



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

F. No. 2-1/ADMIN/NBA/2022-23

Dated 10th March, 2023

NOTIFICATION

Subject: Filling up of the post of “PRIVATE SECRETARY TO THE SECRETARY” in National Biodiversity Authority, Chennai on Deputation Basis – Regarding.

National Biodiversity Authority, a Statutory Body established under Sec.8 of the Biological Diversity Act, 2002 having its headquarters at Chennai, invites applications for filling up of the post of “PRIVATE SECRETARY TO THE SECRETARY” on deputation basis. The post is likely to fall vacant on 1st June 2023.

2. In terms of National Biodiversity Authority (Recruitment and Conditions of Service of Officer and other employees) Regulations 2006, the post is to be filled up by deputation failing which by direct recruitment.

3. For Deputation, the Officers of the Central or State Governments are eligible as mentioned below:

Details of the Post	Basic Eligibility
(1) PRIVATE SECRETARY TO THE SECRETARY One Post Group ‘B’ Non-Gazetted (Ministerial) Pay Matrix (Level-7) (Rs.44900-Rs.142400) as per CCS(RP) 2016 Rules, (Pre revised PB-2: Rs.9300-34800; GP: Rs.4600/-)	Officers of the Central or State Governments: a.(i) holding analogous post on regular basis; or (ii) holding post in the Pay Matrix Level-6 (Rs.35400-112400 as per CCS (RP) 2016 Rules (Pre revised Rs.9300-34800 with Grade Pay of Rs.4200) or equivalent in the parent cadre/ Department on regular basis for at least three years; or (iii) holding post in the Pay Matrix Level 4 (Rs. 25500 – 81100 as per CCS(RP) 2016 Rules (Pre revised Rs. 5200 – 20200 with Grade Pay of Rs. 2400) or equivalent in the parent cadre/ Department for at least thirteen years

	<p style="text-align: center;">and (b) having experience in the relevant field as well as in the administration.</p>
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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 by 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 orders on the subject, as issued from time to time. Payment of leave salary and pension contribution does not arise, since the salary and allowance of employees of NBA are defrayed out of Consolidated Fund of India under section 17 of Biological Diversity Act, 2002.**
- 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 rule.
- IV. **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 employee of the Central Government belonging to Group A, Group B, Group C and Group D posts, as the case may be, of the corresponding scales of pay stationed at those places.
- V. **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.

- VI. Competent Authority reserves the right to reject incomplete applications, without assigning any reason.
- VII. The selection will be made on the basis of Personal Interview and other parameters as prescribed of eligible shortlisted candidates.
- VIII. For details regarding the organization, log on to www.nbaindia.org.

4. Interested candidates possessing the above qualification and experience may apply through proper channel in the prescribed format (Annexure) 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. Advance copies of applications may also be submitted, to avoid delay in submitting the application through proper channel.**

5. Application along with Vigilance clearance, Integrity certificate, Details of penalty, if any, imposed during the last 5 years and attested copies of ACR/APAR Dossiers for the last 5 years (From 2017-2018 to 2021-2022) must reach the **Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113** on or before 30 days from the date of advertisement in the Employment News. The details of notification and application form is also available in NBA website viz www.nbaindia.org


Administrative Officer, NBA

