

COASTAL AQUACULTURE AUTHORITY

Ministry of Agriculture
Government of India
2nd Floor, Sastri Bhavan Annexe
Chennai – 600 006

EMPLOYMENT NOTICE

Coastal Aquaculture Authority, a Statutory Body invites Applications in the prescribed proforma given below for the posts of **Stenographer Grade ‘D’**, from the candidates who have registered with the Local Employment Exchange. Details of vacancies and terms and conditions of submission of applications are as under:

1) Name of the Post : Stenographer Grade ‘D’ Scale of Pay : Rs.5200-20200 plus Grade Pay Rs.2400 – 1 No (Reserved for Physically Handicapped)

Educational and other qualifications:

Matriculation or equivalent from a recognized board or equivalent with a typing speed of 30 w.p.m in English and possessing shorthand (English) speed of 80 w.p.m

Desirable qualification:

Knowledge in computer operation

Age (as on 22nd May 2010) – 18-27 years. Maximum age limit is relaxable upto 5 years for SC/ST candidates, 3 years for OBC candidates, 10 years (15 years for SC/ST and 13 years for OBC) for Physically Handicapped candidates as per Govt.orders. Candidates should not have crossed the prescribed maximum age limit as on 22nd May 2010.

2.Mode of recruitment: (1) Selection of candidates for the post of Stenographer Grade ‘D’ will be made based on the screening test and interview to be conducted at Chennai. Candidates have to make their own arrangement for typewriter for the typing test. The screening test comprises of typing test at 30 wpm and Stenography test at 80 wpm for those found qualified in the typing test. Candidates short listed based on the order of merit in the screening test only will be called for interview. (2) The appointing authority reserves the right to shortlist the application for calling the candidates for Test/Interview.

General Instructions to candidates

- 1.Candidates will have to produce proof for details furnished in their application as and when required.
- 2.The candidate should submit application indicating clearly the name of the post. Submission of more than one application by the same candidate for the same post will not be accepted. Applications received after the closing date, unsigned applications, incomplete applications, application from overaged candidates and applications not in the prescribed proforma will be summarily rejected.
- 3.The appointees will be on probation for a minimum period of 2 years.
- 4.Allowances like DA/HRA/Transport Allowance etc., are admissible in addition to pay mentioned against the respective post.
- 5.Only Indian Nationals need apply.
- 6.Canvassing in any form, misbehavior, misconduct on the part of the candidate shall be strictly prohibited and indulgence of such practice will be viewed seriously. The decision of the Competent Authority in the matter shall be final and cannot be questioned in any forum. No correspondence in the matter of consideration/selection will be entertained.
- 7.If at any stage it is discovered that any attempt has been made by the applicant to wilfully conceal or misrepresent any fact, his/her candidature shall be summarily rejected or his/her appointment terminated forthwith.
- 8.The Authority reserves the right not to fill up the post if it so decides.
- 9.Date for typing test/skill test/interview for the applicants of Stenographer Grade ‘D’ will be informed to the eligible candidates
- 10.Persons who are already working in Government or Government aided Institutions/organizations should send their applications through proper channel.
- 11.For further information our website www.caa.gov.in may be referred to.

...contd./-

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

1. Duly attested copies of certificates in proof of age, educational qualification and experience
2. Copies of certificates in support of their claim to belong to SC/ST/OBC/PH/Ex-Serviceman in the Central Govt.format. (The OBC certificate should clearly mention their creamy layer status). Copies of these certificates should have been duly attested by a Gazetted Officer.
3. Two recent passport size photographs of the applicant(one to be pasted in the application at the space provided for and one to be attached with the application)
4. Two self-addressed envelopes of the size 27 x 2 cms
5. Attested copy of employment exchange registration card.
6. Attested copy of medical certificate from Medical Board attached to Special Employment Exchange for Physically Handicapped or attached to VRC for Physically Handicapped.

7.The application may be sent to the following address by post on or before 22.5.2010 mentioning on the envelope that “Application for the post of Steno Grade D in the Coastal Aquaculture Authority”

**THE MEMBER SECRETARY
COASTAL AQUACULTURE AUTHORITY
MINISTRY OF AGRICULTURE
GOVERNMENT OF INDIA
2ND FLOOR, SHASTRI BHAVAN ANNEXE
NO.26, HADDOWS ROAD, CHENNAI 600 006**

APPLICATION FORMAT

	Application Form for the post of Stenographer grade 'D' in the Coastal Aquaculture Authority, Chennai						Affix Recent Passport Size Photograph
1	Name of the applicant (in BLOCK LETTERS)						
2	Date of birth (in Christian era) (attach attested copy of School Leaving Certificate or SSC mark sheet) Age as on : 22 nd May.,2010						
3	Father's/spouse's name						
4	Address for correspondence (in full)						
5	Permanent Address (in full)						
6	Nationality						
7	Whether SC/ST/OBC (attach a copy of the community certificate issued by the Tahsildar or competent revenue authorities in the prescribed format and duly attested by a gazetted officer)						
8	Academic/technical/professional qualifications beginning with metric level (attach photocopies of certificates duly attested by a Gazetted officer)						
	Name of exam Degree (UG & PG)	Year of passing	University/ Board	% of marks	Divn/ Class/ Grade	Languages known to speak, write and talk	
9	Experience, if any: (attach proof)						
10	Name of employment exchange where registered (Regn. No. & copy thereof)						

I solemnly declare that the all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I have not concealed or misrepresented any fact. I understand that in the event of any information being found suppressed / false or incorrect, my candidature/appointment is liable to be cancelled.

Date:

Place:

(Signature of candidate)
with Name