



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 27th April, 2016

OFFICE MEMORANDUM

Subject: Filling up of the post of **Steno Grade “D”** in National Biodiversity Authority, Chennai on Direct Recruitment – Regarding.

National Biodiversity Authority established as a Statutory and Autonomous Body under Sec.8 of the Biological Diversity Act, 2002 having its headquarters at Chennai, invites applications for filling up of the post of **Steno Grade “D” on Direct Recruitment basis.**

2. NAME OF THE POST	:	STENO GRADE “D”
I. Classification	:	Group “C” Non - Gazetted (Ministerial)
II. No. of post	:	1 (One) (Unreserved)
III. Pay Band	:	PB-1 – Rs.5200-20200 – G.P. Rs.2400
IV. Age limit	:	18 - 27 years Relaxable for serving Government servants (with not less than three years continuous service) upto 40 years.
V. Qualifications Essential	:	Matriculation from a recognized Board / Institute or equivalent with English typing (Higher) and shorthand speed 80 w.p.m. in English. Knowledge in Computer.

Note:

1. The crucial date for determining the age limit shall be the closing date for receipt of application i.e. **15th June 2016.**
2. Relaxable for serving Government servants upto the age of 40 years provided they have served not less than three years of continuous service.
3. Competent authority reserves the right to increase/decrease number of posts and cancellation and rejection of incomplete applications without assigning any reason.

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. The selection will be made on the basis of (i) Written Test and (ii) Vocational test.

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

7. Application in the **prescribed format (Annexure)** along with attested copies of certificates relating to educational and technical qualifications, age proof, experience etc. must **reach “The Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113”** on or before **17.00 hrs** on **15th June 2016**. Advertisement and application form are also available in NBA website viz., **www.nbaindia.org**. Employees working in Central Government/ State Government/ PSUs/ Autonomous bodies should forward their application through proper channel.

8. Application not in the prescribed format and incomplete applications will be summarily rejected; Applications unsigned/ without photograph/ without attested copies of certificates / testimonials in proof of age, qualification and experience as enclosures, will be treated as incomplete applications and summarily rejected without notice to the candidates and no correspondence on such rejections shall be entertained.

9. Suppression or willful misrepresentation of facts or furnishing wrong information in the application will result in rejection of candidature leading to termination from service even if selected and appointed. Canvassing in any form will be a disqualification.

10. Only the shortlisted candidates will be called for Vocational test and no correspondence will be entertained from the candidates in this regard.

11. Applications received through email will not be entertained.

Administrative Officer/NBA

Annexure 1

Application for the post of STENO GRADE “D”

Passport size
photograph
duly attested

1. Name in full :
(in Block letters)
2. Father's/Husband's name :
3. Date of Birth :
4. Whether belongs SC/ST/OBC :
5. Address for correspondence :
Contact numbers (Telephone/Mobile) :
6. Academic and Professional Qualification :

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

7. Employment History and Experience (Including Training) if any.

Name of the Ministry/ Dept./ Govt. Organizatio Autonomous Body/ Company/Corporation	Designation	Pay Scale	Whether post is held on regular or adhoc basis	Period		Nature of work in brief
				From	To	

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. Additional information if any which you would
like to mention in support of your suitability for
the post. Enclose a separate sheet if necessary. :

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.

Place:

Date:

Signature.....

Name & address of the applicant.....

**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. Details of penalty imposed, if any, during the service in the organization / Department. 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