

**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)

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**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,  
5<sup>th</sup> Floor, Tichel Bio Park,  
CSIR Road, Taramani,  
Chennai – 600 113.  
Email: jobs@nbaindia.in