



राष्ट्रीय जैव विविधता प्राधिकरण  
**National Biodiversity Authority**



(An Autonomous and Statutory Body of Ministry of Environment, Forest and Climate Change, Government of India)

+91 44 2254 2777 / 1075  
www.nbaindia.org

5वां तल, टाइसल बायो पार्क, सीएसआईआर रोड,  
तरमणि, चेन्नई-600 113, तमिल नाडु, भारत.  
5th Floor, TICEL Bio Park, CSIR Road,  
Taramani, Chennai - 600 113, Tamil Nadu, India.

No.NBA/2/208/A100/2023-24/ 774

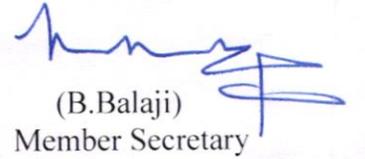
Dated: 21<sup>st</sup> June 2025

**OFFICE MEMORANDUM**

Sub: Issue of amended guidelines for engagement of Young Professionals.  
Ref: NBA OM No.2/208/2020/ADMN/3224 dt.16<sup>th</sup> December 2020.

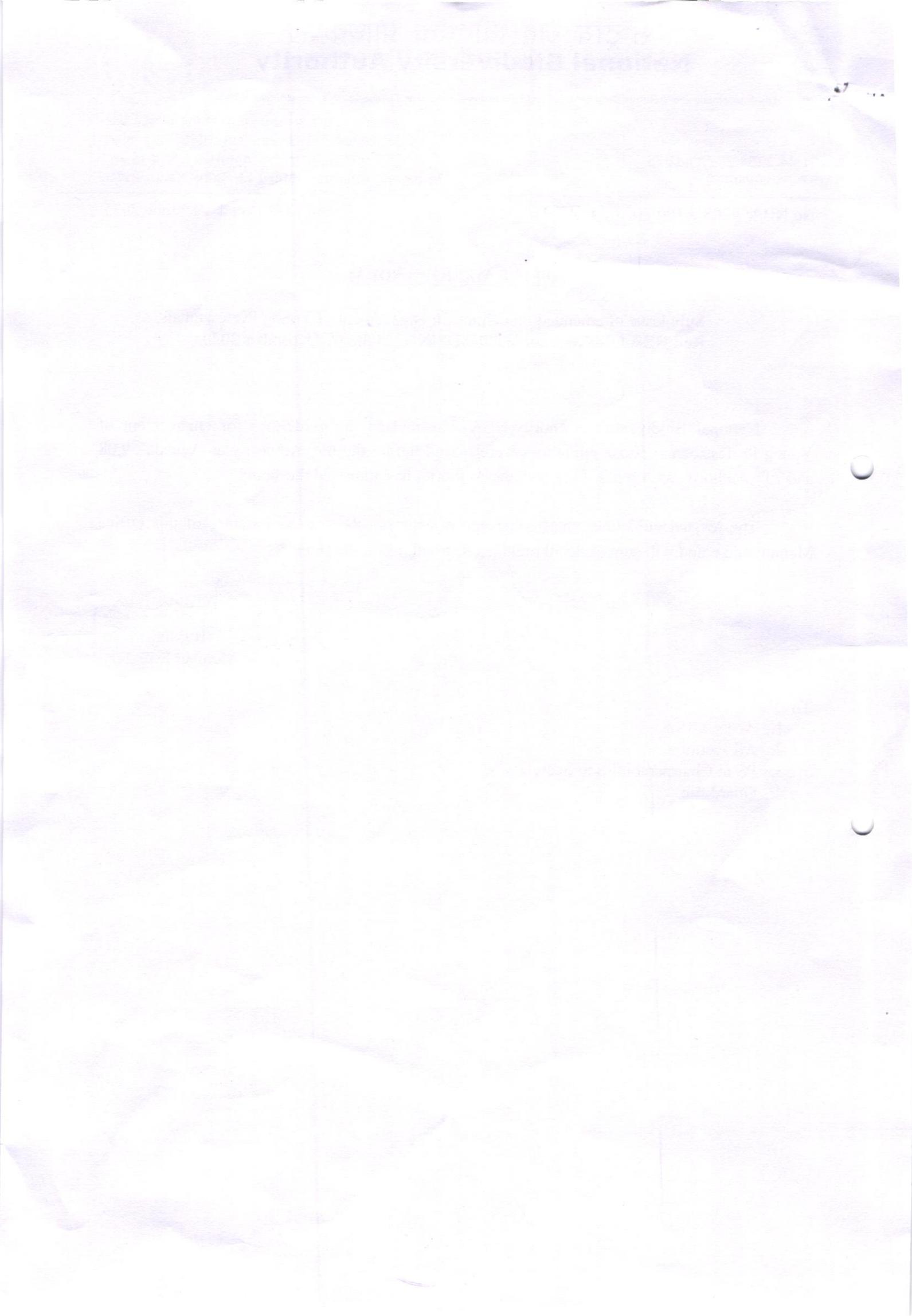
National Biodiversity Authority(NBA) has revised the guidelines for engagement of Young Professionals. These guidelines were placed before the 69<sup>th</sup> Authority as Agenda 69.08 and 73<sup>rd</sup> Authority as Agenda 73.50 and the Authority has approved the same.

The revised guidelines shall come into effect from the date of issuance of this Office Memorandum and will supersede all previous instructions on the subject.

  
(B.Balaji)  
Member Secretary

To

1. Accts. Offr.,
2. All sections
3. PS to Chairperson/PS to Secretary
4. Guard file.



**Government of India**  
**Ministry of Environment, Forest and Climate Change**

**NATIONAL BIODIVERSITY AUTHORITY**  
**Chennai**

Subject: Procedure and Guidelines for engagement of Young  
Professionals in National Biodiversity Authority

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In exercise of the powers vested under sub-rule (iv), (v), (vii) and (xiii) to Rule 12 of Biological Diversity Rules, 2004 and subsequent amendment in Biological Diversity Rules, 2024, the National Biodiversity Authority (NBA) makes the following guidelines for engagement of Young Professionals and regulation of their remuneration and terms of engagement. These guidelines will come into effect from the date of issue.

**PURPOSE AND SCOPE OF APPLICATION:**

National Biodiversity Authority, is an autonomous and Statutory Body under Ministry of Environment, Forest and Climate Change, established in 2003 under Section 8 of the Biological Diversity Act, 2002, 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 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.

For timely and effective implementation of the Biological Diversity Act, 2002 and related matters, NBA requires engaging of Young Professionals who possess the requisite skill set. These Young Professionals are expected to deliver services within given time as NBA has inadequate regular staff to tackle increasing workload. They should be high quality professionals, capable of lending their expertise in their respective fields. They should also be capable of handling any miscellaneous work that is entrusted.

The General conditions of Contracts for the services of Young Professionals will be incorporated into their individual contracts.

**CONTRACTUAL TERMS AND CONDITIONS:**

**LEGAL STATUS:**

The Individual Young Professional shall have the legal status of an independent Young Professional vis-a-vis NBA, and shall not be regarded, for any purposes, as being either a "staff" of NBA, or an "official" of NBA. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee or of principal and agent, between NBA and the Individual Young professional. The engagement of Young Professionals is shall never constitute a regular appointment on the rolls of the NBA. The





engagement of a particular person as Young Professional shall not create any right in the favour of such person, and for the period of their engagement determinable at any time at the discretion of the Chairman/NBA.

**STANDARDS OF ENGAEMENT:**

The Young Professional shall not take any action in respect of their performance of their engagement or otherwise related to its obligations, that may adversely affect the interests of NBA, and the Young Professional shall perform their obligations under the engagement as Young Professional with the fullest regard to the interests of NBA. The Individual Young Professional shall comply with all laws, ordinances, rules and regulations bearing upon the performance of their obligations as per the terms and conditions thereon. The individual Young Professional shall comply with the standards of Conduct. Failure to comply with the same may result to termination of the engagement of the individual Young Professional.

**TITLE RIGHTS, COPY RIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS:**

The Young Professionals 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/she may gather as part of this assignment.

The studies, including the background information will become the property of NBA and NBA will be holding full and unconditional copyrights for the same and he/she cannot claim any authorship for the studies and other outputs. NBA reserves the right to use the material, developed during the engagement period in a manner it deems fit. The decision of Chairman, NBA on this issues will be final. Young Professional, in any manner whatsoever, use the name, emblem or official seal of NBA, or any abbreviation of the name of NBA, in connection with its activities or otherwise without the written permission of NBA.

Subject to the foregoing provisions, all photographs, plans, reports, recommendations, documents and all other data compiled by or received by the Individual Young Professional shall be the property of NBA, shall be made available for use or inspection by NBA at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to NBA authorized officials on completion of work.

Unpublished and Confidential Information should not be communicated to any person/ Government / other organization or other entity external to NBA during the terms of the period, except as required by the assignment or upon authorization by NBA. This provision will survive even after such termination / expiration.

**GENERAL TERMS & CONDITIONS**

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;

(ii) Young and bright Professionals with requisite qualifications and experience would be engaged as Young Professionals. They shall submit their education qualification and experience details along with the supporting documents, as and when required by NBA.



(iii) The job/activities for engagement of Young Professionals will invariably be quantifiable in measurable terms and the time period required for completion of such should be carefully assessed and specified.

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

(v) Official (Government) e-mail id and access to intranet system shall be provided to Young Professionals 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 Young Professionals will also be kept in view. Their email id would be in operation till their tenure with NBA, and will summarily be disconnected thereon.

(vi) The engagement of Young Professionals 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.

**EDUCATIONAL QUALIFICATIONS, AGE, EXPERIENCE & REMUNERATION:**

The term "Young Professionals" would mean Young Professionals in any of the nine categories mentioned below. The qualifications, experience and remuneration of these categories are given hereunder:

Category	Academic qualification and experience	Age limit	Consolidated emoluments
<b>SCIENTIFIC</b>			
Young Professional-I (Scientific)	Bachelor degree in Biotechnology/ Botany/ Zoology/Life Science/Chemistry/Physics/Biochemistry / Forestry/ Agriculture/ Fisheries/ Marine Science/ Horticulture / Microbiology / Bio-informatics/ Veterinary Sciences/ Environmental Science from a recognized University / Institution. Weightage will be given for having three or more years of experience in the relevant field. Certificate of experience to be produced. <b>(OR)</b> Bachelor degree in Engineering and Technology Field. Weightage will be given for having two or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 30 years	40,000/-



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<p>Young Professional-II (Scientific)</p>	<p>Bachelor degree in Biotechnology/ Botany/ Zoology/Life Science/Chemistry/ Physics/ Biochemistry / Forestry/ Agriculture/ Fisheries/ Marine Science/ Horticulture / Microbiology / Bio-informatics/ Veterinary Sciences/ Enviromental Science , from a recognized University / Institution <b>(OR)</b> Bachlor degree in Engineering and Technology Field. In addition, <b>Master Degree</b> (post-graduation) is mandatory . Weightage will be given for having three or more years of experience in the relevant field. Certificate of experience to be produced.</p>	<p>Not exceeding 35 years</p>	<p>45,000/-</p>
<p>Young Professional-III (Scientific)</p>	<p>Doctoral degree (Ph.D.) in Biotechnology/ Botany/ Zoology/Life Science/Chemistry/ Physics/Biochemistry / Forestry/ Agriculture/ Fisheries/ Marine Science/ Horticulture / Microbiology / Bio-informatics/ Veterinary Sciences/ Enviromental Science from a recognized University / Institution. Weightage will be given for having three years or more experience in the relevant field. Certificate of experience to be produced. <b>(OR)</b></p> <p>M.Phill., in Botany/ Zoology / Life Science/ Chemistry/ Physics/Biochemistry/ Biotechnology/ Forestry/ Agriculture/ Fisheries/ Marine Science/ Horticulture / Microbiology / Bio-informatics/ Veterinary Sciences/Environmental Science/Engineering and Technology field from a recognized University / Institution. Weightage will be given for having four years or more experience in the relevant field. Certificate of experience to be produced. <b>(OR)</b></p> <p>Doctoral degree in Engineering and Technology Field. Weightage will be given for having two years or more experience in the relevant field. Certificate of experience to be produced. <b>(OR)</b></p> <p>Post Graduation in Engineering and Technology Field. Weightage will be given for having five years or more experience in the relevant field. Certificate of experience to be produced.</p>	<p>Not exceeding 45 years</p>	<p>55,000/-</p>

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<b>LEGAL</b>			
Young Professional-I (Legal)	Bachelor's degree in Law (LLB / BL) from a recognized University. Weightage will be given for having one or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 30 years	40,000/-
Young Professional-II (Legal)	Bachelor degree in Law (LLB /BL) from a recognized University/ Institute. In addition, Master's Degree (Post Graduation) is mandatory. Weightage will be given for having one or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 35 years	45,000/-
Young Professional – III (Legal)	Doctoral degree (Ph.D.) in Law from a recognized University/ Institution. weightage will be given for having one or more experience in the relevant field. Certificate of experience to be produced <b>(OR)</b> Master's degree in Law from a recognized University. Weightage will be given for having four or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 45 years	55,000/-
<b>ADMIN &amp; ACCOUNTS</b>			
Young Professional-I (Admin & Accounts)	Bachelor degree in Commerce/ Accountancy / Business Administration / Computer Science / Information Technology from a recognized University/ Institute. Weightage will be given for having three or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 30 years	40,000/-
Young Professional-II (Admin & Accounts)	Bachelor degree in Commerce/ Accountancy / Business Administration / Computer Science / Information Technology from a recognized University/ Institution. In addition, Master Degree (post-graduation) is mandatory. Weightage will be given for having three or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 35 years	45,000/-
Young Professional-III (Admin & Accounts)	CA/ ACS/ ICWA from the recognized Institutes. Weightage will be given for having four or more years of experience in the relevant field. Certificate of experience to be produced. <b>(OR)</b> Master Degree in Commerce/ Accountancy / Business Administration / Computer Science / Information Technology from a recognized University/ Institution. Weightage will be given for having six or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 45 years	55,000/-



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<b>IT</b>			
Young Professional-I (System Administration & Networking)	BE./B.Tech Weightage will be given for having two or more years of experience. Certificate of experience to be produced. <b>(OR)</b> Bachelor's degree in Computer Science /Information Technology/System Management from a recognized University. Weightage will be given for having three or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 30 years	40,000/-
Young Professional-II (System Administration & Networking)	BE./B.Tech from a recognised University/Institute. In addition Master Degree (Post Graduation) is mandatory. Weightage will be given for having two or more years of experience. Certificate of experience in the relevant field. to be produced. <b>(OR)</b> Bachelor's degree in Computer Science /Information Technology/System Management from a recognized University. In addition Master Degree (Post Graduation) is mandatory. Weightage will be given for having three or more years of experience in the relevant field. Certificate of experience to be produced.	Not exceeding 35 years	45,000/-
Young Professional-III (Application Development and Database Management )	Doctoral degree (Ph.D.) in Computer Engineering/ Computer Science/Application/ Information Technology/System Management from a recognized University/ Institute. Weightage will be given for having four years or more experience in the relevant field. Certificate of experience to be produced <b>(OR)</b> M.Phil., in Computer Science/Application/ Information Technology/System Management from a recognized University/ Institute. Weightage will be given for having four years or more experience in the relevant field. Certificate of experience to be produced.	Not exceeding 45 years	55,000/-

**TENURE:**

The initial tenure of engagement for a person as Young Professionals would be for a period of one year and may be re-engaged after giving a break, subject to evaluation of satisfactory performance and requirement. Outstanding YP I and YP II may be placed in next higher position when re-engaged.

**NUMBER OF YPs:**

The number of Young Professionals required will be decided by the Chairperson depend on the actual requirement at a particular point of time.



**SELECTION PROCESS:**

- a) Based on the 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 waiting list of a few candidates as reserve for each vacancy based on written examination or interview or both, as may be decided. The CEC would be constituted by the Chairperson. Suitable mode of examination would be decided by the Competent authority.
- b) The recommendation of the CEC will be examined by the Chairperson and appropriate decision will be taken.

**INDUCTION TRAINING:**

After joining, an induction training programme will be organized for all the selected YPs.

**PAYMENT OF REMUNERATION:**

The payment will be released by NBA within one week after completion of the month based on the biometric attendance and on the work done report as at Annexure I, submitted through Sectional Heads/Controlling Officials/Senior YPs/Consultants/Advisors etc.

**ALLOWANCES:**

The Young Professionals shall not be entitled to any other allowance such as Dearness Allowance, Conveyance Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, Bonus, etc.

**ATTENDANCE AND WORKING DAYS:**

The working days of the professional shall be same as for a regular Government employee working in NBA. . No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sundays / Gazetted holidays, if asked to work. Compensatory leave in such cases shall be at the discretion of NBA. The Young Professionals shall mark attendance in the Biometric system or other approved means.

**PERFORMANCE APPRAISAL:**

- a) Annual Performance Review of the YPs would be undertaken through Performance Report (PR) as prescribed in **Annexure-II**. Assessment would be done by the concerned reporting Sectional Head, reviewed by the Secretary/NBA and accepted by Chairman/NBA
- b) Re-engagement depends on the requirement and based on the performance.
- c) In case of re-engagement to higher grade,, the qualification criteria will remain as per the existing grade only, but purely based on the performance .

**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) Any absence beyond the above admissible leave, will be treated as without pay.
- d) The intervening Sunday or Gazetted Holidays during a spell of leave should not be counted against the eligible leave.
- e) Whenever YPs desires to avail leave he/she should apply in advance to the leave sanctioning authority and obtain prior sanction. Leave cannot be claimed as a matter of right.



**TA/DA**

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.

**TAX DEDUCTION AT SOURCE:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the NBA will issue TDS Certificate(s).

**REVISION OF REMUNERATION:**

Upward revision of remuneration from 3 to 5 percentage may be considered subject to re-engagement on contract and based on Individual YP who have made significant contribution in his/her domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task. The Chairperson's decision on this matter is final.

**TERMINATION:**

During the period of the contract, Chairman/NBA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, if the performance of Individual YPs is not satisfactory/performance as expected by higher authorities on the assigned/specific task is there, Chairman/NBA will provide one month's notice to the Young Professional. This period of one month can be dispensed with by NBA at its sole discretion. The Individual Young Professional can also seek for termination of the contract upon giving one month notice to the NBA. The decision of the Chairman, NBA, regarding acceptance or otherwise of the resignation will be final. In addition, nothing herein shall limit the right of Chairman/NBA to terminate the YPs for any alleged breach of the standards of conduct. Continued absence beyond the period of 12 days will also be a ground for termination.

**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/her 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) The candidate shall provide a self-undertaking to the effect that he/she has no criminal record or criminal case in any court, is pending against them.



**RELAXATION:**

If a candidate's background is excellent and performance is very good some relaxation can be given in the conditions stipulated

Any amendment/relaxation in the above guidelines would require prior approval of Chairperson/NBA in exceptional cases for the reason to be recorded in writing.

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. However, the relaxations will be given if required on case to case basis for those who were selected earlier.

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**MONTHLY REPORT OF YOUNG PROFESSIONAL**

For the month of 202\_ .

**PART - I**

## I. Basic Details:

Name	
Date of Joining	
Designation	
Reporting Officer Name and Designation (i.e. Sectional Head)	
Period Worked	
Brief Description of Duties	
Performance on allotted duties	

Signature of Young Professionals

**Performance of YPs (to be filled by the reporting officer (i.e. Sectional Head))**

Description of Duties allotted	Performance of the YPs	
		Punctuality
	Writing Capacity	
	Speed of disposal of work	
	Attention to detailing	

Name of the Reporting Officer:

Designation:

Date:



**ANNUAL PERFORMANCE REPORT OF YOUNG PROFESSIONAL**

Year of Report:

Period From ..... to .....

**PART - I**

I. Basic Details:

Name	
Date of Birth	
Date of Joining	
Designation	
Reporting Officer Name and Designation (i.e. Sectional Head)	
Period Worked	
Brief Description of Duties	

II. Self Appraisal:

Brief Description of task given during the year	Achievements

Note: Exceptional achievement shall be highlighted.

Signature of Young Professionals




**PART- II: Performance Appraisal (to be filled by the reporting officer (i.e. Sectional Head))**

Punctuality:		
Writing Capacity:		
Speed of disposal of work:		
Attention to detailing:		
<b>Brief Description of Task</b>	<b>Deliverables</b>	<b>Actual Achievements</b>

Remarks (if any):

Grading: Satisfactory / Good / Very Good / Outstanding.

Name of the Reporting Officer:  
Designation:  
Date:

**PART III** - Remarks of reviewing officer, Secretary, NBA:

**PART IV** - Comments of Chairperson, NBA:

