



राष्ट्रीय जैव विविधता प्राधिकरण National Biodiversity Authority

(An Autonomous and Statutory Body of Ministry of Environment, Forest and Climate Change, Government of India)



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Dated: 3rd June 2025

OFFICE MEMORANDUM

Sub: Issue of amended guidelines for Biodiversity Samrakshan Internship Programme(BSIP).

National Biodiversity Authority(NBA) has revised the Guidelines for Biodiversity Samrakshan Internship Programme(BSIP). These guidelines were placed before the 73rd Authority as Agenda 73.15 and the Authority has approved the same.

The revised guidelines shall come into effect from the date of issuance of this Office Memorandum and will supersede all previous instructions on the subject.


(B. Balaji)
Member Secretary

To

1. Accts. Offr.,
2. All sections
3. PS to Chairperson/PS to Secretary
4. Guard file.

Guidelines

MoEFCC-NBA

Biodiversity Samrakshan Internship Programme
(BSIP)

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INTRODUCTION

The National Biodiversity Authority (NBA), in accordance with the “**National Education Policy (NEP) 2020**, which stresses on holistic education including internships and education pertaining to environment awareness at all levels, and **Sustainable Development Goal-4 (SDG-4)**, which states that “*ensure inclusive and equitable quality education and promote lifelong learning opportunities for all*” by 2030, wishes to engage dynamic and creative young candidates as interns, who are willing to learn about biodiversity conservation and natural resource management (NRM); support the projects of MoEFCC and NBA in various States and Union Territories; and technically assist the State Biodiversity Boards/UT Biodiversity Councils in discharge of their mandates. Interns will be placed in MoEFCC, New Delhi, NBA, Chennai and the State Biodiversity Boards (SBB)/UT Biodiversity Councils (UTBC) across the country for a period of 12 months. The year-long Internship Programme started as a NBA-UNDP collaborative endeavor in 2020 with 15 interns. The number of intern intake has gone upto 40 in the year 2024. The interns will be part of the institution where they are placed and assist the organization with their mandates. Upon completion of the Internship Programme the interns will serve as the Ambassadors of the Biological Diversity Act (2002). The interns are expected to study the National Biodiversity Strategy and Action Plan (NBSAP) and also the respective State Biodiversity Strategy and Action Plan (SBSAP) and assist NBA/SBBs/MoEFCC in implementing them. Further they are expected to be conversant with the Biodiversity (Amendment) Act, 2023, Amended rules, Nagoya Protocol etc.

2. Background

The Biodiversity Samrakshan Internship Programme (BSIP), started as a NBA-UNDP collaborative endeavor in 2020 with 15 interns with an aim to inculcate the concept of Biodiversity Conservation and Natural Resource Management (NRM) in young students.

The second cycle was launched by Shri. Prakash Javadekar, the then Union Minister for Environment, Forests & Climate Change, during the online Celebrations of the International Day for Biological Diversity (IDB) in 2020. Twenty interns were selected in the second cycle.

The third batch was launched by the then Minister of State for Environment, Forests & Climate Change, Shri Babul Supriyo during the online celebrations of the International Day for Biological Diversity (IDB) in 2021. Twenty-five interns were selected for the third cycle.

The 4th cycle was launched by Shri Bhupender Yadav, Union Minister for Environment, Forests and Climate Change during the IDB celebrations held on May 22, 2022. Twenty-five

interns joined in the 4th cycle. The 68th Authority decided to extend the tenure by one year. As of now 11 interns of BSIP-IV are continuing in different states.

The selected BSIP interns are given Orientation by the NBA after joining their respective SBBs/UTBCs. The interns work alongside the officials at their respective places of allocation and get first-hand experience in the implementation of the Biological Diversity Act, 2002.

The sixty-eighth Authority meeting, held on December 01 & 02, 2023, approved the NBA's proposal to increase the number of interns from 25 to 40.

3. Objectives of the Internship Programme

- a. Create awareness and imparting working knowledge on,
 - i. International Conventions and Protocols related to Biological Diversity.
 - ii. Biodiversity Governance in the country including Acts, Rules and Regulatory institutions/Organizations involved and their working.
 - iii. Works of MoEFCC, NBA and SBB/UTBC.
- b. To create Ambassadors for,
 - i. Conservation of Biodiversity.
 - ii. Sustainable use of biological resources.
 - iii. Fair & Equitable Sharing of Benefits arising out of utilization of biological resources and associated traditional knowledge.
- c. To support MoEFCC, NBA & SBB / UTBC in executing their programmes and functions

4. Eligibility to apply for the Internship Programme

- Postgraduate degree in any discipline and interest in Natural Resource Management. Candidates, with a three year undergraduate degree, pursuing post graduation may also apply but are required to furnish the course completion certificate of the PG or the provisional degree while applying.
- Bachelor's degree (Four year B. Sc., B.E. & B.Tech. courses in engineering, Agricultural/Forestry/Horticulture/ Veterinary sciences etc.,).
- Must be between 21 – 30 years of age as on the closing date for the receipt of applications.



5. Internship Selection Process

- The interns shall be selected based on an all-India competitive examination conducted by the NBA. The pattern will be as below:
 - a. Multiple Choice Questions (MCQ) - 50 numbers.
 - b. Essay type - To answer any two out of the five choices.
- Selection will be based on the marks obtained in the online examination.
- In case any intern does not join or leaves within a period of one month the internship, the vacant position would be filled through a panel of interns kept as reserve candidates.

6. Internship Programme Management

a. Allotment of Interns

- The interns selected will be allocated for a period of 12 months to
 - MoEFCC.
 - NBA.
 - SBBs/UTBCs.
 - Any other relevant organization.

b. Orientation for Interns

- The interns come from various backgrounds and hence will be given a 10 day Orientation by hybrid/ online mode to introduce them to the activities pertaining to the MoEFCC, NBA, SBB, BMC and the legislations involved.
- The Orientation will include online lectures by eminent personalities and webinars in the field of Biodiversity Conservation, Natural Resource Management and related fields.

c. Stipend of Interns

- The NBA will pay an amount of Rs. 23500/- per month as stipend to the Interns upon submission of a work done report duly authenticated by the Member Secretary or any official authorized by the Competent Authority at the place of allocation
- Upward revision of stipend will be considered subject to extension beyond one year and based on performance of Interns. Decision of the Competent Authority will be final.



d. Leave

- The interns are eligible for 12 days of casual leave (one day per month) in a year.
- The unavailed leave is not eligible for encashment.
- Sanctioning of leave to the intern for **any reasons** will be decided by the reporting Authority at the place of posting.

e. Travel expenses of Interns

- The interns are eligible for Three-Tier AC train when they first go to their place of posting. Upon successful completion of the Internship Programme the interns are eligible for the return fare by Three-Tier AC train.
- **Travel at the place of allocation:** The expenses for travel, boarding and lodging during the travels undertaken by the intern as part of their work assigned at their respective places of posting will be borne by the respective organizations in par with Level-V of the Central Pay Commission (CPC). The NBA will not bear the expenses of such travel.

f. Communication with NBA:

- All communications with the NBA should be through the **Programme Coordinator**.
- Direct communication with the NBA will NOT be entertained.

g. Training Programme conducted by NBA

- The NBA will conduct a week long Training Programme at Chennai (subject to change) which is mandatory for all the interns to attend.
- Interns traveling to attend this Training Programme are eligible to travel by train in three tier AC which will be borne by the NBA.
- Interns will be provided with boarding and lodging by the NBA. The accommodation will be on a twin-sharing basis.

7. Role of Interns

- The interns placed at various places across the nation will have the opportunity to learn matters pertaining to BD Act (2002). The interns will be governed by the rules at the place of allocation and also that of the NBA.

- The primary work of the interns will be decided by the authorities at the place of allocation of the interns.
- The interns shall submit their work done report to the Administrative Officer, National Biodiversity Authority, for the period between 26th of a month to 25th of the next month (for eg.: March 26 - April 25), forwarded through the official to whom they report at their respective places of allocation.
- Interns are required to actively take part in the activities at their respective places of allocation.
- The NBA, in consultation with the SBBs/UTBCs, from time to time may give additional assignments to the interns. Proof of completion of such assignments is mandatory for the award of certificate.
- Interns shall not, except with the previous sanction of NBA during their internship, publish a book or a compilation of article or participate in a radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book ,article, broadcast uses any information he/she may gather as part of their internship.
- The interns may not indulge in activities that are against the interests of the MoEFCC, NBA, SBBs/UTBCs, State Governments and the Union of India.
- The interns need to submit a non-disclosure certificate at the time of joining the internship in the prescribed format.

8. Monitoring & Evaluation of interns

- The performance of the interns will be assessed periodically once in three months, in consultation with the Authorities at the place of allocation.
 - If found unsatisfactory, the interns will be issued with a warning letter by the NBA.
 - If the intern does not show satisfactory improvement, the intern will be served with one week notice to leave the Programme.
- The SBBs/UTBCs may independently review the progress of the interns for their performance and act accordingly.



9. Disciplinary action

- Disciplinary action shall be initiated against the interns by the authorities at the respective places of posting and or NBA, for
 - any misconduct or illegal activity by the intern.
 - activities against the National Interest or against the organization.
 - use of banned drugs/ narcotics.
 - disclosure of any official secret/confidential information to unauthorized sources, sexual harassment etc.
 - The organizations (MoEFCC, NBA, SBB, UTBC, others) reserve the right to discontinue the services of interns without assigning any reason.

10. Health

- The interns who are selected for the Programme are required to furnish a medical certificate stating that they are in good health to attend the basic office works of the Internship Programme, which shall also include field visits.
- The interns are required to notify the authorities at the place of allocation regarding any pre-existing medical conditions that they may have as a precautionary measure. If the intern does not have such medical conditions or is not aware of such conditions, they may intimate the same.
- Interns, allocated outside their hometown or home state, are required to attend to their medical requirements by themselves.

11. Completion of the internship

- The interns are advised to complete the entire duration of the Programme.
- Any intern wanting to leave before completion of the Internship Programme, shall give 30 days prior notice, forwarded through the Authorities at the respective place of allocation. Upon acceptance of such notice by the Competent Authority NBA the intern shall hand over the files, material and other articles that were obtained from the organization where they are posted and then leave.
- Certificates of engagement/experience will be awarded only to those interns who complete at least 12 months of Internship.



12. Instructions to the SBBs/UTBCs

- The interns will report to the Member Secretary of the SBB/UTBC.
- The monthly work done report of the intern has to be attested by the Member Secretary before sending it to NBA.
- If the Member Secretary at the SBB/UTBC is on official tour and away from the Board / Council shall designate an official to verify and authorize the monthly work done report of the intern and submit the same by the 26th of every month.
- The interns shall be allotted to different sections at regular intervals at their respective places of allocation to ensure that the intern is exposed to various activities. However, this is at the discretion of the SBB/UTBC.
- The interns are required to attend the IDB celebrations conducted by the NBA, by being part of the stall to be put up by the SBB/UTBC.
- The interns shall attend to any other tasks assigned by the concerned SBBs/UTBCs respectively from time to time.
- The SBBs/UTBCs are requested to ensure that the interns are permitted to attend the Training Programme conducted by NBA in July every year.



