



भारत सरकार / Government of India

राष्ट्रीय जैव विविधता प्राधिकरण / NATIONAL BIODIVERSITY AUTHORITY

5वीं मंजिल, टीआईसीएल बायोपार्क, सीएसआईआर रोड, तारामणि, चेन्नई - 600 113  
5<sup>th</sup> Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113

F. No. NBA/2/230/A205/2026-27

Dated: 15<sup>th</sup> April, 2026

अधिसूचना / NOTIFICATION

विषय: राष्ट्रीय जैव विविधता प्राधिकरण, चेन्नई में प्रतिनियुक्ति के आधार पर "निजी सचिव से सदस्य सचिव" के पद को भरना - के बारे में।

**Subject:** Filling up of the post of "PRIVATE SECRETARY TO MEMBER SECRETARY" in National Biodiversity Authority, Chennai on Deputation Basis – Regarding.

\*\*\*\*\*

राष्ट्रीय जैव विविधता प्राधिकरण, पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार के तहत एक सांविधिक निकाय, जो जैविक विविधता अधिनियम, 2002 की धारा 8 के तहत स्थापित है, जिसका मुख्यालय चेन्नई में है, प्रतिनियुक्ति के आधार पर निम्नलिखित पद को भरने के लिए आवेदन आमंत्रित करता है।

National Biodiversity Authority, a Statutory Body under Ministry of Environment, Forest and Climate Change, Govt. of India established under Sec.8 of the Biological Diversity Act, 2002, having its headquarters at Chennai, invites applications for filling up the following post on deputation basis.

2. राष्ट्रीय जैव विविधता प्राधिकरण (अधिकारी एवं अन्य कर्मचारियों की भर्ती एवं सेवा शर्तें) विनियम, 2006 के अनुसार, यह पद प्रतिनियुक्ति द्वारा भरा जाना है।

2. In terms of National Biodiversity Authority (Recruitment and Conditions of Services of officer and other employees) Regulations, 2006, the post is to be filled up by deputation.

3. प्रतिनियुक्ति के लिए, केंद्र या राज्य सरकार के अधिकारी नीचे उल्लिखित अनुसार पात्र हैं:

3. For Deputation, the OFFICERS OF THE CENTRAL OR STATE GOVERNMENTS are eligible as mentioned below:

Details of the Post	Basic Eligibility
<p>(1) PRIVATE SECRETARY TO MEMBER SECRETARY</p> <p>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/-)</p>	<p>(a)(i) holding analogous post on regular basis; or</p> <p>(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</p> <p>(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 and</p> <p>(b) having experience in the relevant field as well as in the administration.</p> <p>(c) Working knowledge in Computer.</p>

**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 or the regular incumbent become eligible for promotion to the post of Private Secretary to Member Secretary, whichever is earlier.
  - 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 the Government of India, DoPT O.M. No.6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June 2010 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 the Consolidated Fund of India under section 17 of the 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 condition.
  - 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, and Group C 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. The selection will be made on the basis of service rendered, APARs and Personal Interviews (if necessary) of eligible shortlisted candidates.
  - VII. Competent Authority reserves the right to reject incomplete applications, without assigning any reason.
  - VIII. For details regarding the organization, log on to [www.nbaindia.org](http://www.nbaindia.org).
4. Interested candidates possessing the eligibility criteria for the post may apply in the prescribed format (Annexure) through the proper channel, 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 entertained. Only such applications forwarded through proper channel only will be considered for selection. **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 APAR Dossiers for the last 5 years (From 2020-2021 to 2024-25) must reach the **Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai — 600 113, on or before 11<sup>th</sup> May 2026 – 17.30 hrs.**

प्रशासनिक अधिकारी, एनबीए / Administrative Officer, NBA

**Application for the post of Private Secretary to Member Secretary  
in National Biodiversity Authority, Chennai**

1. Name (in Block Letters)	
2. Residential Address	
3. Date of Birth (in Christian era) (dd/mm/yyyy)	
4. Mobile No & eMail ID.	
5. i) Place of Working (Office Name & Address)	
ii) Date of entry into service (dd/mm/yyyy)	
ii) Date of retirement under Central / State Government Rules on a regular basis.	
6. Post held on regular basis	
7. Educational Qualifications	
8. Total period of Experience in the relevant field as well as in the "Administration".	

9. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

S.No	Office/Institution	Post held On regular basis	From	To	Pay Band and Grade Pay / Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting the experience in the field required for the post applied for (Mandatory), as well as Administration.
			(dd/mm/yyyy)			

10. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay of VI CPC Pay Level drawn under ACP/	With effect from

11. In case the present employment is held on a deputation/contract basis, please state-

Name of the post	Level of the Post	On deputation	
		From	To

Note: In case of officer already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with cadre clearance, vigilance clearance and integrity certificate.

12. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
13. Any extraordinary achievements / Awards / Commendation letters etc.	
14. Whether belongs to SC/ST	

The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Date:

Name:

### **Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on the records. He/ She has the experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also Certified that:

- i) No vigilance or disciplinary case is pending/contemplated against Shri/Smt.
- ii) His/ Her Integrity is certified.
- iii) His / Her APAR for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or suitable officers of State/Central Government.
- iv) No major/minor penalty has been imposed on him/her during the last 5 years or A list of major/minor penalties imposed on him/her during the last 5 years is enclosed. (as the case may be)

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**