rs. 4500 (Conveyance)

### Young Professionals

Sl No	Area/Discipline and Name of the position	Qualification	Experience	Remuneration
1	<b><u>Technical</u></b> <b><u>/Scientific Section</u></b>  <b>Young Professional - I</b>	<b><u>Essential:</u></b> Master's Degree in Life Sciences (Botany/Zoology/Microbiology /Agriculture) or a Degree in Bio-Engineering/ Bio-Technology or equivalent in the relevant field/subject.  <b><u>Desirable:</u></b> M. Phil/Ph.D in the relevant field	<b><u>Essential:</u></b> Nil  <b><u>Desirable:</u></b> Some Post qualification experience in the relevant field.	Between 25000 & 35000 + Rs. 1500 (Conveyance)
	<b>Young Professionals - II</b>	<b><u>Essential:</u></b> Master's Degree in Life Sciences (Botany/Zoology/Microbiology /Agriculture) or a Degree in Bio -Engineering/ Bio- Technology or equivalent in the relevant field/subject.	<b><u>Essential:</u></b> Post qualification experience of 5 years and above in the relevant field. (Possession of doctoral degree in the field will be	Between 35000 & 45000 + Rs. 2500 (Conveyance)

		<p><b><u>Desirable:</u></b></p> <p>M.Phil/Ph. D in the relevant field</p>	<p>counted as experience of three years).</p>	
2	<p><b><u>Legal/IPR Section</u></b></p> <p><b>Young Professional – I</b></p>	<p><b><u>Essential:</u></b></p> <p>Degree in Law or equivalent in the relevant field.</p> <p><b><u>Desirable:</u></b></p> <p>Master’s degree in Law</p>	<p><b><u>Essential:</u></b></p> <p>Nil</p> <p><b><u>Desirable:</u></b></p> <p>Some Post qualification experience in relevant field</p>	<p>Between 25000 &amp; 35000 + Rs. 1500 (Conveyance)</p>
	<p><b>Young Professional – II</b></p>	<p><b><u>Essential:</u></b></p> <p>Degree in Law.</p> <p><b><u>Desirable:</u></b></p> <p>Master’s degree/Ph.D. in Law</p>	<p><b><u>Essential:</u></b></p> <p>Post qualification experience of 5 years and above in environmental and related law. (Possession of doctoral degree in the field will be counted as experience of three years.)</p>	<p>Between 35000 &amp; 45000 + Rs. 2500 (Conveyance)</p>

#### GENERAL INFORMATION

1. Candidates applying for more than one post should submit separate application for each post.
2. Only Indian Nationals are eligible for applying.
3. Engagement of Young Professional/Consultant will be on full time basis and their place of work will be Chennai.
4. The prescribed qualification and experience should have been acquired on or before the last date of receipt of application. Qualifications should be from recognized institutions.
5. The selection process will be based on academic qualifications, experience and interview as may be decided depending on the total number of eligible applicants.

6. The applicants may have to produce the original documents / testimonials in support of age, qualification, experience, No Objection Certificate from the employer, if employed (with details of present employment) etc, for verification during interview and as and when called for by NBA.
7. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
8. Mere submission of applications shall not bestow any right to be called for interview / selection. Call letters and intimations connected with this selection will be sent to shortlisted candidates by letter and or e-mail. Applicants should ensure that the e-mail id given in the application is maintained active.
9. The appointment of consultant will be purely on contractual basis for a period of one year. It may be extended for further period if needed, after reviewing the overall performance of the individual.
10. The ranges of the consultancy fee are on consolidated basis and are all inclusive and no separate allowances will be paid. The payment is subject to TDS.
11. Incomplete / handwritten applications will be rejected and no correspondence in this regard will be entertained.
12. Scanned copies of applications may also be sent through email to [jobs@nbaindia.in](mailto:jobs@nbaindia.in). The applications sent through e-mail should bear the scanned signature of the candidature. Applications received without the signature of the applicant will be summarily rejected.
13. No correspondence regarding the stage / processing of applications will be entertained from the candidates. Canvassing, in any form, will disqualify the candidate.
14. In the case of retired officers, those who have undergone major/minor penalties in the preceding five years from the date of superannuation are not eligible for consultancy.
15. NBA reserves the right to cancel / withdraw / postpone this process.
16. Applications from eligible candidates in the format prescribed in the Annexure along with Self attested copies of documents / testimonials in support of age, qualification, experience, computer skills known, employment details, (if any) should reach **“The Administrative Officer, National Biodiversity Authority, 5<sup>th</sup> floor, Ticel Bio Park, CSIR Road, Taramani, Chennai – 600 113” on or before 16<sup>th</sup> November, 2017.**

**Annexure**

**Application Format for engaging “ .....” in**

**National Biodiversity Authority - Chennai**

(TO BE FILLED IN BLOCK LETTERS (1 – 6) DULY TYPED)

1. Name in Full :
2. Father’s/Husband’s Name :
3. Date of Birth & Age :
4. Nationality :
5. Aadhar No :
6. Mailing postal address :  
(with Tel./Mob. No. and E-mail address)

**Affix Latest  
Passport Size  
Photograph**

7. Permanent postal address :

8. Sex :

9. Marital Status :

10. Educational Qualification: (Degree / Diplomas / Post graduation / Ph.D’s)

Sl. No.	Qualification / Course / Subject	University/ Institute	Year of Passing	% age of Marks obtained / Division / Class	Remarks
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11. (a) Computer Skills Known:

12. Work Experience:

(a) For Young Professionals: -

Sl. No.	Organization/ Institute/ Company	Period		Nature of work/supervisory position held/ Topic of assignment	Salary per annum /fees received	Remarks (Reasons for leaving if applicable)
		From	To			

(b) For Retired Govt. Servants: - (Details for last five years): -

Sl. No	Type of information		Information
1	Organization/Office Name		
2	State/Central Govt./Autonomous/ Statutory body		
3	Name of the post held		
4	Period	From	
		To	
5	Scale of Pay/Grade Pay/ Pay level		
6	Date of Superannuation		

7	Last Pay Drawn	
8	Basic Pension(before commutation)	
9	Work handled	
10	Core Experience	
11	Remarks	

13. Have you any objection to our making inquiries with your present employer?

14. Please mention core areas of proficiency:

15. Knowledge of languages :

(i) Mother tongue

(ii) Other languages

known :

(Read/Write/Speak/understand)

16. Reference:

(i)

(ii)

17. Have you ever been arrested, indicted or summoned into Court as a defendant in a Criminal Proceeding, or Convicted, Fined or Imprisoned for the violation of any Law. If yes, give full particulars. In case of retired Govt. Servants, please furnish the details regarding minor/major penalties imposed during the last 5 years of service, if any.

18. Details of outstanding work, if any, done in the past:

19. Awards/Rewards/Appreciation letters received, if any, (Please attach copies):

20. Please mention the title of Books/project reports/concept papers/approach papers that have been prepared in the past and other relevant details (year of submission/publication/institution details):

21. Please write about yourself in not more than 750 words, and also state the reasons for considering your candidature for the position applied for:

22. Any other information :

**Declaration:**



I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material omission made on a Personal History Form or other document requested by the Organization, my candidature/engagement is liable to be cancelled / terminated, at any stage, without notice or any compensation in lieu thereof.

\* Total no. of pages submitted including application format .....

(Signature of the candidate with date)

**\*Handwritten applications will be rejected.**

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**N.B:** The applicants will be requested to supply documentary evidence in support of the statements made in the application form as above. The applicants need not submit the originals, texts of reference or testimonials unless they are obtained for the sole use of the Organization.

To

**The Administrative Officer**  
National Biodiversity Authority,  
5<sup>th</sup> Floor, Tichel Bio Park,  
CSIR Road, Taramani,  
Chennai – 600 113