



राष्ट्रीय जैव विविधता प्राधिकरण
NATIONAL BIODIVERSITY AUTHORITY

5th Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600 113, Tamil Nadu, India
5 फ्लोर टाईसल बायोपार्क, सीएसआईआर रोड, तरमणि, चेन्नै - 600 113, तमिलनाडु, भारत



Phone : 044-2254 2777
Fax : 044-2254 1200

Email : admn@nba.nic.in
Website : www.nbaindia.org

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14 September 2021

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To

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



Sir/ Madam,

Sub: Filling up of Private Secretary to Secretary in National Biodiversity Authority-
Deputation basis reg.

National Biodiversity Authority is a Statutory Body under Ministry of Environment,
Forest and Climate Change, Government of India having its office at Chennai, is in the process
of filling of the following post on deputation basis.

Private Secretary to Secretary – One post (on Deputation basis)
(Group-“B” Non-Gazetted (Ministerial)
Pay Matrix- Level-7 (Rs.44,900 – 1,42,400) - VII CPC

A detailed notification regarding the above post is enclosed for wide publicity and
circulation. Any other details about NBA can be obtained from the website: www.nbaindia.org.

Yours faithfully,

(G.Kannan)

Administrative Officer

Encl: As above

Services-II Branch
Diary No 100792
Date 01/10/21

12/12/21



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

F. No. 2-1/2004/ADMN/NBA/2021/

Dated 13th August, 2021

NOTIFICATION

Subject: Filling up of the post of “PRIVATE SECRETARY TO THE SECRETARY” in National Biodiversity Authority, Chennai on Deputation Basis – Regarding.

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National Biodiversity Authority, a Statutory Body established under Sec.8 of the Biological Diversity Act, 2002 having its headquarters at Chennai, invites applications for filling up of the post of “PRIVATE SECRETARY TO THE SECRETARY” 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 failing 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) PRIVATE SECRETARY TO THE SECRETARY 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/-)	Officers of the Central or State Governments: a.(i) holding analogous post on regular basis; or (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 Five years; or (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 fifteen years

	and (b) having experience in the relevant field as well as in the administration.
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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 at NBA. The deputation will also be governed by Government of India orders 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 Consolidated Fund of India under section 17 of 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 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 employee 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. Competent Authority reserves the right to reject incomplete applications, without assigning any reason.
- VII. The selection will be made on the basis of Personal Interview and other parameters as prescribed of eligible shortlisted candidates.
- VIII. For details regarding the organization, log on to www.nbaindia.org.

4. Interested candidates possessing the above qualification and experience may apply through proper channel in the prescribed format (Annexure) 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. 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 ACR/APAR Dossiers for the last 5 years (From 2016-2017 to 2020-2021) 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 advertisement in the Employment News. The details of notification and application form is also available in NBA website viz www.nbaindia.org

Administrative Officer, NBA