

**F. No:- 3-3/2013-Admn dt. 02.08.2019**  
**COASTAL AQUACULTURE AUTHORITY**  
**DEPARTMENT OF FISHERIES**  
**MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING**  
**GOVERNMENT OF INDIA**  
**12A, GDR TOWER, BHARATHI STREET, VANUVAMPET,**  
**MADIPAKKAM P.O. CHENNAI-600 091, TAMIL NADU.**  
**Phone: 044-22603683**

**VACANCY CIRCULAR**

The Coastal Aquaculture Authority, Chennai invites applications in the prescribed proforma, for filling up of the following the post **on deputation/ absorption** basis: -

I. **One post of Senior Administrative Officer on deputation / absorption basis**, in the pay scale of Level 10 (pre-revised scale Rs.15,600 - 39,100 + Rs.5,400 (G.P) in PB-3 or Rs.8,000 - 275 - 13,500) from officers under the Central Government or State Government or Union Territories or Autonomous bodies having following eligibility.

- (i) Holding analogous post on regular basis in their parent cadre/ Department (or)
- (n) Having eight years regular service in the pre-revised scale of pay of Rs.5,500-175-9,000 or equivalent in the parent cadre or department; and possessing the following educational qualifications and experience.
  - a) Degree from a recognized university or equivalent.
  - b) Five years experience in administration and establishment matters in government organization.

**Desirable:-**

Experience in disciplinary proceedings, accounts and audit matters, welfare activities.

The applicant should **NOT** have completed **56 years of age** on the closing date for receipt of applications.

**Last date for receipt of applications:** 60 days from the date of publication in the Employment News. For application & other details: Please visit our Website: [www.caa.gov.in](http://www.caa.gov.in). The CAA has only the NPS facility. However, for candidates who are already governed by the old pension scheme the Leave salary contribution and pension contribution will be borne by the CAA.

**MEMBER SECRETARY**



## **General Conditions:**

1. The CAA has only the NPS facility. However, for candidates who are already governed by the old pension scheme the Leave salary contribution and pension contribution will be borne by the CAA.
2. Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications.
3. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Age: Should not have completed 56 years of age as on the closing date of receipt of applications
5. 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 January, 1994, O.M. No.6/8/2009-Est (Pay II) dated 17<sup>th</sup> June, 2010, CS (RP) Rules, 2008 and Appendix 1 & Appendix – 5 of FRSR (Part-I) as stands amended from time to time.
6. Candidates will have to produce proof of details furnished in their application as and when required
7. 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-do-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.
8. Only Indian Nationals need to apply
9. Canvassing in any form will amount to disqualification
10. 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.
11. The Coastal Aquaculture Authority reserves the right not to fill up the post if it so decides.
12. No correspondence in the matter of consideration/selection will be entertained.
13. 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 in whose case, the cooling off period is yet to be over need not send their applications.

14. 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.
15. 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 will be summarily rejected or his/her appointment will be terminated.
16. 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 FISHERIES, ANIMAL HUSBANDRY AND DAIRYING,  
GOVERNMENT OF INDIA,  
No:12A GDR TOWER, BHARATHI STREET, VANUVAMPETTAI,  
MADIPAKKAM P.O. CHENNAI – 600 091.**

### BIO DATA PROFORMA

|           |   |              |  |    |                             |                                 |
|-----------|---|--------------|--|----|-----------------------------|---------------------------------|
| 1         | NAME AND ADDRESS (IN BLOCK LETTERS)   |              | Affix recent passport size 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/<br>Orgn   | Post<br>Held | From   | To | Scale of pay &<br>basic pay | Nature of duties<br>(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<br>Please state whether working under (indicate the name of your employer against the relevant column)<br>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