

_COASTAL AQUACULTURE AUTHORITY
Ministry of Agriculture and Farmers Welfare
Government of India
#12A, GDR Tower, Bharathi Street,
Vanuvampet, Madipakkam PO
Chennai-600091

EMPLOYMENT NOTICE

Applications are invited from Indian Nationals in the prescribed format for the post of Multi-Tasking Staff (MTS) 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 : Multi-Tasking Staff (MTS)
2. Scale of Pay : Pay Band -1, Rs 5200-20200 plus Grade Pay Rs 1800
3. No. of posts : 1 (one) only – Unreserved.
4. Educational Qualification : Matriculation or equivalent pass
5. Age : 18 – 25 years (as on 30-11-2015). Maximum age limit is relaxable to SC/ST/OBC as per government of India orders.
6. Payment of Application fee : Rs 50/- (Rupees fifty only) is payable by the candidates which shall be payable by a demand draft drawn in favour of **Coastal Aquaculture Authority payable at Chennai**. There is no application fee for SC/ST/Physically Handicapped candidates.
7. Mode of Recruitment : By way of a written test and personal talk.
8. Last date for Submission of Application : 30-11-2015

For further information on general instructions to Candidates, Application format, documents to be attached with the application and the duties and responsibilities attached to the post, please visit our website www.caa.gov.in

MEMBER SECRETARY

INDICATIVE LIST OF DUTIES FOR MULTI-TASKING STAFF (MTS)

The duties would broadly include:

- a) Physical maintenance of records of the Section
- b) General cleanliness and upkeep of the Section/Unit
- c) Carrying of files and other papers within the building
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/Unit
- f) Assisting in routine office work like diary, despatch etc including on computer
- g) Delivering of dak (outside the building)
- h) Watch & Ward duties
- i) Opening and closing of rooms
- j) Cleaning of rooms
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

Note: The above list of duties is only illustrative and not exhaustive. The Authority has the right to add to the list, duties of similar nature ordinarily performed by officials at this level.

General Instructions to Candidates:

1. Candidates will have to produce proof for details furnished in their application as and when required.
2. Applications received after the closing date, unsigned applications, incomplete applications, application from overage candidates and applications not in the prescribed proforma will be summarily rejected.
3. 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.
4. 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 shall be summarily rejected or his/her appointment terminated forthwith.
5. The Authority reserves the right not to fill up the post if it so decides.
6. Dates for test/personal talk will be informed to the eligible candidates.
7. Persons who are already working in Government or Government aided Institutions/Organizations should send their applications through proper channel.
8. One recent passport size photograph duly signed on the front by the candidate should be pasted (not stapled) on the space provided in the application form. Another copy of the same photo should be submitted with the application form.

Documents to be attached with the application :

1. Duly self 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. (The OBC certificate should clearly mention their creamy layer status). Copies of these certificates should have been duly self attested.
3. Demand Draft for Rs.50/- drawn in favour of **Coastal Aquaculture Authority, Chennai payable at Chennai**. There is no application fee for SC/ST/ physically handicapped candidates.
4. Two self-addressed envelopes of size 27x2 cms.
5. Self attested copy of employment exchange registration card.
8. Self attested copy of medical certificate from Medical Board attached to Special Employment Exchange for Physically Handicapped or attached to VRC for Physically Handicapped.
9. The application may be sent to the following address by post or on before 30-11-2015 mentioning on the envelope that “**Application for the post of MTS in the Coastal Aquaculture Authority**.”

**The Member Secretary
Coastal Aquaculture Authority
Ministry of Agriculture and Farmers Welfare
Government of India
GDR Tower, 12-A, Bharathi Street,
Vanuvampet, Madipakkam PO,
Chennai – 600 091.**

APPLICATION FORMAT

**Application Form for the post of MTS in
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 self attested copy of School Leaving Certificate of SSC mark sheet) Age as on : 30th November, 2015					
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 self attested)					
8.	Academic/technical/professional qualifications beginning with the matriculation level (attach photocopies of certificates duly self attested)					
	Name of Exam Degree (UG&PG)/ Class/Std	Year of passing	University/ Board	% of marks	Division/ 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)					
11.	Fee details : Demand Draft for Rs. _____ No. _____ Dated _____ Drawn on _____ Bank payable at Chennai.					

I solemnly declare that all statements made by me in the 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