



## NATIONAL BIODIVERSITY AUTHORITY

(An Autonomous and Statutory Body under MoEFCC,)

Government Of India

5<sup>th</sup> Floor, Tidel Bio Park, CSIR Road, Taramani,

Chennai – 600 113

### Application Format

***“Engagement of Professionals under the GoI– UNDP–GEF–7 Biodiversity Project”  
(on temporary basis)***

**(TO BE FILLED IN BLOCK LETTERS)**

1. Name of the position applied for : ( Put ✓ mark in appropriate box)  
(Separate application to be submitted for each post)

|                                                   |  |  |
|---------------------------------------------------|--|--|
| <b>1. National level</b>                          |  |  |
| <b>a. At MoEFCC</b>                               |  |  |
| i. Project Officer (Biodiversity Specialist)      |  |  |
| ii. Admin, Operations and Finance Officer         |  |  |
| iii. Consultant (Legal Policy)                    |  |  |
| <b>b. At NBA</b>                                  |  |  |
| i. National Project Officer (Biodiversity Expert) |  |  |
| ii. Procurement, Admin and Finance Officer        |  |  |
| <b>2. State level</b>                             |  |  |
| <b>a. Meghalaya</b>                               |  |  |
| i. Project Officer (Landscape Specialist)         |  |  |
| ii. Admin, Operations and Finance Officer         |  |  |
| <b>b. Tamil Nadu</b>                              |  |  |
| i. Project Officer (Landscape Specialist)         |  |  |
| ii. Admin, Operations and Finance Officer         |  |  |

**Affix Latest  
Passport  
Size  
Photograph**

2. Name in Full :  
3. Father's/Husband Name(optional) :  
4. Sex :  
5. Date of Birth & Age :  
6. Marital Status :  
7. Nationality :

8. Permanent address :

9. Mailing postal address :

10. Mobile Number :

11. Email Id :

12. Educational Qualification: (Degree / Diplomas / Post graduation /Ph.D's)

| Sl. No. | Qualification / Course / Subject | University/ Institute | Year of Passing | %age of Marks obtained / Division / Class | Remarks |
|---------|----------------------------------|-----------------------|-----------------|-------------------------------------------|---------|
|         |                                  |                       |                 |                                           |         |

13. Computer Skills Known:

14. Work Experience:

| Sl. No. | Organization/ Institute/ Company | Period |    | Nature of work/ supervisory position held/Projects completed / Details of Application software developed | Salary per annum/fees received | Remarks (Reasons for leaving if any) |
|---------|----------------------------------|--------|----|----------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------|
|         |                                  | From   | To |                                                                                                          |                                |                                      |
|         |                                  |        |    |                                                                                                          |                                |                                      |

15. Please mention core areas of proficiency :

16. Knowledge of languages :

- Mother tongue :
- Other languages known :
- Read/Write/Speak/understand) :

17. Reference (i)

(ii)

18. Have you ever been arrested, indicted or summoned into Court as a defendant in a Criminal Proceeding, or Convicted, Fined or Imprisoned for the violation of any Law. If yes, give full particulars.

19. Details of outstanding work, if any, done in the past:

20. Awards/Rewards/Appreciation letters received, if any, (Please attach copies):

21. Please mention about the research publications/ conference papers/ books published, if any:

22. Please write about yourself in not more than 300 words, and also state the reasons for considering your candidature for the position applied for: (may be submitted in separate sheet)

23. Any other information :

**Declaration:**

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, there is any material omission made on a Personal History Form, or other document requested by the Organisation, my candidature/engagement is liable to be cancelled / terminated, at any stage, without notice or any compensation in lieu thereof.

\* Total no. of pages submitted including application format: ..... Nos

Place:

Date:

(Signature of the candidate with date)

---

**N.B:** The applicants are requested to submit self-attested documentary evidence in support of the statements made in the application form as above. The applicants need not submit the originals, texts of reference or testimonials