



National Biodiversity Authority

राष्ट्रीय जैव विविधता प्राधिकरण

(A Statutory body of Ministry of Environment, Forest and Climate Change, Government of India)



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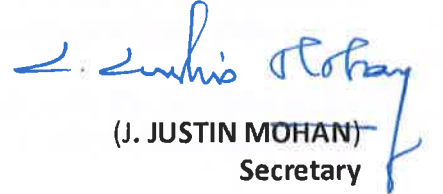
OFFICE MEMORANDUM

Sub: Issue of Guidelines for engagement of Young Professionals

In terms of Sub-rule (iv), (v), (vii) and (xiii) to Rule 12 of the Biological Diversity Rules 2004 (BD Rules), National Biodiversity Authority (NBA) is mandated to perform certain statutory functions. In order to discharge these functions by the NBA, it has been decided to engage Young Professionals to assist NBA.

NBA has prepared the guidelines for engagement of Young Professionals. These guidelines were placed before the Authority in the 56th Meeting as Agenda No.56.11.01 and the Authority has approved the same.

The approved guidelines are annexed as Annexure -I and will be effective until further orders and will supersede all earlier instructions on the subject.


(J. JUSTIN MOHAN)
Secretary

Copy to:

All Sections / PS to Chairperson / PS to Secretart / Guard File.



Government of India
Ministry of Environment, Forest and Climate Change
National Biodiversity Authority
Chennai

Guidelines for engagement of Young Professionals

In exercise of the powers vested under sub-rule (iv), (v), (vii) and (xiii) to Rule 12 of Biological Diversity Rules, 2004, the National Biodiversity Authority (NBA) makes the following guidelines for engagement of Young Professionals and regulation of their remuneration and terms of engagement.

Purpose and Scope

National Biodiversity Authority, established in 2003 to implement the Biological Diversity Act, 2002, is a statutory body to perform regulatory and advisory functions for Government of India on issues of conservation of biodiversity, sustainable use of its components and realization of fair and equitable sharing of benefits arising out of use of biological resources.

As part of its mandatory functions, NBA regulates access to India's biological resources and associated knowledge by individuals and entities, for various kinds of activities, such as access for research, commercial utilization and obtaining of IPRs for the inventions based on any research or information on a biological resource obtained from India.

The Biological Diversity Rules, 2004 framed under the Act, lays down the procedures the Forms, specified fees, time lines to facilitate the applicants in obtaining prior approval of the NBA for various activities under the BD Act.

The National Biodiversity Authority requires Young Professionals for rendering services for the effective implementation of the Biological Diversity Act, 2002 and related matters.

Guidelines:

The general conditions for engagement of Young Professionals are hereunder:-

- (i) Young Professionals would be engaged for a fixed period of time for providing high quality services to NBA and for attending to specific and time-bound jobs like preparation of documents, reports and assistance to officers, etc;

		Horticulture / Microbiology / Bioinformatics from a recognized University / Institution with 2 years' experience in the relevant field		
2	Young Professional-II (Scientific)	Bachelor of Engineering (Biotechnology) with 5 years' experience (or) Master's degree in Life Science like Botany, Zoology / Biotechnology/ Forestry / Agriculture / Horticulture/ Microbiology / Bioinformatics from a recognized University / Institution with 4 years' experience in the relevant field.	Not exceeding 35 years	45,000/-
3	Young Professional-III (Scientific)	Doctoral degree in Life Science like Botany, Zoology / Biotechnology/ Forestry / Agriculture / Horticulture/ Microbiology / Bioinformatics from a recognized University / Institution with 4 years' or MPhil degree in Life Science / Forestry / Biotechnology / Agriculture / Horticulture/ Microbiology / Bioinformatics with 6 years experience in the relevant field.	Not exceeding 45 years	55000/-
LAW				
4	Young Professional-I (Legal)	Bachelor's degree in Law (LLB / BL) from a recognized University with one year work experience in the relevant field	Not exceeding 30 years	40000/-
5	Young Professional-II (Legal)	Bachelor's degree in Law (LLB / BL) from a recognized University with a minimum of 4 years' work experience in the relevant field (or) Master's degree in Law from a recognized University with a minimum of 2 years work experience in the relevant field	Not exceeding 35 years	45000/-
6	Young Professional - III (Legal)	Doctoral degree in Law from a recognized University with a minimum of 2 years work	Not exceeding 45 years	55000/-

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		experience in the relevant field (or) Master's degree in Law from a recognized University with a minimum of 5 years work experience in the relevant field (or) Bachelor's degree in Law (LLB / BL) from a recognized University with a minimum of 10 years' work experience in the relevant field		
ADMINISTRATION				
7	Young Professional-I (Admin & Accounts)	Master's degree in Accountancy / Business Administration / Computer Science / Information Technology or Professional Qualification like CA (Inter / Final), ICWA (Inter / Final), ACS (Inter / Final) with .1 year experience in the relevant field. In the case of CA (Final) qualified persons, no experience is required.	Not exceeding 30 years	40000/-
8	Young Professional-II (Admin & Accounts)	Master's degree in Accountancy / Business Administration / Computer Science / Information Technology or Professional Qualification like CA (Inter / Final), ICWA (Inter / Final), ACS (Inter / Final) with 3 years experience in the relevant field. In the case of CA (Final) qualified persons, one year experience is required.	Not exceeding 35 years	45000/-
9	Young Professional-III (Admin & Accounts)	Professional Qualification like MBA from reputed institutions like IIM, ISB, IIT, NIT etc. or CA, ICWA, ACS with 5 years experience in the relevant field.	Not exceeding 45 years	55000/-

(ix) Period of Engagement:

- (a) The initial tenure of engagement for a person as Young Professionals would be upto a period of three years (1+1+1) (subject to evaluation of satisfactory performance). Continuation of the Young Professionals beyond three years for up to additional two years will be considered on case to case basis with the approval

2. Sukhbir Singh

of Competent Authority.

(b) Completion of tenure should be carefully assessed and specified so that unnecessary engagement of any individual Young Professionals, for a longer period than it is actually required, may be avoided.

(c) As the engagement are temporary in nature and he /she shall not claim for regular employment in NBA.

(x) **Procedure:**

(a) The number of Young Professionals required will be decided by the Chairperson.

(b) Based on their requirement advertisement will be placed in two newspapers and NBA website. All the applications received in response to the vacancies advertised will be scrutinized and shortlisted and placed before the Consultancy Evaluation Committee (CEC) which would recommend suitable candidate(s), along with one candidate as reserve for each vacancy based on written examination or interview or both, as may be decided.

(xi) The CEC would be constituted by the Chairperson.

(xii) The recommendation of the CEC will be approved by the Chairperson.

(xiii) Allowances: The Young Professionals shall not be entitled to any allowance such as Dearness Allowance, Conveyance Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

(xiv) **Leave:**

a) Young Professionals shall be eligible for 12 days leave in a single year of consultancy,

b) The leave shall accrue to them on start of each month calculated from their date of joining on pro-rata basis.

c) Young Professionals shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis).

d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.

e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the eligible leave.

(xvi) Revision of remuneration: Upward revision of remuneration on yearly basis will be considered based on performance assessment by NBA, subject to renewal of contract.

— Anshu Roy

(xvi) No TA/DA shall be admissible for interview/joining the assignment or on its completion. Young Professionals shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR190 and shall be regulated by separate orders of NBA.

(xvii) **Attendance and working days:**

(a) The working hours of the professional shall be same as a regular Government employee working in NBA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays / Sundays / Gazetted holidays. Compensatory leave in such cases shall be at the discretion of NBA.

(b) The attendance shall be marked in the Biometric system/other approved means, by the Young Professionals.

(xviii) **Conflict of Interest:**

(a) The Young Professionals shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Young Professionals found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;

(b) During the period of assignment with NBA, the Young Professionals would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his assignment to anyone who is not authorized to know the same.

(c) Selected candidates shall provide integrity certificate from 2 references known to them.

(d) A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

(xix) Any amendment/relaxation in the above guidelines would require prior approval of Chairperson.

(xx) The Service of Young Professionals engaged under the earlier guidelines of NBA will also be governed by the revised guidelines from the date of annual renewal of their contract.

