

No.1-6/2005-Admn (Vol.3)
Government of India
Ministry of Agriculture
Deptt.of Animal Husbandry & Dairying
COASTAL AQUACULTURE AUTHORITY
2nd Floor, Shastri Bhavan Annexe
26, Haddows Road, CHENNAI – 600 006

It has been decided to fill up the following posts on deputation/absorption basis in the Coastal Aquaculture Authority, Chennai. Applications in the prescribed format are invited from eligible officers who can be spared immediately in case of selection. **The application should reach within 60 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 : Director (Tech) Scale of pay : Rs.14,300-400-18,300 (Group A, Technical) Deputation

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 analogous posts on regular basis in the parent cadre or department; OR

(ii) having five years regular service in the pay scale of Rs.12,000-16,500 or equivalent in the parent cadre or department

Educational Qualifications and Experience:

(1) Masters Degree in Aquaculture or Zoology or Fisheries or Marine Biology

(ii) Ten years experience in Fisheries Development both Marine and Inland, out of which five years should be in Fisheries Development in the formulation and implementation of schemes or programmes of States and Centre in Fisheries Development

Desirable:

Experience in coastal aquaculture practices and handling of legal and legislative matters relating to fisheries and aquaculture

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

2) Name of Post: Assistant Director (Technical) Scale of pay: Rs.8000-275-13,500 (Group A Technical) Deputation (including short term contract)

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 analogous post on regular basis in the parent cadre or department; OR

(a)(ii) having eight years regular service in the pay scale of Rs.5500 – 9000 or equivalent in the parent cadre or department and

(b) possessing the following:

Educational Qualifications and Experience:

(i) Masters Degree in Aquaculture or Zoology or Fisheries or Aquaculture Engineering or Environmental Engineering or Oceanography

(ii) five years experience in Aquaculture or Fisheries Development programmes

Desirable: Experience in Coastal Aquaculture or shrimp farming or developmental programmes

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

3) Name of Post: Senior Administrative Officer Scale of pay: Rs.8000-275-13,500 (Group A) (Deputation or absorption)

Officers under the Central/State Govts/Union Territories or Autonomous bodies

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) having eight years regular service in the pay scale of Rs.5500 – 9000 or equivalent in the parent cadre or department and

b) possessing following educational qualifications and experience:

- i) Degree from a recognized University or equivalent;
ii) five years experience in administration and establishment matters in Govt. organizations

Desirable: experience in disciplinary proceedings, accounts and audit matters, welfare activities

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

4. Name of post: Private Secretary scale of pay: Rs.6500-200-10,500(Group B) 2 posts (Deputation or Absorption)

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 analogous post on regular basis in the parent cadre or department; or
(ii) having five years regular service in the pay scale of Rs.5500 – 9000 or equivalent in the parent cadre or department and

b) possessing following **educational qualifications** and **experience:**

- 1) English shorthand and typing with a speed of 120 and 30 words per minute respectively.
Fluency in English with working knowledge in computers

Experience: senior Grade C stenographer with five years regular service and having experience of working in central Govt. or Autonomous bodies with computer knowledge

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

5. Name of Post: Accountant, scale of pay: Rs.5500 – 175 – 9000(Group B) (Deputation)

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 analogous post on regular basis in the parent cadre or department; or
(ii) having five years regular service in the pay scale of Rs.5500 – 9000 or equivalent in the parent cadre or department and

b) possessing following **educational qualifications** and **experience:**

- 1) Degree from a recognized University;
2) Possessing Cash & Accounts Training with working knowledge in computers

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

6. Name of post: Stenographer Grade `C`, Scale of pay: Rs. 5500 – 175 – 9000(Group B) (Deputation)(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 analogous post on regular basis in the grade of Steno in the parent cadre or department; or
(ii) having ten years regular service in the pay scale of Rs.4000 – 6000 or equivalent in the grade of Steno in the parent cadre or department and

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

7. Name of post: Senior Clerk, scale of pay: Rs.4000 – 100 – 6000 (Group C) Deputation (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 analogous post on regular basis in the parent cadre or department; or
(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 matters in the 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
DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES
MINISTRY OF AGRICULTURE
2nd FLOOR, SHASTRI BHAVAN ANNEXE
No.26, HADDOWS ROAD,
CHENNAI – 600 006**

The application should reach him within 60 days from the date of publication of this notification in the Employment News.

MEMBER SECRETARY

COASTAL AQUACULTURE AUTHORITY

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
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 any of the Following					
	a) Central Govt					
	b) State Govt					
	c) Autonomous organizations					
	d) Govt. undertakings					

e)Universities	
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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 list of publications, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
14	Whether belongs to SC/ST/OBC	
15	Remarks	
		<i>Signature of the candidate</i>
	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 Shri/Smt/Kum _____ for the period from..... to.....are enclosed.

Date :

*Signature of Head of the Department
Forwarding Authority.*