



National Biodiversity Authority

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TICEL Bio Park

5th Floor, Taramani Road,

Taramani, Chennai - 600 113

Tamil Nadu, India

No.NBA/2/1/2004/ADMN/12-13/4184

Dated 4th February, 2013.

Sub:- Appointment on deputation to the post of Secretary, National Biodiversity Authority with headquarters at Chennai – Reg.

Dear Sir,

National Biodiversity Authority (NBA) has been set up under the Biological Diversity Act, 2002 with its headquarters at Chennai.

2. As per the Recruitment Rules of NBA notified in June 2006, the post of Secretary, NBA in the Pay Band – 4 : Rs.37400 – 67000 + Grade Pay Rs. 10000/- (Revised) / Scale of Pay Rs.18,400-500-22,400 (pre-revised) is to be filled up on deputation, failing which by direct recruitment. For deputation, officers of the Central or State Governments holding analogous posts on regular basis, or (i) holding post in the scale of pay of Rs.16,400-20000 (pre-revised)/PB: 4 - Rs.37400 – 67000 + Grade Pay Rs. 8,900/- (Revised) or equivalent in the parent cadre/department on regular basis for at least two years; or (ii) holding posts in the scale of pay of Rs.14,300-400-18300 (pre-revised)/PB: 4 - Rs.37400 – 67000 + Grade Pay Rs. 8700/- (Revised) or equivalent in the parent cadre/department for at least four years; and having experience in the relevant field as well as in the administration, may apply. The maximum age limit for deputation shall not be exceeding 56 Years.

3. The deputation term of the present incumbent in the post is under completion and hence NBA is in the process of filling up the post on deputation basis for which an advertisement has been published in the "Employment News" dated 26 Jan-4 Feb 2013. A copy of the OM calling for applications is also enclosed for ready reference.

4. I request you to kindly arrange to get the advertisement (O.M.) circulated in your Ministry/Organization including Subordinate/Attached/Branch offices and also to forward applications of interested and suitable candidates who wish to apply for the post. The applications may be forwarded to the undersigned within 60 days from 26th January 2013. The address for communication is "The Chairman, National Biodiversity Authority, 5th floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600113", Fax No.:011 - 22541073.

Yours sincerely,

(Balakrishna Pisupati)
Chairman

Encl.: As above

To

The Principal Chief Conservator of Forests,
Kerala Forest Department,
Government of Kerala,
Forest Headquarters, Vazhuthacaud,
Thiruvananthapuram – 695 014.



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

F. No. 2-1/2004/Admn.NBA/12

dated 09 January, 2013

OFFICE MEMORANDUM

Subject: Filling up of the post of “Secretary” at National Biodiversity Authority, Chennai on deputation basis – Regarding

National Biodiversity Authority established as a Statutory and Autonomous Body under Sec.8 of the Biological Diversity Act, 2002 having its headquarters at Chennai, invites applications for filling up of the post of “Secretary” on deputation basis.

2. In terms of Rule 2(i) of the Biological Diversity Rules, 2004, “Secretary” means the full time Secretary to the Authority and as per Rule 9 of Biological Diversity Rules, 2004, the Secretary appointed by the Authority shall be responsible for coordinating and convening the meetings of the Authority, maintenance of the records of the proceedings of the Authority and such other matters as may be assigned to him by the Authority.

3. 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.

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

Details of the Post	Basic Eligibility
(1) Secretary - Group ‘A’ Non-Gazetted (Non-Ministerial)- One Post - Pay Band – 4 : Rs.37400 – 67000 + Grade Pay Rs. 10000/- (Revised)/ Scale of Pay Rs.18,400-500- 22,400 (pre-revised)	Officers of the Central or State Governments: (a)(i) Officers holding analogous post on regular basis; or (ii) holding post in the scale of pay of Rs.16,400-20000 (pre-revised)/PB: 4 - Rs.37400 – 67000 + Grade Pay Rs. 8,900/- (Revised) or equivalent in the parent cadre/department on regular basis for at least two years; or (iii) holding posts in the scale of pay of Rs.14,300-400-18300 (pre-revised)/PB: 4 - Rs.37400 – 67000 + Grade Pay Rs. 8700/- (Revised) or equivalent in the parent cadre/department for at least four years; and (b) having experience in the relevant field as well as in the administration.

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 for the post shall be **56 years on the closing date of receipt of applications at NBA**. The selected candidate will be appointed on deputation basis for a period of 3 years initially which may be extended or curtailed by the Competent Authority at its discretion depending on requirement and performance. The deputation will also be governed by Government of India orders on the subject, as issued from time to time.
- 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 posts.

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 employees 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. **Saving:**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward Classes, Ex-servicemen and other Special Categories of persons in accordance with the orders issued by the Central Government from time to time, in this regard.

- vii. Competent Authority reserves the right to increase/decrease or not to fill up the post and cancellation and rejection of incomplete applications, without assigning any reason.
 - viii. The selection of the candidate will be governed by terms of conditions prescribed by Department of Personnel and Training, Government of India in this regard as amended from time to time.
 - ix. For details regarding the organization, log on to www.nbaindia.org.
5. Interested Officers possessing the above qualification and experience may apply in the prescribed format (Annexure enclosed) 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.**
 6. All Heads of Ministries/Departments are requested to circulate the O.M. to all Offices / Subordinate Offices / Attached Offices under their control.
 7. Application along with Vigilance clearance, Integrity certificate, Details of penalty, if any, imposed during the last 10 years and attested copies of ACR Dossiers for the last 5 years (From 2007-08 to 2011-12) must reach the **Chairman, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113** within 60 days from the date of publication of this advertisement in the Employment News. Advertisement and application form are also available in NBA website viz www.nbaindia.org.

Chairman, NBA

To

1. All Secretaries of Ministries/Departments in Government of India
2. All Chief Secretaries of State Governments
3. All heads of Forests in States/Heads of Research/Scientific Institutions
4. The Joint Secretary (Biodiversity), Ministry of Environment and Forests, New Delhi
5. The Joint Secretary (Administration), Ministry of Environment and Forests, New Delhi for placing in MOEF website
6. NBA website www.nbaindia.org

Application for the post of "SECRETARY" in the National Biodiversity Authority (NBA) on Deputation basis

Affix latest
Passport size
photograph
duly attested

1. Name in full:
(in Block Letters)
2. Father's/ Husband's Name:
3. Date of Birth: Date of Retirement:
4. Present Pay(Grade Pay & Pay band):
5. Whether belongs to SC/ST/OBC:
6. Address for correspondence/
Contact numbers (Telephone/Mobile):
7. Academic and Professional Qualifications:

Exam/Degree	Year of Passing	Name of Instt. / Board / University	Marks Aggregated	Percentage

8. Employment History and Experience (Including Training) if any:

- (a) Service to which you belong:
- (b) Other details (below):

Name of the Ministry / Dept. / Govt. Organization	Designation	Pay Scale	Whether post is held on regular or adhoc basis or on deputation basis	Period		Nature of works attended to in brief
				From	To	

- (c) Nature of present employment i.e. Adhoc/Temporary/ :
Permanent

- (d) In case, the present employment is held on deputation,
Please state:-

- (i) The date of initial appointment:
- (ii) The period of appointment on deputation:
- (iii) Name of the parent office/organization (with address) to
Which you belong:

- (e) Details of trainings undergone, if any:

9. Please mention details of appreciation / outstanding work done, if any, which was duly recognized by the higher authority.
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose separate sheet, if necessary.

11. Declaration:

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief.

Place:

Signature

Date:

Name of the applicant

Address

<p style="text-align: center;">TO BE FILLED IN BY THE PARENT DEPARTMENT/EMPLOYER</p>

Certified that:

1. The service particulars given by the applicant are verified with reference to service records and found correct.
2. Attested copies of ACR dossiers for the last 5 years are enclosed (From 2007-08 to 2011-12).
3. Details of penalty imposed, if any, during the last 10 years are attached.
4. Vigilance Clearance & Integrity Certificate are attached.

In the event of selection of the candidate, he/she will be relieved immediately from this department.

Signature of the Competent Authority

Name

Organization

Telephone/ Mobile