



**NATIONAL BIODIVERSITY
AUTHORITY GOVERNMENT OF INDIA
5th Floor, Tisel Bio Park, CSIR Road,
Taramani, CHENNAI – 600 113
Phone: 044-22542777, 22541075, 22541082**

National Biodiversity Authority (NBA) – is a Statutory and Regulatory Body of the Ministry of Environment, Forest and Climate Change Government of India, established as per Sec 8 of the Biological Diversity Act, 2002 and is having its Head Office at Chennai. The Authority performs regulatory, enabling and advisory functions on issues related to biodiversity, sustainable use and access and benefit sharing by delivering its mandate along with the State Biodiversity Boards and Biodiversity Management Committees (BMCs).

2. Applications are invited from Indian nationals for the engagement of **Consultant -A –Information Technology (IT) on contract basis.**

Name of position : Consultant-A – IT – Application Development and Database management.

Number of positions : Two (2)

The position will be based at Chennai. However, the post will involve travelling outside Chennai for performing official duties.

2. Terms of Reference

- i.** Developing Web applications (both front-end and back-end) and data base management, especially in open source softwares like HTML5, CSS, JQuery, AJAX, etc. – for office automation.
- ii.** Deployment of developed Application in Web Server for access through intranet and internet.
- iii.** Dynamic graphical representation of data table values.
- iv.** Full Stack development.
- v.** Report generation and maintenance of DB.
- vi.** IT assistance to senior officers.
- vii.** Coordination with NIC and other Service Providers for development and deployment of organization specific application software.
- viii.** Trouble shooting, maintenance and improvement of existing application software.
- ix.** Imparting training to staff on implementation of application software.
- x.** Coordination with State Biodiversity Boards for implementation of integrated application software.
- xi.** Any other related work as being assigned periodically by the competent authorities.

3. Qualification and Experience:

Essential:

(i) Bachelor's degree in computer science / application / information technology / artificial intelligence with 9 years' experience.

or

Four years' Engineering/Technology degree in computer science/ application / information technology / artificial intelligence with 8 years' experience.

or

Master's degree in computer science / application / information technology / artificial intelligence with 7 years' experience.

(ii) The 7/8/9 years' experience should be in:

- a. Development of Web applications (both frontend and backend) and Database Management especially in open source software like HTML5, CSS, JQuery, AJAX, etc.
- b. Deployment and maintenance of Developed Application (including applications developed by third parties) in Web Server for access through intra-net and internet.
- c. Dynamic graphical representation of data table values.
- d. Full Stack development.
- e. Report generation and maintenance of DB.

Desirable

- i. Diploma / Certificate courses in Application Development Software.
- ii. Experience in publication design software like illustrator, in design, Corel draw etc.
- iii. Working experience in Govt/Govt related organizations and Projects executed through Govt. organizations.

4. AgeLimit:

The maximum age limit is **50 years** as on the last date prescribed for the receipt of the applications.

5. **Remuneration:**

An all inclusive consolidated remuneration of **Rs. 60,000/- (Rupees Sixty thousand only) per month will be paid** and it is subject to TDS at the rates applicable. No other allowances including conveyance will be payable.

Remuneration being consolidated amount is payable at the end of the month and TDS at the rates applicable will be deducted from the payment. The amount will be paid upon the Consultant submitting a **“Report of work done during the month”** to the competent authority and upon due approval of the same.

The Consultant shall be eligible for one-day leave in a calendar month. Un-availed leave in a calendar month can be carried forward to the next month if he / she is engaged continuously till the end of first year of engagement. However, the un-availed leave in a year cannot be carried forward to the next year and no encashment of accumulated leave is admissible. NBA would be free to terminate the service in case the consultant remains absent for more than 15 days continuously without approval.

The engagement will be purely temporary and initially, **for a period of one year** from the date of joining. However, depending upon the work schedule and necessity, the period of engagement may be extended / curtailed with the approval of the competent authority. However, the year on year extension will not be for more than three years. The applicants engaged cannot claim any permanent postings in NBA. NBA reserves the right to terminate the services of the Consultant at anytime, if required, without assigning any reason.

The NBA may hold a skill assessment / interview either directly or through virtual mode and the candidates will have to attend the skill assessment / interview at their own cost.

NBA reserves the right to reject all or any application received for the position without assigning any reason.

6. **Other matters:**

Applicants are also requested to note that no typing / computer operator assistance will be provided to the Consultant for carrying out assignment and he/she has to carry out the work, on his/her own, if engaged.

7. The final outcome of any developed application software / paper / guidelines / report / notes / briefs etc. prepared by the Consultant will become the property of NBA. No ownership / authorship / copy right can be

claimed on any developed application / written report / material prepared by the Consultant.

8. The Consultant should not take up any other assignment during the period of his / her engagement in NBA. He/she may be required to work on Saturdays / Holidays also, if need be, for which no additional remuneration will be paid. In each of the offer of work order issued, specific conditions may be laid down for compliance by the Consultant.

9. The Consultant may have to undertake tours as and when directed by the competent authority and travel entitlements shall be as prescribed by NBA. However, no TA/DA shall be admissible for joining the assignment or on its completion.

10. In case of any dispute about the interpretation of any point / clause / condition / rule, etc. the decision of the Chairman, NBA shall be final.

11. For all other terms and conditions not mentioned in the advertisement, the provisions in the “Guidelines for engagement of Consultants in the National Biodiversity Authority” as approved by the Authority will apply.

Applications from suitable, eligible and willing candidates in the format prescribed in the Annexure along with the detailed bio-data, latest passport size photograph and Self attested copies of documents / testimonials in support of age, qualification, experience, computer skills known, etc. should reach **“The Administrative Officer, National Biodiversity Authority, 5th floor, Tisel Bio Park, CSIR Road, Taramani, Chennai – 600 113” on or before 1st June, 2021.**

12. Incomplete / handwritten applications will be rejected and no correspondence in this regard will be entertained.

13. Applications from the eligible / suitable and willing candidates in the prescribed format in the Annexure may also be forwarded along with bio-data to **e-mail ID: jobs@nbaindia.in on or before 1st June, 2021.** The applications sent through e-mail should bear the signature of the candidature along with the scanned copy of the recent passport size photograph. Applications received without the signature of the applicant will be summarily rejected.

14. The applicants may have to produce the original documents /testimonials in support of age, qualification,

experience etc, for verification during interview or as and when called for by NBA.

15. No correspondence regarding the stage / processing of applications will be entertained from the candidates. Canvassing, in any form, will disqualify the candidate.

X-X-X

**Application Format for engaging “Consultant-A –IT (Information Technology)” in
National Biodiversity Authority - Chennai**

(TO BE FILLED IN BLOCK LETTERS (1 – 6))

1. Name in Full :

2. Father’/Husband Name(optional) :

3. Date of Birth &Age :

4. Nationality :

5. Mailing postal address :

(with Tel./Mob. No. and E-mail address)

6. Permanent postal address :

7. Sex :

8. Marital Status :

**Affix Latest
Passport Size
Photograph**

9. Educational Qualification: (Degree / Diplomas / Post graduation /Ph.D's)

Sl. No.	Qualification / Course / Subject	University/ Institute	Year of Passing	%age of Marks obtained / Division / Class	Remarks

9. (a) Other Computer Skills Known:

10. Work Experience:

Sl. No.	Organization/ Institute/ Company	Period		Nature of work/ supervisory position held/ Projects completed / Details of Application software developed	Salary per annum /fees received	Remarks (Reasons for leaving if applicable)
		From	To			

11. Have you any objection to our making inquiries with your present employer?

12. Have you ever been in Government employment? If so, please provide details.

13. Please mention core areas of proficiency:

14. Knowledge of languages :

(i) Mother tongue

(ii) Other languages known :

(Read/Write/Speak/understand)

15. Reference (attach two letters):

(i)

(ii)

16. Have you ever been arrested, indicted or summoned into Court as a defendant in a Criminal Proceeding, or Convicted, Fined or Imprisoned for the violation of any Law. If yes, give full particulars.

17. Details of outstanding work, if any, done in the past:

18. Awards/Rewards/Appreciation letters received, if any, (Please attach copies):

19. Please mention the IT Projects completed / Application software developed, etc.

20. Please write about yourself in not more than 750 words, and also state the reasons for considering your candidature for the position applied for:

21. Any other information :

Declaration:

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material omission made on a Personal History Form or other document requested by the Organisation, my candidature/engagement is liable to be cancelled / terminated, at any stage, without notice or any compensation in lieu thereof.

* Total no. of pages submitted including application format

(Signature of the candidate with date)

N.B:The applicants will be requested to supply documentary evidence in support of the statements made in the application form as above. The applicants need not submit the originals, texts of reference or testimonials unless they are obtained for the sole use of applying for this position.

To
The Administrative Officer
National Biodiversity Authority,
5th Floor, Ticel Bio Park,
CSIR Road, Taramani,
Chennai – 600 113.
Email: jobs@nbaindia.in