



सत्यमेव जयते

**Government of India**  
**NATIONAL BIODIVERSITY AUTHORITY**  
5<sup>th</sup> Floor, TICEL Biopark, CSIR Road, Taramani, Chennai – 600 113

F.No.NBA/ADMIN/2/1/973/2023-24/

Dated 2/03/2024

**NOTIFICATION**

**Subject:** Filling up of the post of “**ADMINISTRATIVE OFFICER**” in National Biodiversity Authority, Chennai on Deputation Basis – Regarding.

National Biodiversity Authority, an autonomous and 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 post of Administrative Officer on deputation basis in terms of National Biodiversity Authority (Recruitment and Conditions of Services of officer and other employees) Regulations, 2006.

2. The selected candidate will be on deputation for the period of three years initially, which may be extended or curtailed by the Competent Authority at its discretion depending on requirement and performances.

3. The **SERVING OFFICIALS OF THE CENTRAL OR STATE GOVERNMENTS** are eligible as mentioned below:

**Administrative Officer** - One Post - Group “A” (Non-Gazetted)  
Pay Matrix - Level 11 (Rs.67700 — 2,08,700) - VII CPC  
{ PB-3 (Rs.15600–39100) with Grade Pay Rs.6600/- (Pre revised) - VI CPC }

**ELIGIBILITY**

(a)(i) Officers holding analogous post on regular basis;

**(or)**

(ii) holding post in Pay Matrix Level-9 (Rs. 53100- 167800) - (VII CPC), {PB:3 - Rs.9300-34800 + G.P.5400/- (Pre-revised) —VI CPC} or equivalent in the parent cadre/department on regular basis for at least five years ;

**(or)**

(iii) holding post in Pay Matrix Level 7 (Rs.44900— 142400) — (VII CPC), {PB: 2 - Rs.9300-34800 + G.P.4600 /- (Pre-revised) — VI CPC} or equivalent in the parent cadre/department for at least eight years; and

(b) Experience in the relevant field of “**Establishment and Administration**” is mandatory.

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 five years.
- II. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The deputation will also be governed by Government of India DoPT O.M. No. 6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June 2010 and subsequent orders issued from time to time, on the subject.

**4. 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.

**5. 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 posts, as the case may be, of the corresponding scales of pay stationed at those places.

**6. 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 conditions with respect to any class or category of persons.

7. The selection will be made on the basis of service rendered, APARs and Personal Interview of eligible shortlisted candidates.

8. Competent Authority reserves the right to cancel the notification at any stage of process without assigning any reason.

9. Selection/Non-selection of any candidate (s) fall under the sole discretionary powers of Competent Authority of NBA.

10. For details regarding the organization, log on to [www.nbaindia.org](http://www.nbaindia.org).

11. Interested candidates possessing the eligibility criteria for the post may apply in the prescribed format (Annexure) through proper channel supported by copies of certificates relating to educational 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 entertained. However, only such applications forwarded through proper channel will be considered for selection. An advance copy may also be sent to avoid delay in processing application.

12. 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 2018-2019 to 2022-23) must reach the **Administrative Officer, National Biodiversity Authority, 5th Floor, TICEL Biopark, CSIR Road, Taramani, Chennai — 600 113 on or before 45 days from the date of publication of notice in the Employment News.** The details of notification and application form is available in NBA website viz [www.nbaindia.org](http://www.nbaindia.org)

  
Administrative Officer (i/c), NBA

**Application for the post of Administrative Officer in National Biodiversity Authority, Chennai**

1	Name (in Block Letters)				
2	Residential Address				
3	Date of Birth (in Christian era)				
4	i) Date of entry into service				
	ii) Date of retirement under Central/State Government Rules				
5	Educational Qualifications				
6	Total period of Experience in the relevant field of “Establishment and Administration”				
7	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
Office/ Institution	Post held on regular basis	From - to	Pay Band and Grade Pay of VI PC/Pay Level of the VII PC of the Regular held	Nature of Duties (in detail) highlighting the experience in Establishment and Administration as required for the post of AO (Mandatory)	
8	Pay Band and Grade Pay of VI PC/Pay Level of the VII PC of MACP granted, if any.				
9	In case the present employment is held on deputation/contract basis, please state-				
Name of the post	Level of the post		Date from which on deputation		
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.					
10	If any post held on Deputation in the past by applicant, date of return from the last deputation and other details.				
11	Any extraordinary achievements/ Awards/Commendation letters etc.				

12	Additional information, if any, relevant to the post you applied for in support of your suitability for the post may be submitted. Also may provide information with regard to Professional training (Note: Enclose a separate sheet, if the space is insufficient)	
13	Whether belongs to SC/ST	
14	Mobile No & email ID.	

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:

**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 records. He/ She possesses educational qualifications and experience mentioned in the NBA's advertisement and also its website. If selected, he/she will be relieved immediately.

2. Also Certified that:

- i) There is no vigilance or disciplinary or court case 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 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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