

No.3-3/2012-Admn  
**COASTAL AQUACULTURE AUTHORITY**  
Ministry of Agriculture  
**Government of India**  
2<sup>nd</sup> Floor, Shastri Bhavan Annexe  
26, Haddows Road, CHENNAI – 600 006  
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Coastal Aquaculture Authority, a statutory body under the Ministry of Agriculture invites application from willing and eligible officers, for filling up of the following posts on deputation under Foreign Service Basis. The application should reach within 45 days from the date of publication of this notification in the Employment News.

1. **Name of post** : Senior Administrative Officer  
a. **Scale of Pay** : Revised Scale of Pay: 15,600-39,100 + GP  
Rs.5,400/- (pre-revised scale of pay:  
8000-275-13,500)  
b. **Category of post** : (Group A, Administrative)  
c. **Mode of Recruitment** : (Deputation/ Absorption)  
d. **No. of post** : One  
e. **Eligibility** :

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

**General Information:**

- 1) Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications
- 2) 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 5<sup>th</sup>

January, 1994, CS (RP) Rules, 2008 and Appendix – 1 & Appendix – 5 of FRSR (Part-I) as stands amended from time to time.

- 3) Candidates will have to produce proof of details furnished in their application as and when required
- 4) 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, vigilance certificate, Integrity certificate and statement indicating major/ minor penalties imposed upon the applicant for the last ten years) will not be considered. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicant should be duly verified and certified by the parent office.
- 5) Only Indian Nationals need apply
- 6) Canvassing in any form will be a disqualification
- 7) The prescribed qualifications 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.
- 8) The Coastal Aquaculture Authority reserves the right not to fill up the post if it so decides.
- 9) No correspondence in the matter of consideration/selection will be entertained.
- 10) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. Persons who are already on deputation or in whose case, the cooling off period is yet to be over need not send their applications.
- 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 candidate will be appointed on deputation normally for a period of 3 years, which may be extended or curtailed at the discretion of authority depending on requirement/performance.
- 13) Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- 14) Age: Should not have completed 56 years of age as on the closing date of receipt of applications
- 15) The application should be sent in the prescribed proforma available in our website [www.caa.gov.in](http://www.caa.gov.in) neatly typed out in A-4 Size paper and addressed to:-

**THE MEMBER SECRETARY  
COASTAL AQUACULTURE AUTHORITY  
MINISTRY OF AGRICULTURE  
2<sup>nd</sup> FLOOR, SHASTRI BHAVAN ANNEXE  
No.26, HADDOWS ROAD, CHENNAI – 600 006**

### 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	
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.

Date.....

Signature of the candidate

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