
	<p align="center"><b>Coastal Aquaculture Authority</b>  Ministry of Fisheries, Animal Husbandry  and Dairying, 5<sup>th</sup> floor, Integrated Office Complex for  Animal Husbandry and Fisheries Department  Veterinary Hospital Road, Fanepet, Nandanam,  Chennai-600035</p>	
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**WALK-IN-INTERVIEW FOR ENGAGEMENT OF SUPERINTENDENT AND  
ACCOUNTANT ON CONTRACTUAL BASIS AT CAA  
ON 14.08.2025 AT 11.00 AM**

Name of the position	Superintendent	Accountant
No. of positions(s)	01 (One)	01(One)
Job location	Chennai	Chennai
Emoluments	As specified under Department of Expenditure OM No.3-25/2020-E.III A dated 09.12.2020	As specified under Department of Expenditure OM No.3-25/2020-E.III A dated 09.12.2020
Age Limit	Should not be more than 63 years	Should not be more than 63 years
Mode of engagement	Full time	Full Time
Period of engagement	The initial engagement will be for a period of one year on full time basis, which may be extended further at the discretion of the Competent Authority on year to year basis, based on the functional requirements and appraisal of performance, fitness of individual etc.	The initial engagement will be for a period of one year on full time basis, which may be extended further at the discretion of the Competent Authority on year to year basis, based on the functional requirements and appraisal of performance, fitness of individual etc.
Essential / Requisite Qualifications	<p>Retired officers of Central Government / Central Autonomous Bodies from the Level-7 &amp; Level-8.</p> <p>Should have experience in the Administration and establishment matters in Government Organisation. Should have good knowledge on the matters related to Framing &amp; Amendment of Recruitment Rules as per the procedure of Government of India. Should have knowledge of upto date Rules and Regulations of Central Government.</p> <p>Proficiency in working independently on</p>	<p>Retired officers of Central Government / Central Autonomous Bodies from the Level-6 &amp; Level-7.</p> <p>Should have experience in all the Accounts related, Administration and Establishments works. Should have knowledge of upto date Rules and Regulations of Central Government.</p> <p>Proficiency in working independently on latest TALLY Software, PFMS Portal and other Computer applications. Having good drafting and</p>

	<p>Computer and other Computer applications. Having good drafting and communication skills.</p> <p><b><u>Desirable:</u></b> Possessing experience in Accounts matters and preparation of financial statements for finalising the Accounts.</p>	<p>communication skills.</p> <p><b><u>Desirable:</u></b> Possessing experience in all Accounts matters viz preparation of Budget, Bank Reconciliation Statements, and preparation of financial statements for finalising the Accounts.</p>
<b>Job Requirements</b>	<p>To assist the CAA on full time basis to look after the works related to the following:</p> <p>(i). All the Administration / Establishment related matters. (ii). All the Accounts / Budget related matters. (iii). Audit Matters (iv). Legal Matters (v). Procurement / AMC related matters (vi). Processing of all the payments (vii). Handling of all the correspondence from Ministry. (viii). Policy and other matters given from time to time.</p>	<p>To assist the CAA on full time basis to look after the works related to the following:</p> <p>(i). Accounts / Budget (ii). Handling of PFMS Portal (iii). Working on TALLY Software (iv). Administration / Establishment (v). Audit Matters (vi). All Bank related works. (vii). Any other work given from time to time.</p>

- Note: 1. Candidates who meet the criteria with respect to qualifications and experience may attend the walk-in-interview at the CAA Office on 14.08.2025 at 11:00 a.m. The CAA reserves the right to postpone the walk-in interview, which will be notified on the CAA website. Hence, the interested candidates are advised to visit the CAA website regularly.
2. The interested candidates shall register their names in the office of the Coastal Aquaculture Authority from 10.00 AM to 11.00 AM after which the registration of the candidates will not be allowed.

Retired Central Government officers who are eligible and willing to accept the Terms and Conditions at **ANNEXURE-I** may submit their application in the format attached as **ANNEXURE-II** at the time of walk-in-interview.

Sd/-  
**SECRETARY, CAA**

**TERMS AND CONDITIONS**

1. The contractual appointment will be purely on a Contract basis and will be in Coastal Aquaculture Authority, Chennai.
2. The monthly remuneration payable will be fixed as per formula of '**Last pay-minus-Pension**' excluding Dearness Allowance. The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment / percentage increase during the contract period.
3. The Income tax and any other tax liable to be deducted, as per prevailing rates, will be deducted at source before effecting the payment of remuneration.
4. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and place of work shall be allowed not exceeding the rate applicable to him at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, they may be allowed TA/DA on your tour, if any, as per their entitlement at the time of retirement."
5. The selected candidate will not be entitled for any other kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities, etc.
6. Initially the engagement will be for a period of one year on full time basis, which can be extended further at the discretion of the Competent Authority on year to year basis, subject to functional requirements and appraisal of performance, fitness of individual etc.
7. Paid leave of absence may be allowed for 8 days per year. Accumulation of leave beyond a calendar year may not be allowed / carried forward in case the engagement period is extended. Also, no payment in lieu of un-utilized leaves will be paid by this Authority at the time of expiry of contract.
8. The candidate will be required to sign the Non-Disclosure Undertaking (**ANNEXURE-III**) with the CAA.
9. The CAA may terminate your services in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to this Authority or he/she is found to be lacking in honesty and integrity.
10. The CAA shall also reserve the right to terminate your services at any time without giving any notice and also without assigning any reason. Your engagement will not confer any right on the part of individual for permanent appointment to the post. Your engagement shall not be considered as a case of re-employment.
11. No TA/DA shall be admissible for attending the interview or for taking up the appointment. You will not be allowed any foreign travel at Government expenses.
12. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for removal from the engagement service and such other action as the Government may deem necessary. The Competent Authority may discontinue the services of the selected candidates at time without assigning reasons on administrative exigencies

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**ANNEXURE - II**

**APPLICATION FOR ENGAGEMENT AS SUPERINTENDENT / ACCOUNTANT**  
**ON CONTRACT BASIS**

Name		Recent Photograph
Address for Correspondence		
Permanent Address		
Date of birth		
Contact No. / Mob. No.		
Email ID		
Educational / Technical Qualification (S)		
Details of experience to be attached in proforma appended as “ <b>APPENDIX</b> ”	Duly filled proforma “ <b>APPENDIX</b> ” is attached.	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO/Order/other documents.		
Details of Last pay drawn along with the Pay level at the time of retirement (Please attach supporting documents)		
Any other relevant information (use a separate sheet, if necessary)		

I have carefully gone through the advertisement and I am well aware that the Application duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. The information furnished above is true. I certify that no disciplinary proceedings are pending against me, as on date.

**Date:**

**Signature of the Applicant**

**APPENDIX-III**

**DETAILS OF EXPERIENCE**

<b>Period</b>	<b>Name of Office / Organisation</b>	<b>Post, Remuneration or Pay Band with Grade Pay / Level matrix, if applicable</b>	<b>Description of duties performed</b>

**(NAME / SIGNATURE)**

**NON-DISCLOSURE UNDERTAKING**

To

Secretary,  
Coastal Aquaculture Authority,  
Chennai-600 035.

Sir / Madam,

I hereby undertake

- treat all the information that comes to my knowledge as a part of my duties in this office as confidential information and keep it strictly confidential.
- not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- not to engage in any other employment/occupation/consultancy or any other activity during my engagement with CAA which would otherwise conflict with my obligations towards CAA.
- to abide by data security policy and related guidelines issued by CAA.
- Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the CAA any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep CAA informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time at the discretion of the Competent Authority or for breach of the above conditions and can not be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Dated:.....

Address:.....

Personal Contact No.....