



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

F. No. 24/1/UNDP Project/2026-27

Dated: 24.06.2026

NOTIFICATION

**Call for Applications – Engagement of Professionals under the Gol–
UNDP–GEF–7 Biodiversity Project***

Applications are invited for the engagement of qualified professionals on a temporary basis at the national levels for implementation of the Government of India–UNDP–GEF–7 Biodiversity Project. The positions are purely contractual and project-specific, aimed at supporting effective execution of project activities across relevant thematic and geographical areas.

1. AT NATIONAL LEVEL

a. MoEFCC

i. Admin, Operations and Finance Officer - 01 Post

b. NBA

i. National Project Officer (Biodiversity Expert) - 01 Post

ii. Procurement, Admin and Finance Officer - 01 Post

Terms of Reference for recruitment for administrative and technical positions:

S. No	Post	Qualification and Experience	Remuneration	Roles and Responsibilities
1	<p>Admin, Operations and Finance Officer</p> <p>Location: MoEFCC, New Delhi</p> <p>Duration: 5 years</p>	<p>Essential Qualifications</p> <ul style="list-style-type: none"> • Master's degree in accounting / finance from a recognized university/ institution. • 15 years of Experience in Financial Management / Research C Development Projects. • Upper Age Limit: 62 years <p>Desirable Qualifications;</p> <ul style="list-style-type: none"> • Proficiency in project management and finance. • In-depth understanding of financial rules, regulations, policies, and procedures of, Government of India, State Governments and UN Agencies • Familiarity with the General Financial Rules (GFR) and related compliance requirement 	1,25,000/-	<ul style="list-style-type: none"> • Assist the National Project Officer in day-to-day management and oversight of project including liaison with the respective State C Landscape Project Officers. • Assist in the preparation of progress reports; • Provide administrative and logistical assistance for the project to MoEFCC • Liaise with relevant stakeholders i.e. representatives of State Govt./ UTs, District Authorities, State Nodal Agencies/ NGOs, vendors, consultants, contractors etc. in financial functioning of projects. • Review annual budgets and project expenditure reports, as necessary • Ensure proper filing and records of project funds and expenditures; • Facilitate preparation and collection of Utilization Certificates (UCs), and annual audit reports submitted by the Government and other implementing agencies using the Government systems and procedures.

				<ul style="list-style-type: none"> • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by National Project Steering Committee (NPSC), UNDP, and project consultants Provide support in regular maintenance and update of the project accounting system to ensure accuracy and reliability of financial reporting during the entire project implementation. • The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.
2	<p>National Project Officer (Biodiversity Expert)</p> <p>NBA, Chennai</p> <p>Duration: 5 years</p>	<p>Essential Qualifications</p> <ul style="list-style-type: none"> • Master's Degree in life science, environment science or relevant subject or bachelor's degree in engineering/technology from a recognized university/ institution. • Atleast 20 years of experience in the 	1,75,000/-	<ul style="list-style-type: none"> • Manage the overall implementation of the project. • Plan the activities of the project and monitor progress against the approved workplan. • Execute activities by managing personnel, goods and services, training and capacity development, including drafting terms of reference and work specifications, and overseeing all

field of
Biodiversity
Conservation

- Upper Age Limit:
62 years

**Desirable
Qualifications**

- M.Phil or Ph.D. in
a relevant field.
- Proven research
experience with
published papers.
- Post-qualification
experience in the
relevant field will
be preferred.

contractors' work.

- Supervise the work of
and receive regular
report backs from the
Meghalaya State C
Landscape Project
Officer and the Tamil
Nadu State C
Landscape Project
Officer on Components
1 and 2.
- Directly oversee and
coordinate the national
level work of the
project, including the
following high-level
elements of
Components 1 and 2, in
collaboration with the
Landscape Project
officers: to set up the
state / landscape level
structures, especially
the curriculum
development to help
provide access to
central schemes for
funding actions,
facilitating registration
at state and central
level of Community
Reserves and OECMs,
developing resource
mobilization strategies,
and strengthening
financial capacities,
- Taking responsibility for
delivery on Component
3 as a whole, facilitating
the work of consultants
and technical service
providers, and
cooperating with the
two Landscape Project
Officers;
- Supervise the work of
the Procurement,
Finance and Admin
Officers and the Gender
and Safeguards
Specialists, both
servicing the project as

				<p>a whole.</p> <ul style="list-style-type: none"> • Monitor events as determined in the project monitoring plan, and update the plan as required. • Provide support for completion of assessments required by UNDP, spot checks and audits. • Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form. • Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports. • Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results. • Ensure that changes are controlled and problems addressed. • Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities. • Prepare and submit financial reports to UNDP on a quarterly basis. • Manage and monitor the project risks – including social and environmental risks -
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				<p>initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;</p> <ul style="list-style-type: none"> • Capture lessons learned during project implementation. • Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required. • Prepare the inception report no later than one month after the inception workshop. • Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR. • Prepare the GEF PIR each year; • Assess major and minor amendments to the project within the parameters set by UNDP-GEF; • Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans; • Monitor and track progress against the GEF Core indicators.
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				<ul style="list-style-type: none"> Support the Mid-term review and Terminal Evaluation process.
3	<p>Procurement, Admin and Finance Officer</p> <p>NBA Chennai</p> <p>Duration: 5 years</p>	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> Master's Degree in Accounting or Finance from a recognized university/ institution. Minimum of 5 years of experience in Financial Management or in managing Research C Development projects. Upper Age Limit: 40 <p>Additional Requirements:</p> <ul style="list-style-type: none"> Strong knowledge of project management and implementation processes. Familiarity with financial rules, regulations, policies, and procedures of the Government of India, State Governments, UN agencies, and General Financial Rules (GFR) requirements. 	80,000/-	<p>1. Procurement, Admin and Finance Officer (NBA)</p> <p>Procurement</p> <ul style="list-style-type: none"> Procure goods and equipment needed for the Component 3 of the project Procure goods and equipment needed for Component 1 and 2, in collaboration with the Meghalaya and Tamil Nadu Admin, Operations C Finance Officers Procure the services of Consultants for Component 1: (i) Gender Specialist, (ii) Ecological Landscape Planning Expert, (iii) Governance Specialist, (iv) Community Engagement Specialist, (v-viii) National Consultants (Biodiversity, Human-Wildlife Conflict, Soil and Water Conservation, Access and Benefit Sharing), (ix) Consultant for designing Tracking Tools to monitor progress against implementation of landscape management plans, (x) Forest Restoration Consultant Procure the services of Consultants for

				<p>Component 2: (i) Technical Expert for development of tracking tools, (ii) Technical Expert for establishing Cooperative Societies, (iii) Technical Experts for developing biodiversity finance gap report, (iii) Technical Consultant for conducting customized training and incubation support programme for enterprises, (iv) Technical Consultant for curriculum development for training on budgeting on biodiversity action</p> <ul style="list-style-type: none"> • Procure the services of Consultants for Component 3: (i) Local Expert for uploading training material and tools related to mainstreaming, (ii) Communication Specialist for development and implementation of project communication strategy, (iii) Technical Expert for developing National Replication Strategy • Procure the services of Consultants for Project Management / MCE: (i) International Consultant for Mid-term Review, (ii) International Consultant for Terminal Evaluation, (iii) Additional part-time support from Gender and Safeguards Specialist, (iv) National Consultant for Mid-
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				<p>term Review, (v) National Consultant for Terminal Evaluation</p> <ul style="list-style-type: none"> • Procure the contractual services of Companies / Organizations for Component 1: (i) Multi stakeholder engagement for landscape level plans, (ii) Development of gender-responsive training courses/tools C institutionalization with SIRDs, (iii) Updating PBR guidelines and supporting communities to update 445 PBRs, (iv) Supporting 40 champion villages on designing and implementing costed priority actions, (vi) Conducting Women Leadership Programme • Procure the contractual services of Companies / Organizations for Component 2: (i) Developing biodiversity gap report for 40 champion villages, based on costed biodiversity priority actions, (ii) Conducting a feasibility study on existing value chains and developing a business concept for each of the 6 forest-based / eco-friendly enterprises / set of enterprises in a value chain, (iii) Conducting women in business leadership
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programme, (iv)
Conducting a business
execution support
programme, (v)
Facilitating
agreements with
buyers and marketing
C branding strategy for
6 enterprises /
enterprise clusters

- Procure the contractual services of Companies / Organizations for Component 3: (i) Digitization of spatial data, (ii) Developing short documentaries on lessons learnt from 40 villages

Administration

- Assist the National Project Officer in day-to-day management and oversight of project activities, including liaison with the Meghalaya State C Landscape Project Officer and the Tamil Nadu State C Landscape Project Officer on Components 1 and 2
- Assist the Gender and Safeguards Specialists where necessary
- Assist the National Project Officer in matters related to MCE and knowledge resources management;

				<ul style="list-style-type: none">• Assist in the preparation of progress reports;• Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by NPSC, UNDP, and project consultants;• Provide administrative and logistical assistance.
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INSTRUCTIONS:

- Experience includes upto 3 years for Ph.D., holders, provided no work experience is counted during those 3 years.
- Experience shall be in the relevant field of specialized work. Good Computer Skill is mandatory.
- The crucial date for determining the age limit shall be the closing date for submission of applications

Mode of Selection: All short-listed candidates will be called for a personal interview.

Any form of mis-use, malpractice and applying influence at any level by the candidates will entitle the authorities to cancel their candidature summarily.

- i. Relaxation will be considered for all or any of the above-prescribed conditions for persons having proven track-record and high talent as the engagement is for a specific purpose and special mission.
- ii. The initial engagement is for one (1) year only. Work performance will be assessed/evaluated at the earliest after the end of the tenure and extension to suitable candidates maybe provided after evaluation.
- iii. The engagement purely temporary and do not facilitate any claims of regular/ permanent postings at NBA.
- iv. The consolidated remuneration mentioned above is all inclusive and no other allowances or facility will be made available to the incumbents.
- v. The remuneration will be paid on monthly basis after deducting the applicable taxes.
- vi. Good Computer and communication skills are mandatory.
- vii. It is a full time engagement and therefore candidate selected should not take up any other part time assignments.
- viii. The NBA/ MoEFCC reserves the right to discontinue the services of Consultants at any time before completing one year without assigning any reason.
- ix. The number of positions mentioned above may vary based on the requirement.
- x. The NBA/ MoEFCC reserves the right to cancel the selection process at any point of time without assigning any reason.
- xi. For the state PMU positions, candidates with domicile of Meghalaya and Tamil Nadu will be preferred in the respective states.

The interested and eligible candidates may apply in the prescribed format within 10 days from the date of publication of this notification, i.e., on or before **24.07.2026** to **“The Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Bio-Park, CSIR Road, Taramani, Chennai 600 113, Tamil Nadu”** by **POST ONLY**. The candidates shall submit the duly filled in Application Form along with all documents in support of date of birth, qualification, experience. Incomplete applications or not submitted in the prescribed format or without photo/signature & enclosure and application received after the last date will be summarily rejected. The envelope should be superscribed with the following (as per position being applied to):

- "Application for Professionals in GEF 7 BD Project/Admin, operations and Finance Officer-MoEFCC"
- "Application for Professionals in GEF 7 BD Project /National Project Officer (Biodiversity Expert)-NBA"
- "Application for Professional in GEF 7 BD Project/ Procurement, Admin and Finance Officer-NBA"



NATIONAL BIODIVERSITY AUTHORITY

(An Autonomous and Statutory Body under MoEFCC.)

Government Of India

5th Floor, TiceL Bio Park, CSIR Road, Taramani,

Chennai – 600 113

Application Format

***“Engagement of Professionals under the Gol- 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)

1. National level	
a. At MoEFCC	
ii. Admin, Operations and Finance Officer	<input type="checkbox"/>
b. At NBA	
i. National Project Officer (Biodiversity Expert)	<input type="checkbox"/>
ii. Procurement, Admin and Finance Officer	<input type="checkbox"/>

**Affix Latest
Passport
Size
Photograph**

2. Name in Full :
3. Father'/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

