

No.3-4/2014-Admn
COASTAL AQUACULTURE AUTHORITY
Ministry of Agriculture
Government of India
2nd Floor, Shastri Bhavan Annexe
26, Haddows Road, CHENNAI – 600 006

Advt No. Acctt/ 02 / 2014

Coastal Aquaculture Authority, a statutory body under the Ministry of Agriculture invites application from willing and eligible officers, who can be spared immediately in case of selection, for filling up of the following post on deputation under Foreign Service Basis. The application should reach within 30 days from the date of publication of this notification in the Employment News.

Name of Post:- Accountant

Number of Post:- One

Scale of pay:- 9,300-34,800 with GP Rs.4,200 in PB-2, (Rs.5,500 – 175 – 9,000 pre-revised) (Group B)

Mode of Recruitment:- Deputation

Eligibility:-

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.5,500 – 9,000 (pre-revised) or equivalent in the parent cadre or department

And

b) Possessing following educational qualifications and experience:

(iii) Degree from a recognized University;

(iv) 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

General Information:

- a. Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications.

- b. 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 5thJanuary, 1994 andAppendix – 1 & Appendix – 5 of FRSR (Part-I)as standsamended from time to time.
- c. Candidates will have to produce proof of details furnished in theirapplication as and when required.
- d. Applications received after the closing date, unsigned applications,incomplete applications and applications not in the prescribed proforma andnot routed through their employers and without the required certificates(complete and up-do-date CR dossiers for the last five years, vigilancecertificate,Integrity certificate and statement indicating major/ minorpenalties imposed upon the applicant for the last ten years) will not beconsidered. While forwarding the applications of the eligible and willingofficers, the particulars furnished by the applicant should be duly verifiedand certified by the parent office.
- e. Only Indian Nationals need apply
- f. Canvassing in any form will be a disqualification
- g. The prescribed qualifications are minimum and it would be open to thecompetent authority in the Coastal Aquaculture Authority to restrict thenumber of candidates for consideration to a reasonable level by adoptingqualifications and experience of a higher level than the minimum prescribedin the advertisement.
- h. The Coastal Aquaculture Authority reserves the right not to fill up the post ifit so decides.
- i. No correspondence in the matter of consideration/selection will beentertained.
- j. Period of deputation including period of deputation in another ex-cadrepost held immediately preceding this appointment in the same or someother organization or department of the Central Government shall ordinarilynot to exceed three years.
- k. If at any stage, it is discovered that any attempt has been made by theapplicant to willfully conceal or misrepresent any fact, his/her candidaturemay be summarily rejected or his/her appointment terminated.
- l. The selected candidate will be appointed on deputation normally for aperiod of 3 years.
- m. Candidates who apply for the post will not be allowed to withdrawtheir candidature subsequently.
- n. The application should be sent in the prescribed proforma available inour website www.caa.gov.in neatly typed out in A-4 Size paper andaddressed 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 30 days from the date of publication of this notification in the Employment News.

BIO DATA PROFORMA

1	NAME AND ADDRESS (IN BLOCK LETTERS)		Photo		
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	
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	

I have carefully gone through the advertisement and I am well aware that the Bio-Data duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

Signature of the candidate

Date.....

Address.....

.....
Countersigned

.....
(Employer with seal)

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.**

Vigilance Clearance Certificate

Certified that no vigilance case is pending or contemplated against Shri./ Smt.

Signature
Designation of Competent Authority

Major/ Minor Penalties Report

Certified that there is no major or minor penalties on Shri./ Smt.

Signature
Designation of Competent Authority

Integrity Certificate

Service particulars of Shri./ Smt. have been carefully scrutinized and it is certified that there is no doubt of his/ her integrity.

Signature
Designation of Competent Authority