



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) – is a Statutory and Regulatory Body of the Ministry of Environment and Forests, 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 **Senior Consultant –SBB and BMCs on consultancy basis**. The Authority performs regulatory, enabling and advisory functions on issues related to biodiversity, sustainable use and access and benefit sharing by delivering its mandate along with the State Biodiversity Boards and Biodiversity Management Committees (BMCs).

2. Senior Consultant –SBB and BMCs

The senior consultant will help NBA in

- (i) Liaisoning with and coordinating the activities of State Biodiversity Boards (SBBs)
- (ii) Coordination of activities related to formation of BMCs in States and Preparation of People's Biodiversity Registers (PBR) by BMCs that are being developed across India.

The position is a full time one with base in Chennai with travel liabilities throughout India.

3. Terms of Reference

- (a) Serve as a liaison between NBA and SBBs on a day-to-day basis.
- (b) To abreast of the latest information of legal & policy issues related to 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.
- (c) Facilitate and manage regular communication between NBA and SBBs.
- (d) Develop innovative communication methods to strengthen implementation of Biological Diversity Act and Rules at state level.
- (e) Oversee the activities in relation to support to SBBs by NBA under the general superintendence of Chairman and Secretary NBA.
- (f) Lead efforts in training and orienting SBBs and BMCs on preparation of PBRs

- (g) Develop tools and methods for monitoring functioning of BMCs
- (h) Develop networks with institutions such as BSI, ZSI and others on preparation of PBRs
- (i) Organize training programmes along with SBBs for BMCs
- (j) Correspondence with SBBs on various issues/ matters.
- (k) To support in organizing EC meeting on BMC / Projects.
- (l) Any other work assigned by Chairman /Secretary/ Administrative Officer.

4. Qualification and Experience

- i. The applicant should have minimum qualification of Masters or Doctoral degree in Natural sciences, preferably in botany, zoology, microbiology, ethnobotany with minimum post qualification experience of 10 years in the field (or) Ph.D in botany, zoology, microbiology, ethno botany with a minimum post qualification experience of 7 years.
- ii. Retired Government employees with Grade Pay of Rs.10,000/- and above with experience of 10 years and knowledge in the Biodiversity policy and management Environment protection and management, Sustainable human development or related field would also be eligible for this position. Person with Ph.D. Degree in the relevant field are required to have minimum experience of 7 years.
- iii. Good knowledge of computer skills, include in MS- Excel, Access and the related.
- iv. Have minimum 5 years experience in managing projects/ Programmes.
- v. Proven skills in technical writing including scientific writing.
- vi. Proven skills in project/ proposal development, implementation and evaluation.

5. The candidate should have high competency and established peer reputation.

Proven project management, communication skills are essential

The position is a full time one with base in Chennai.

6. Age Limit:

The **maximum** age limit for applying is **60 years** as on the last date / time prescribed for the receipt of the applications.

7. Remuneration and other emoluments:

The remuneration of the Consultant will be **Rs. 70,000/- P.M.** (Consolidated) depending upon qualification / experience, and subject to TDS at the rates applicable. Local conveyance of **Rs.8000/- p.m.** will be paid excluding during the period of leave.

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 Chairman, NBA through the Secretary, NBA and upon due approval of the same.

The Consultant shall be eligible for one day leave in a calendar month irrespective of the number of days in a month. Un-availed leave in a calendar month can be carried forward to the next month if he / she is engaged continuously. However, the unavailed leave in a calendar year cannot be carried forward to next calendar year and no encashment of accumulated leave is admissible. NBA would be free to terminate the service in case of a consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.

The offer will be purely temporary and initially, **for a period of one year.** However, depending upon the work schedule, the period of engagement may be extended / curtailed with the approval of the Chairman, NBA - the Competent Authority. The applicants engaged cannot claim any permanent postings in NBA. NBA reserves the right to terminate the services of the Consultant at any time, if required, without assigning any reason.

The NBA may hold an interview and the candidates will have to attend the interview at their own cost.

NBA reserves the right to reject all or any application received for the position without assigning any reason.

8. Other matters:

The consultancy shall be full time and place of work shall be office of the NBA, Chennai.

Applicants are also requested to note that no typing / computer operator assistance will be provided to the Consultant for carrying out assignment and he/she has to carry out the work, on his/her own, if engaged.

9. The final outcome of any paper / guidelines / report / notes / briefs etc. prepared by the Consultant will become the property of NBA. No authorship / copy right can be claimed on any written report / material prepared by the Consultant.

10. The Consultant should not take up any other assignment during the period of his / her engagement in NBA. He/she may be required to work on Saturdays / Holidays also, if need be, for which no additional remuneration will be paid. In each of the offer of work order issued, specific conditions may be laid down for compliance by the Consultant.

11. NBA reserves the right to engage more than one consultant for the above job profile. If more than one consultant is engaged, separate work orders indicating specific work to be carried out by each consultant will be issued.

12. The Consultant may have to undertake tours as and when directed by the Chairman, NBA / Secretary, NBA and travel entitlements shall be specified in the consultancy order. However, no TA/DA shall be admissible for joining the assignment or on its completion.

13. In case of any dispute about the interpretation of any point / clause / condition / rule, etc. the decision of the Chairman, NBA shall be final.

14. For all other terms and conditions not mentioned in the advertisement, the provisions in the “Procedures and Guidelines for engagement of Consultants in the National Biodiversity Authority” as approved by the Authority will apply.

15. This advertisement is not applicable to the Expert Consultants already engaged by NBA.

16. 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, employed, (if any), and also reports, if any, prepared by the individual should reach “**The Administrative Officer, National Biodiversity Authority, 5th floor, Tisel Bio Park, CSIR Road, Taramani, Chennai – 600 113**” on or before **31st August 2015**.

17. Incomplete / handwritten applications will be rejected and no correspondence in this regard will be entertained.

18. Applications from the eligible / suitable and willing candidates in the prescribed format in the Annexure may also be filled up and forwarded along with bio-data to **e-mail ID: jobs@nbaindia.in on or before 31st August 2015 (5.45 p.m.)**. The applications sent through e-mail should bear the signature of the candidature along with the scanned copy of the recent passport size photograph. Applications received without the signature of the applicant will be summarily rejected.
19. The applicants may have to produce the original documents / testimonials in support of age, qualification, experience etc, for verification during interview and as and when called for by NBA.
20. 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 “Senior Consultant SBB and BMC” in
National Biodiversity Authority - Chennai**

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

1. Name in Full :

2. Father’/Husband Name (optional) :

3. Date of Birth & Age :

4. Nationality :

5. Mailing postal address :

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

6. Permanent postal address :

7. Sex :

8. Marital Status :

**Affix Latest
Passport Size
Photograph**

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

9. (a) Computer Skills Known:

10. Work Experience:

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			

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.

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 Organisation, 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 Organisation.

To

The Administrative Officer

National Biodiversity Authority,

5th Floor, TiceL Bio Park,

CSIR Road, Taramani,

Chennai – 600 113