



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

**Guidelines for engagement of Consultants**

In exercise of the powers vested under sub-rule (vi) to Rule 12 of Biological Diversity Rules, 2004, the National Biodiversity Authority (NBA) makes the following guidelines for engagement of Consultants 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 Consultants for rendering services for the implementation of the Biological Diversity Act, 2002 and related matters.

**Guidelines:**

The following guidelines have been framed taking into account the Consultancy guidelines framed by the Ministry of Environment, Forest and Climate Change, vide its O.M. No.No.A.65013/7/2018-P.II, dated 21-12-2018 with suitable modifications, wherever required.

**The general conditions for engagement of Consultants are hereunder:-**

- (i) Consultants 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, etc;

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(ii) Professionals with requisite qualifications and experience would be hired as Consultants. They shall submit their education qualification and experience details along with the supporting documents as per Annexure. Retired Government employees with relevant experience would also be eligible for engagement as Consultants;

(iii) The job/activities for engagement of Consultant will invariably be quantifiable in measurable terms and the time period required for completion of such should be carefully assessed and specified so that unnecessary engagement of any individual Consultant, for a longer period than it is actually required, may be avoided;

(iv) The appointment of Consultants would be on fulltime basis and they would not be permitted to take-up any other assignment during the period of Consultancy with the NBA.

(v) The Consultant shall not, except with the previous sanction of NBA in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in his/her own name or anonymously or pseudonymously in the name of any other person; if such book, article, broadcast, uses any information that he may gather as part of this Consultancy assignment.

(vi) Official (Government) e-mail id and access to intranet system could be provided to Consultant with the approval of the Secretary/Chairperson. The sensitivity and confidentiality of the documents being handled by NBA and the nature of job of the Consultants will also be kept in view.

(vii) The engagement of Consultants is of a temporary nature and the engagement can be cancelled at any time by the NBA without assigning any reason. Chairperson NBA shall have powers to terminate any or all the professionals at any time without assigning any reason. Absence from duty for a continuous period of 12 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

(viii) The term "Consultant" would mean Consultant in any of the five categories mentioned below, the qualifications, experience and remuneration/fee of these are given hereunder:-

Category of Consultant	Qualifications and Experience	Consolidated Remuneration per month (in Rupees)
Consultant – A (Junior Consultant)	Consultant should have (i) Doctoral degree in Life Science from a recognized University with 5 years experience (or) MPhil degree in Life Science / Law (LLM) from a recognized University with 6 years experience (or) Masters degree in Life Science with 7 years experience and good knowledge of MS	60,000

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	Office OR Retired Government Employee with (Grade pay of Rs.4600/- and above and good knowledge of MS Office	
Consultant – B (Consultant)	Consultant should have (i) Doctoral degree in Life Science from a recognized University with 8 years experience (or) MPhil degree in Life Science / Law (LLM) from a recognized University with 9 years experience (or) Masters degree in Life Science with 10 years experience and good knowledge of MS Office OR Retired Government Employee with Grade pay of Rs.6600/-and above and knowledge of MS Office.	80,000
Consultant – C (Senior Consultant)	Consultant should have (i) Doctoral degree in Life Science from a recognized University with 12 years experience (or) MPhil degree in Life Science / Law (LLM) from a recognized University with 15 years experience and good knowledge of MS Office. OR Retired Government Employee with (i) Grade pay of Rs. 8700/- and above and good knowledge of MS Office.	1,00,000
Consultant – D (Principal Consultant)	Consultant should have (i) Doctoral degree in Life Science from a recognized University with 15 years experience (or) MPhil degree in Life Science / Law (LLM) from a recognized University with 18 years experience OR Retired Government Employee with Grade pay of Rs. 10000/- and above and good knowledge of MS Office.	1,25,000

**(ix) Period of Engagement:**

- (a) The initial tenure of engagement for a person as Consultant would be up to a period of three years (1+1+1) (subject to evaluation of satisfactory performance).

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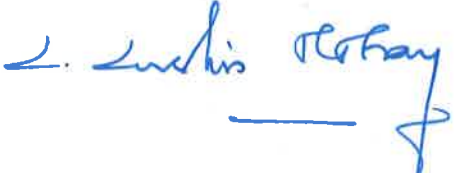
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Continuation of the Consultant beyond three years for up to additional two years will be considered on case to case basis with the approval of Competent Authority.

- (b) Completion of tenure should be carefully assessed and specified so that unnecessary engagement of any individual Consultant, for a longer period than it is actually required, may be avoided.
- (c) As the engagement of Consultant is temporary in nature and he/she shall not claim for regular employment in NBA .
- (x) **Age Limit**-The maximum age limit for all categories of Consultants shall be 65 years.
- (xi) **Procedure:**
- (a) The number of Consultants 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.
- (xii) The CEC would be constituted by the Chairperson.
- (xiii) The recommendation of the CEC will be approved by the Chairperson.
- (xiv) The amount of remuneration in the case of retired Government officials appointed as Consultants in any of the categories shall be decided in accordance with the instructions of Department of Personnel and Training, Government of India.
- (xv) **Drawal of Pension:** A retired Government official appointed as Consultant in any of the categories mentioned above shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His/Her engagement as Consultant shall not be considered as a case of re-employment.
- (xvi) **Allowances:** The consultants shall not be entitled to any allowance such as Dearness Allowance, Conveyance Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.
- (xvii) **Leave:**
- (a) Consultants 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 calculated from their date of joining on pro-rata basis.
- (c) Consultant 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 shall not be counted against the eligible leave.
- (xviii) Revision of remuneration: Upward revision of remuneration on yearly basis will be considered based on performance assessment by NBA, subject to renewal of contract.
- (xix) No TA/DA shall be admissible for interview/joining the assignment or on its completion. Consultants 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.
- (xx) **Attendance and working days:**
- (a) The working hours of the Consultant shall be same as a regular Government employee working in NBA. No additional 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 Consultant.
- (xxi) **Conflict of Interest:**
- (a) The Consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case, services of Consultants is found in conflict with the 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 Consultant 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.
- (xxii) Any amendment/relaxation in the above guidelines would require prior approval of Chairperson.
- (xxiii) The Service of Consultants engaged under the earlier guidelines of NBA will also be governed by the revised guidelines from the date of annual renewal of their contract.

  
S. Sushil Reddy