

No. 49/40/2013-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 25th April, 2013.

To


All concerned IAS / HCS Officers.

Subject: Filling up of post of "Administrative Officer" in the O/o. National Biodiversity Authority on deputation basis – Reg.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No.NBA/2/1/2004/ADMN/Part V/12-13/245, dated 4th April, 2013 received from National Biodiversity Authority (An Autonomous and Statutory Body of Ministry of Environment and Forests, Government of India), Chennai-600 113, Tamil Nadu, India is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.


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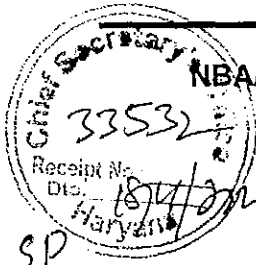
National Biodiversity Authority

(An Autonomous and Statutory Body of Ministry of Environment and Forests, Government of India)

C. Achalender Reddy, IFS
Secretary

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email: secretary@nbaindia.in
Website: www.nbaindia.org

TICEL Bio Park
5th Floor, CSIR Road,
Taramani, Chennai - 600 113
Tamil Nadu, India



NBA/2/1/2004/ADMN/Part VI/12-13/245

Dated: 4th April 2013

Sub: Filling up of post of "Administrative Officer" in the O/o. National Biodiversity Authority on deputation basis - Reg.

Dear Sir / Madam,

Kindly find enclosed herewith a copy of advertisement regarding filling up of the post of "Administrative Officer" in the O/o. National Biodiversity Authority, Chennai on deputation basis for wide publicity and circulation. The same advertisement has been published in the Employment News dated 30th March 2013.

Information about the National Biodiversity Authority can be obtained from the website: www.nbaindia.org by the interested candidates.

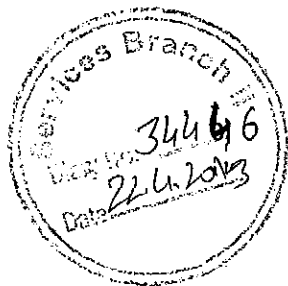
Thanking you.

Yours sincerely,

(C. Achalender Reddy)
Secretary, NBA.

Encl.: Office Memorandum.

The Chief Secretary,
Government of Haryana,
Civil Secretariat,
CHANDIGARH - 160 001 (HARYANA)



Government of India

NATIONAL BIODIVERSITY AUTHORITY

5th Floor, TIGEL Biopark, CSIR Road, Taramani, Chennai - 600 113

F. No. 2-1/2004/Admn.NBA/2013

Dated 4th March, 2013

OFFICE MEMORANDUM

Subject: Filling up of the post of "Administrative Officer" in 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 "Administrative Officer" on deputation basis.

2. 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 filling which by direct recruitment.

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

Details of the Post	Basic Eligibility
(1) Administrative Officer One Post Group 'A' Non-Gazetted (Ministerial) Pay Band - 3 : Rs. 15600 - 39100 + Grade Pay Rs. 6600/- (Revised)/ Scale of Pay Rs. 10000- 325-15200 (Pre-revised)	Officers of the Central or State Governments: (a) (i) holding analogous post on regular basis; or (ii) Persons holding post in the scale of pay of Rs.8000-13500 (pre-revised scale) or equivalent in the parent cadre/departement on regular basis for atleast five years; or (iii) holding post in the scale of pay of Rs.6500-10500 (pre-revised scale) or equivalent in the parent cadre/departement for atleast eight years and (b) having experience in the relevant field as well as in the administration. Note : "Relevant field" means "Experience in Establishment and Administration in Government".

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 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 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 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 Schedule 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(s) and cancellation and rejection of incomplete applications, without assigning any reason.

VIII. The selection will be made on the basis of Personal Interview of eligible shortlisted candidates if required.

IX. For details regarding the organization, log on to www.nbaindia.org.

4. Interested candidates 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.

5. All Ministries are requested to circulate the O.M. to all Offices / Subordinate Offices / Attached Offices under their Ministry.

6. 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, TIGEL Biopark, CSIR Road, Taramani, Chennai - 600 113 within 45 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

Annexure

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

- Name in full.
(In Block letters)
- Father's/Husband's Name :
- Date of Birth : Date of Retirement :
- Present Pay (Grade pay & Pay band) :
- Whether belongs to SC/ST/OBC :
- Address for correspondence / Contact numbers (Telephone/Mobile) :
- Academic and Professional Qualifications :

Latest
Passport size
photograph
duly attested

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

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

Name of the Ministry/ Dept./Govt. Organization (in case of PSU/autonomous body, pl. specify)	Designation	Pay Scale	Whether post is held on regular or adhoc basis or on deputation basis	Period From To	Nature of work attended to in brief

(b) Nature of present employment (i.e. Adhoc/Temporary/Permanent).

(c) In case, the present employment is held on deputation:

Please state:-

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

9. Details of trainings undergone, if any :

10. Please mention details of appreciation / outstanding work done, if any, which was duly recognized by the higher authority.

11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose separate sheet, if necessary.

12. 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.....

TO BE FILLED BY THE PARENT DEPARTMENT/EMPLOYER

Certified that:

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