



Government of India
NATIONAL BIODIVERSITY AUTHORITY
 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113

F. No. 2/1/2004/ADMN/NBA/2016/

Dated 8th August 2016

NOTIFICATION

Subject: Filling up of the post of “**ADMINISTRATIVE OFFICER**” in National Biodiversity Authority, Chennai on Deputation Basis – Regarding

National Biodiversity Authority, a Statutory and Autonomous Body under Ministry of Environment, Forests and Climate Change established under Sec.8 of the Biological Diversity Act, 2002, having its headquarters at Chennai, invites applications for filling up one post of “**ADMINISTRATIVE OFFICER**” (Group 'A' Non-Gazetted (Ministerial) in Pay Band – 3 - Rs. 15600 – 39100 + Grade Pay Rs. 6600/- (VI CPC) **on deputation basis**).

2. Eligibility:

Officers of the Central or State Governments

- (a) (i) holding analogous post on regular basis; or
- (ii) holding post in Pay Band Rs.9300-34800 + G.P.5400 (8000-13500 RS/96) or equivalent in the parent cadre/ department on regular basis for atleast five years; or
- (iii) holding posts in Pay Band Rs.9300-34800 + G.P.4600 (6500-10500 RS/96) or equivalent in the parent cadre/department for atleast eight years and
- (b) having experience in the relevant field as well as in the administration.

Note:

I.The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department shall not ordinarily exceed three years.

II.The maximum age limit for appointment on deputation shall not be exceeding **56 years as on the closing date for receipt of applications at NBA. The deputation will also be governed by Government of India orders on the subject, issued from time to time.**

3. Disqualification:- No person –

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the National Biodiversity Authority may in consultation with the Central Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

4. Conditions of Service:

The conditions of service of the officers and other employees of the National Biodiversity Authority in matters of Allowances, Leave, Provident Fund, age of superannuation, pension and retirement benefits, medical facilities and other conditions of service, shall be regulated in accordance with such rules and regulations as are for the time being applicable to the officers and employees of the Central Government belonging to Group A, Group B and Group C posts, as the case may be, of the corresponding scales of pay stationed at those places.

5. Power to relax:

Where the National Biodiversity Authority is of the opinion that it is necessary or expedient so to do, it may, by order, for reason to be recorded in writing, and in consultation with the Central Government, relax any of the provisions of these rules with respect to any class or category of persons.

6. The selection will be made on the basis of Personal Interview of eligible shortlisted candidates.

7. For details regarding the organization, log on to **www.nbaindia.org**.

8. Interested candidates possessing the above qualification and experience may apply in the prescribed format (**Annexure**) **through proper channel** supported by copies of certificates relating to educational and technical qualifications, date of birth and experience duly indicating the name of the post applied for on the envelope. Incomplete applications will be rejected and no correspondence in this regard will be made. **Applications forwarded through proper channel only will be considered.**

9. Application along with Vigilance clearance, Integrity certificate, Details of penalty, if any, imposed during the last 5 years and attested copies of APAR for the last 5 years (From 2011-12 to 2015-16) must reach the **Secretary, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai - 600 113 within 30 days from the date of publication of this advertisement in the Employment News.**

Advertisement and application form are also available in NBA website viz **www.nbaindia.org**

Secretary, NBA

Annexure

**Application for the post of “ADMINISTRATIVE OFFICER”
in National Biodiversity Authority (NBA) on Deputation basis**

Latest Passport size Photograph duly attested
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1. Name in full :
(in Block letters)

2. Father's/Husband's Name:

3. Date of Birth:

Date of Retirement:

4. Present Pay (Grade pay & Pay band):

5. Whether belongs to SC/ST/OBC :

6. Address for correspondence/
Contact numbers (Telephone/Mobile) :

7. Academic and Professional Qualifications :

Exam/Degree	Year of Passing	Name of Instt./Board/University	Marks Aggregated	Percentage

8. (a) Employment History and Experience:

Name of the Ministry/ Dept./Govt. Organization	Designation	Pay Band with Grade Pay	Whether post is held on regular or adhoc basis or on deputation basis	Period		Nature of works attended to in brief
				From	To	

(b) Nature of present employment ie. Adhoc/Temporary/Permanent:

(c) In case, the present employment is held on deputation:

Please state:-

(i) The date of initial appointment:

(ii) The period of appointment on deputation:

(iii) Name of the parent office / organization (with address) to which you belong:

9. Details of trainings undergone, if any:

10. Please mention details of appreciation / outstanding work done, if any, which was duly

recognized by the higher authority.

11. Declaration:

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief.

Signature.....

Name of applicant.....

Address.....

Place:

Date:

TO BE FILLED BY THE PARENT DEPARTMENT / EMPLOYER

Certified that:

- 1. The service particulars given by the applicant are verified with reference to service records and found correct.
- 2. Attested copies of APAR for the last 5 years are enclosed (From 2011-12 to 2015-16).
- 3. Details of penalty imposed, if any, during the last 5 years are attached.
- 4. Vigilance Clearance & Integrity Certificate are attached.

In the event of selection of the candidate, he/she will be relieved immediately from this department.

Signature of the Competent Authority

Name & Designation.....

Organization

Telephone/Mobile