



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

F. No. 2-1/2004/ADMN/NBA/2016-17/

Dated: 09th March, 2017

NOTIFICATION

Subject: Filling up of various posts in National Biodiversity Authority, Chennai on deputation /Short term Contract -Regarding

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Applications are invited for filling up of the following posts on deputation/short term contract, as the case may be, in the National Biodiversity Authority (a Statutory Body under Ministry of Environment, Forest and Climate Change established under Sec.8 of the Biological Diversity Act, 2002) having its headquarters at Chennai.

Details of the post	Eligibility
(1) Accounts Officer (Group 'A' Non – Gazetted Ministerial) in pay Band – 3 – Rs. 15600 – 39100 + Grade Pay 5400/- (VI CPC) likely to be revised under VII CPC. (On Deputation Only)	Officers of the Central or State Governments: (a) (i). holding analogous post on regular basis; or (ii). holding post in the erstwhile Pay Band Rs.9300-34800 + G.P.4800 (7500-12000 RS/96) or equivalent in the parent cadre/state department on regular basis for at least two years; or (iii).holding posts in the erstwhile Pay Band Rs.9300-34800 + G.P.4600 (6500-10500 RS/96) or equivalent in the parent cadre/state department for at least five years and (b) having experience in the relevant field as well as in the administration.
(2) Office/Computer Assistant (Group 'C' Non-Gazetted Ministerial) in Pay Band – 2 – Rs. 9300 – 34800 + Grade Pay Rs. 4200/- (VI CPC) likely to be revised under VII CPC.	Officers of the Central or State Governments: (a) (i). holding analogous post on regular basis; or (ii). holding post in the erstwhile Pay Band Rs.5200-20200 +G.P.2400 (4000-6000 RS/96) or equivalent in the parent cadre/ state

<p align="center">(On Deputation Only)</p>	<p>department on regular basis for at least ten years; and</p> <p>(b) having experience in the relevant field as well as in the administration</p>
<p>(3) Steno Grade 'C' (Group 'C' Non-Gazetted (Ministerial) in Pay Band – 2 – Rs. 9300-34800+ Grade Pay Rs. 4200/- (VI CPC) likely to be revised under VII CPC.</p> <p align="center">(On Ad-hoc deputation/Short Term Contract against Long leave vacancy initially for a period of One Year and extendable on need basis)</p>	<p><u>Eligibility for Adhoc Deputation Basis:</u></p> <p>Officers of the Central or State Governments:</p> <p>(a)</p> <p>(i). holding analogous post on regular basis; or</p> <p>(ii). holding post in the erstwhile Pay Band Rs.5200-20200 +G.P.2400 (4000-6000 RS/96) or equivalent in the parent cadre/ state department on regular basis for at least ten years; and</p> <p>(b) having experience in the relevant field as well as in the administration</p> <p><u>Eligibility for Short Term Contract</u></p> <p>Officers of the Central Autonomous Bodies/Public Sector Undertakings</p> <p>(a)</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) holding post in the erstwhile Pay Band Rs.5200-20200 +G.P.2400 (4000-6000 RS/96) or equivalent in the parent cadre on regular basis for at least ten years; and</p> <p>(b) having experience in the relevant field as well as in the administration</p>

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 of receipt of applications at NBA. The deputation will also be governed by Government of India DoPT O.M No.6/8/2009-Estt. (pay II) dated 17th June 2010 on the subject, as amended from time to time.

III. 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 condition.

IV. 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 conditions with respect to any class or category of persons.

V. The selection for the post of Accounts Officer will be made on the basis of Personal Interview of shortlisted eligible candidates. In the case of Office/Computer Assistant and Steno Grade 'C' selection will be made on the basis of (i) Written Test and (ii) Vocational Test, as the case may be, of shortlisted eligible candidates.

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

VII. Interested candidates possessing the requirements of the post may apply in the prescribed format (**Annexure**) **through proper channel** supported by copies of certificates relating to educational and vocational 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 entertained. **Only such applications forwarded through proper channel will be considered for selection.**

VIII. 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 **Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113 on or before 24th April, 2017 upto 17:00**

hrs. Advertisement and format of application are also available in NBA website viz www.nbaindia.org.

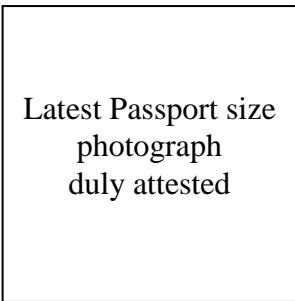
IX. Applications received through email will not be entertained.

Administrative Officer, NBA

Annexure

Application for the post of.....

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



6. Academic and Professional Qualifications:

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

7. (a) Employment History and Experience (in reverse chronology)

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

(b) Nature of present employment ie. Ad-hoc/Contract/Temporary / Permanent:

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

Please state: -

(i) The date of initial appointment in Government:

(ii) The period of appointment on deputation:

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

8. Details of trainings undergone, if any:
9. Please mention details of appreciation / outstanding work done, if any, which was duly recognized by the higher authority.

10. 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.

Place:

Signature

Date:

Name of the applicant

Address

**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