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F. No. J-22018/12/2003-CSC(BC)
Government of India
Ministry of Environment, Forest and Climate Change
CS-III (Biodiversity) Division

OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
01 APR 2022
502/2022/9713

Indira Paryavaran Bhawan,
Vayu Block, 2nd Floor
Jor Bagh Road,
New Delhi - 110 003

Dated: 1st April, 2022

OFFICE MEMORANDUM

Sub: Appointment to the post of Chairperson, National Biodiversity Authority,
Chennai - reg.

The Ministry has published the advertisement for the post of Chairperson, National Biodiversity Authority (NBA) on employment news, daily Newspapers and in its website (<http://www.moef.gov.in>) for wider circulation. The copy of said advertisement is also forwarded to your Ministry/Department/State Secretariat for wider circulation so that eligible candidates can be encouraged to apply for this post.

DS to CE
11/4/22
Secy (Services)

(Tarun Kathula)
Director - CS.III (Biodiversity) Division
E-mail: tk.kathula@gov.in
Telefax: 011-20819401

- To
- (i) Secretaries of all Central Govt. Ministries/Departments.
 - (ii) Chief Secretaries of all State Governments/UTs.

Encls: as above

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If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of advertisement in the Employment News.

5.2. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

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

Official Institution	Post held on regular basis	From To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

* Important: Pay Band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. 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:

Official Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

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

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details

11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments

16. A Additional information, if any relevant to the post you applied for in support of your candidature for the post

Government of India

Ministry of Environment, Forest and Climate Change

The Ministry of Environment, Forest and Climate Change is to fill up the post of Chairperson of the National Biodiversity Authority (Rashtriya Jati Vividhata Pradhikaran). The Authority was set up on October 1, 2003 through Gazette Notification No. 906 in exercise of the powers conferred by the sub-section (1) and (4) of Section 8 of the Biological Diversity Act, 2002 (18 of 2003). The Authority is a body corporate and its head office is at Chennai.

The appointment of Chairperson shall be either on deputation basis or by selection from outside the Central Government. In case the appointment is through deputation, the applicant should not be below the rank of Additional Secretary to the Government of India.

The Chairperson shall be an eminent person having adequate knowledge and experience in the conservation and sustainable use of biological diversity and in matter relating to equitable sharing of benefits arising out of use of biological resources. The Chairperson shall be Chief Executive of the National Biological Authority and shall exercise such powers and perform such duties as may be prescribed. The Chairperson shall hold office as such a period of 3 years from the date on which he/she enters upon his/her office but shall be eligible for the reappointment for another term of 3 years or till he attains the age of 65 years whichever is earlier. The Chairperson shall be entitled for the fixed pay of Level 17 i.e. Rs. 2,25,000/- per month (as per 7th CPC) and other allowances and perquisites, etc. In case a retired person is appointed as Chairperson, his/her pay shall be fixed in accordance with the orders of the Central Government as applicable to such person.

The candidates should hold at least a post-graduate degree and have 30 years of experience in dealing with issues of science and social sciences, with at least 5 years of experience of working in the Central/State Government at senior level including heading Government institutions. He must also have administrative experience and be well versed with current developments related to access and benefit sharing under various relevant international fora. Experience of working with different stakeholders in biodiversity, experience in participation in international negotiations and an undertaking of legal issues shall be desirable.

The Government may on its own discretion relax one or more of the aforesaid requirements in case of applicant of outstanding ability.

Applications should be submitted online on the Ministry's website www.moef.gov.in within 60 days of publication of this advertisement in the Employment News/Rozgar Samachar.

Adviser

CS-III (Biodiversity) Division

Ministry of Environment, Forest and Climate Change

Indira Park, Varanasi, New Delhi-110003

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(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient)

16. B Achievements:

- The candidates are requested to indicate information with regard to
- i) Research publications and reports and special projects.
 - ii) Awards/Scholarships/Official Appreciation.
 - iii) Affiliation with the professional bodies/institutions/societies, and
 - iv) Patents registered in own name or achieved for the organization.
 - v) Any research/innovative measure involving official recognition.
 - vi) Any other information.

(Note: Enclose a separate sheet, if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis

(Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract)

(The option of 'STC'/Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment')

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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.

Date

(Signature of the Candidate)

Address

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 advt. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/her integrity is certified.
- iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- 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).

Chief Secretary
Government of Andhra Pradesh
1st Block, 1st Floor, Interim
Government Complex, A.P
Secretariat Office, Velagapudi -
522503

Chief Secretary
Government of Arunachal Pradesh
Civil Secretariat,
Itanagar - 791111

Chief Secretary
Government of Assam
Block- C, 3rd Floor, Assam
Sachivalaya
Dispur - 781006, Guwahati

Chief Secretary
Government of Bihar
Main Secretariat,
Patna - 800015

Chief Secretary
Government of Chhattisgarh
Mahanadi Bhawan, Mantralaya
Naya Raipur - 492002

Chief Secretary
Government of Goa
Secretariat, Porviroim, Bardez,
Goa - 403521

Chief Secretary
Government of Gujarat
1st Block, 5th Floor
Sachivalaya, Gandhinagar - 382010

Chief Secretary
Government of Haryana
Room No. 4, 4th Floor Haryana
Civil Secretariat, Sector-1,
Chandigarh - 16001

Chief Secretary
Government of Himachal Pradesh
H P Secretariat, Shimla
Himachal Pradesh - 171002

Chief Secretary
Government of Jammu & Kashmir
R. No. 2/7, 2nd, Floor Main
Building, Civil Secretariat,
Jammu - 180001

Chief Secretary
Government of Jharkhand
1st Floor, Project Building, Dhurwa,
Ranchi- 834004

Chief Secretary
Government of Karnataka
Room No. 320, 3rd Floor
Vidhana Soudha,
Bengaluru - 560 001

Chief Secretary
Government of Kerala
Secretariat, Thiruvananthapuram -
695001

Chief Secretary
Government of Madhya Pradesh
MP Mantralaya, Vallabh Bhavan
Bhopal - 462004

Chief Secretary
Government of Manipur
Chief Secretary Office, Old Babupara,
Imphal, Manipur-795001

Chief Secretary
Government of Maharashtra
CS Office Main Building,
Mantralaya
6th Floor, Madame Cama Road,
Mumbai - 400032

Chief Secretary
Government of Meghalaya
Main Secretariat Building
Rilang Building, Room No. 321
Meghalaya Secretariat, Shillong -
793001

Chief Secretary
Government of Mizoram
New Secretariat Complex,
Aizawl - 796001

Chief Secretary
Government of Nagaland
Chief Secretary Office
Nagaland Civil Secretariat
Kohima -797001(Nagaland)

Chief Secretary
Government of Odisha
General Administration Department
Odisha Secretariat
Bhubaneswar - 751001

Chief Secretary
Government of Punjab
Chief Secretary Office, 6th Floor,
Punjab Civil Secretariat -1, Sector 1,
Chandigarh, 160001

Chief Secretary
Government of Rajasthan
Secretariat, Jaipur - 302005

Chief Secretary
Government of Sikkim
New Secretariat, Development Area,
Gangtok - 737101

Chief Secretary
Government of Tamil Nadu
Secretariat, Chennai - 600009

Chief Secretary
Government of Telangana
Block C, 3rd Floor, Telangana,
Secretariat, Khairatabad, Hyderabad-
500022

Chief Secretary
Government of Tripura
New Secretariat Complex
Secretariat, Agartala-799010
West Tripura

Chief Secretary
Government of Uttar Pradesh
1st Floor, Room No. 110
Lalbahadur Sastri Bhawan
Uttar Pradesh Secretariat, Lucknow -
226001

Chief Secretary
Government of Uttarakhand
Secretariat campus,
4 Subhash Road, Uttarakhand
Secretariat
Dehradun - 248001

Chief Secretary
Government of West Bengal
Nabanna, 13th Floor, 325,
Sarat Chatterjee Road, Mandirtala
Shibpur, Howrah - 711102

Chief Secretary
Andaman and Nicobar Islands,
Andaman and Nicobar Administration
Secretariat, Port Blair - 744101

Administrator,
Union Territory of Daman and Diu and
Dadra and Nagar Haveli,
Ground Floor, Secretariat, Fort Area,
Moti Daman, Daman (U.T.) - 396220

Administrator, Union
Territory Lakshadweep
Office of Lakshadweep Administrator,
Secretariat Building, Kavaratti,
Lakshadweep

Chief Secretary
Delhi Secretariat, IP Estate,
New Delhi - 110002

Chief Secretary
Union Territory of Puducherry,
Main Building,
Chief Secretariat,
Puducherry - 605001.

Chief Secretary
Union Territory of Ladakh,
Civil Secretariat, Leh-Ladakh-194101

Chief Secretary
Union Territory of Chandigarh,
Punjab Raj Bhavan, Sector 6,
Chandigarh - 160019