



NATIONAL BIODIVERSITY AUTHORITY
GOVERNMENT OF INDIA
5th Floor, Tisel 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 the individuals in India for the position “**Consultant**” on consultancy basis for **Liaison Office at Hyderabad**. The consultancy will be purely, on temporary basis. The Headquarters of the Officer will be normally based at Hyderabad; however, Chairperson NBA reserves the right to assign, shift and utilize his /her services, elsewhere /other places, as well, depending upon the need and necessity.

2. Scope of Work/ Terms of Reference:

The following are the broad Terms of Reference for the said position: -

1. Consultant will be in charge of the NBA's Hyderabad Liaison Office.
2. Consultant shall ensure participation of relevant stakeholders meeting organized by NBA/MoEF&CC.
3. Consultant shall be abreast with the latest information on legal, policy issues related Biodiversity and Natural resource management, Awareness of Biological Diversity Act 2002 and Biological Diversity Rules 2004 and other connected issues like ABS, Nagoya Protocol etc.
4. Consultant shall engage himself in discussion with the subject matter specialists on issues related to Natural Resource Management that are relevant to biodiversity.
5. As and when directed, Consultant shall participate in relevant meetings, workshops, seminars, conferences, brainstorming session etc., on behalf of NBA.
6. Consultant shall undertake tours to NBA Headquarters at Chennai and other places in connection with liaising and other works as directed by Chairperson/ Secretary NBA.
7. Consultant shall provide technical inputs to the NBA as and when required.
8. Consultant shall maintain regular contacts with Chairperson/Secretary/other officers of NBA and other Consultants on all related works including clarification, if any, required.
9. To assist NBA in developing a set of strategic and programmatic priorities in the way of net working with suitable institutions and government agencies through the LO.

10. To support NBA activities on logistical and programmatic activities including facilitating liaison with the Ministry of Environment and Forests.
11. To maintain contact at regular / frequent intervals with all relevant agencies / Govt. departments including Embassies, as required.
12. To perform other duties and responsibilities assigned by the Chairman and / or Secretary, NBA / Administrative Officer, NBA.
13. To support and facilitate on the ground action on establishment and operation of BMCs in various States as and when assigned by the competent authority.
14. Provide logistical and related support to preparation of PBRs to various states SBBs as assigned by competent authority.
15. To attend to other work as and when assigned by the competent authority.

3. Eligibility Criteria:

Master's Degree in Life Sciences /Social Sciences and minimum post qualification experience of 15 years in the requisite field provided that possession of doctoral degree in the field will be counted as experience of 3 years.

or

Retired employees of Government or Autonomous Bodies with not less than 5 years' experience in the grade pay of Rs. 5400/- or higher in the relevant field / subject provided that the possession of doctoral degree in the field will be counted as experience of 3 years.

4. Desirable:

Experience in undertaking research in Biological Sciences / Projects, if any.

5. Remuneration and other emoluments:

- a) The Consultancy Evaluation Committee constituted by the Chairperson may recommend the rate of remuneration between the fee range of Rs. 50,000 & Rs. 60,000 /- P. M (consolidated) Plus local conveyance of Rs. 4500/- p.m. depending upon qualification / experience, and performance in the interview. The remuneration and local conveyance are subject to TDS at the rates applicable. Local conveyance will not be paid during leave availed.
- b) Remuneration being consolidated amount is payable at the end of the month irrespective of the fact whether the month consists of 28/29/30/31 days and TDS at the rates applicable will be deducted from the payment. The amount will be paid upon the Consultant submitting a "**Report of work done during the month**" to the Chairperson, NBA through the Secretary, NBA / Administrative Officer and upon due approval of the same.

6. Tenure:

The Tenure of Consultant shall be full time for a period of One year or as defined in the ToR which is subject to review and extension with the approval of the Chairperson.

7. The NBA may hold an interview and the **candidates may have to attend the interview at their own cost.**
8. NBA reserves the right to reject all or any application received for the position without assigning any reason.
9. Applications from suitable, eligible, willing candidates in the format prescribed in the Annexure along with the detailed bio-data, latest passport size photograph and 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, 5th floor, Tichel Bio Park, CSIR Road, Taramani, Chennai - 600 113” on or before 19th July, 2017.**
10. Incomplete / handwritten applications will be rejected and no correspondence in this regard will be entertained.
11. Scanned copies of applications may also be sent through email to **jobs@nbaindia.in on or before 19th July, 2017.** 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.
12. 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.
13. No correspondence regarding the stage / processing of applications will be entertained from the candidates. Canvassing, in any form, will disqualify the candidate.

**Application Format for engaging “Consultant” in
National Biodiversity Authority Liaison Office - Hyderabad**

(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. Mailing postal address :
(with Tel./Mob. No. and E-mail address)

**Affix Latest
Passport Size
Photograph**

6. Permanent postal address :

7. Sex :

8. Marital Status :

9. 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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9. (a) Computer Skills Known:

10. Work Experience:

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

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

12. Have you ever been in Government employment? If so, please provide details.

13. Please mention core areas of proficiency:

14. Knowledge of languages :

(i) Mother tongue

(ii) Other languages known :
(Read/Write/Speak/understand)

15. Reference (attach two letters in original):

- (i)
- (ii)

16. 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.

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

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

19. 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):

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

21. 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.**

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,
5th Floor, Tichel Bio Park,
CSIR Road, Taramani,
Chennai – 600 113

