

No.3-5/2009-Admn

Coastal Aquaculture Authority

Ministry of Agriculture

Government of India

2nd Floor, Shastri Bhavan

Annexe, Chennai – 600 006

The Coastal Aquaculture Authority, Chennai invites applications, in the prescribed proforma, for filling up of 2 posts of Senior Clerk in this office, on deputation basis, in the pay band of Rs.5,200 – 20,200 + Rs.2400 (Grade Pay) (pre-revised scaled Rs. 4000-100 – 6000) from officials under the Central/State Governments or Union Territories or Agricultural Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous Organisation holding analogous post on regular basis in their parent cadre/ Department and having five years regular service in the pre-revised scale of pay of Rs.3050 – 4590 with five years' experience in establishment/administrative/accounts matters in the Government of India. The applicants should **NOT** have crossed 56 years of age on the closing date for receipt of applications.

Last date for receipt of applications: **45 days** from the date of publication in the Employment News.

For application & other details: Please visit our website: www.caa.gov.in

MEMBER SECRETARY

EN 31/88

No.3-5/2009-Admn
GOVERNMENT OF INDIA
Ministry of Agriculture
COASTAL AQUACULTURE AUTHORITY
2nd Floor, Shastri Bhavan Annexe
26, Haddows Road, CHENNAI – 600 006

It has been decided to fill up the following post on deputation basis in the Coastal Aquaculture Authority, Chennai. Applications in the prescribed format are invited from eligible officials who can be spared immediately in case of selection. **The application should reach within 45 days from the date of publication of this notification in the Employment News.** The terms and conditions of deputation are governed by the Govt. of India, Department of Personnel & Training O.M.No.2/29/91-Estt(Pay.II) dated 5th January, 1994 as stands amended from time to time.

1) Name of post: Senior Clerk, scale of pay: Rs.5200 – 20,200+ Grade Pay Rs 2400 (Group C) (2 posts)

Officers under the Central/State Govts/Union Territories or Agricultural Universities or Recognized Research Institutions or Councils or Semi Govt. or Statutory or Autonomous Organizations

- (a)(i) holding the post of Upper Division Clerk or analogous post on regular basis in the parent cadre or department;
- (ii) having eight years regular service in the pay scale of Rs.3050 – 4590 or equivalent in the parent cadre or department and having five years experience in establishment and administrative/Accounts matters in a Govt. department

Age: Should not have completed 56 years of age as on the closing date of receipt of applications

General Information:

- 1) Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications
- 2) Candidates will have to produce proof of details furnished in their application as and when required
- 3) Applications received after the closing date, unsigned applications, incomplete applications and applications not in the prescribed proforma and not routed through their employers and without the required certificates (complete and up-to-date CR dossiers for the last five years and vigilance and disciplinary clearance certificate) will not be considered.
- 4) Only Indian Nationals need apply
- 5) Canvassing in any form will be a disqualification
- 6) The prescribed qualification are minimum and it would be open to the competent authority in the Coastal Aquaculture Authority to restrict the number of candidates for consideration to a reasonable level by adopting qualifications and experience of a higher level than the minimum prescribed in the advertisement.
- 7) The Coastal Aquaculture Authority reserves the right not to fill up any post if it so decides.
- 8) Advance copy of application need **not** be sent, which will not be considered.
- 9) Persons who are already on deputation or in whose case, the cooling off period is yet to be over need not send their applications.
- 10) No correspondence in the matter of consideration/selection will be entertained.
- 11) If at any stage, it is discovered that any attempt has been made by the applicant to willfully conceal or misrepresent any fact, his/her candidature may be summarily rejected or his/her appointment terminated.
- 12) The selected candidates will be appointed on deputation normally for a maximum period 3 years, which may be extended or curtailed at the discretion of authority depending on requirement/performance.
- 13) The application should be sent in the prescribed proforma neatly typed out in A-4 Size paper and addressed to:-

THE MEMBER SECRETARY
COASTAL AQUACULTURE AUTHORITY
MINISTRY OF AGRICULTURE
2ND FLOOR, SHASTRI BHAVAN ANNEXE
No.26, HADDOWS ROAD, CHENNAI – 600 006

The application should reach him within 45 days from the date of publication of this notification in the Employment News.

BIO DATA PROFORMA

| | | | | | | |
|------------------------------------|---|--------------|------|---|-----------------------------|---------------------------------|
| 1 | NAME AND ADDRESS (IN BLOCK LETTERS) | | | | | |
| 2 | Date of birth (in Christian Era) | | | | | |
| 3 | Date of retirement under Central/State Govt. rules | | | | | |
| 4 | Educational Qualifications | | | | | |
| 5 | Whether educational and other qualifications required for the post are satisfied?(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) | | | | | |
| Qualifications/Experience required | | | | Qualifications/experience possessed by The officer | | |
| Essential | 1) | | | | | |
| | 2) | | | | | |
| | 3) | | | | | |
| Desired | 1) | | | | | |
| | 2) | | | | | |
| 6. | Please state clearly whether in the light of entries made by you above, you meet the requirements of the post | | | | | |
| 7 | Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient | | | | | |
| | Office/Instt/ Orgn | Post Held | From | To | Scale of pay & basic pay | Nature of duties (IN DETAIL) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 8 | Nature of present employment, i.e. ad hoc or temporary 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 you belong | | | | | |
| 10 | Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) | | | | | |
| | a) Central Govt | | | | | |
| | b) State Govt | | | | | |
| | c) Autonomous Organization | | | | | |
| | d)Govt. Undertaking | | | | | |
| | e)Universities | | | | | |
| | f) Others | | | | | |

Contd..2

| | | |
|----|---|-----------------------------------|
| 11 | 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 | |
| 12 | Total emoluments per month now drawn | |
| 13 | Additional information including, which you would like to mention in support of your suitability for the post (with regard to additional academic qualification, professional training and work experience over and above prescribed in the vacancy circular/advertisement) enclose a separate sheet,if space is insufficient | |
| 14 | Whether belongs to SC/ST/OBC | |
| 15 | Remarks | |
| | | |
| | | SIGNATURE OF THE CANDIDATE |
| | Date: | Address: |
| | | |
| | | |
| | | |

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING AUTHORITY

CERTIFIED THAT :

- i) The particulars furnished by Shri/Smt./Kum _____ is correct.
- ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.
- iii) The certified copies of Annual Confidential Reports of Sri/Smt/Kum.....
.....for the
period from..... to.....are enclosed.

Date :

**SIGNATURE OF HEAD OF THE DEPARTMENT/
FORWARDING AUTHORITY.**