

F.No: 3-2/2014-Admn.Vol-III
Coastal Aquaculture Authority
Ministry of Agriculture & Farmers Welfare
GDR Tower, 12A, Bharati Street
Vanuvampettai, Madipakkam P.O.
Chennai – 600 091.Tamil Nadu
Phone:044-22603784

The Coastal Aquaculture Authority, (a Statutory and Regulatory Authority), Chennai invites applications in the prescribed proforma, for filling up one post of **Accountant**, One post of **Steno Grade 'C'** and one post of **Senior Clerk on deputation basis** for a period of 3 years.

I. Accountant:- One Post in the scale of Level – 6 as per 7th CPC (pre-revised pay scale Rs.9300-34800+ Grade Pay Rs.4200 in PB-2) on Deputation basis for a period of three years.

(i) Eligibility: Officers under the Central Government or State Government or Union Territories or Agriculture Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous Organizations:-

- (i) Holding analogous post on regular basis in the parent cadre or Department; or
- (ii) Having five years regular service in the scale of Level -6 as per 7th CPC (Pre revised Pay Scale Rs.9300-34800 + GP Rs.4200 in PB-2) or equivalent in the parent cadre or Department; and

(ii) Possessing the following educational qualification and experience:-

- (i) Degree from a recognized University.
- (ii) Possessing Cash and Accounts training with working knowledge in computer.

(iii) Age: Should **NOT** have completed **56 years of age** as on the closing date of receipt of applications.

II. Steno Grade 'C':- One Post in the scale of Level – 6 as per 7th CPC (pre-revised pay scale Rs.9300-34800+ Grade Pay Rs.4200 in PB-2) on Deputation basis for a period of three years.

(i) Eligibility: Officers under the Central Government or State Government or Union Territories or Agriculture Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous Organizations:-

- (a) Holding analogous post on regular basis in the grade of Steno parent cadre or department; or

(b) With ten years regular service in the scale of Level – 4 as per 7th CPC (Pre-revised Pay Scale Rs.5200-20200 + GP Rs.2400 in PB -1) or equivalent in the grade of Steno in the parent cadre or department and

(ii) **Age:** Should **NOT** have completed **56 years of age** as on the closing date of receipt of applications.

III. Senior Clerk: – One Post in the pay scale of Level – 4 as per 7th CPC (pre-revised pay scale Rs.5200-20200 +Grade Pay Rs.2400 in PB-1) on Deputation basis for a period of three years.

(i) **Eligibility:** Officers under the Central Government or State Government or Union Territories or Agriculture Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous Organizations:-

(i) Holding analogous post on regular basis in the Parent cadre/Department or

(ii) Having eight years regular service in 7th CPC in Level -2 (pre-revised pay scale of Rs.5200-20200 + Grade Pay Rs.1900 in PB-1) or equivalent in the parent cadre of Department.

(i) Having five years experience in establishment and administrative matters in the Government Department.

(ii) **Age:-** Should **NOT** have completed **56 years of age** on the closing date for 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 GOI, Dopt.No.6/8/2009-Estt.(Pay II), dated:17/06/2010 and as 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) 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.
- 10) 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 the competent Authority depending on requirement/performance.
- 11) Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- 12) The application should be sent in the prescribed proforma neatly typed out in A-4 Size paper and addressed to **THE MEMBER SECRETARY, COASTAL AQUACULTURE AUTHORITY, MINISTRY OF AGRICULTURE, AND FARMERS WELFARE, GDR TOWER, 12-A, BHARATHI STEET, VANUVAMPETTAI, MADIPAKKAM P.O., CHENNAI – 600 091.**
- 13) Last date for receipt of applications: 60 days from the date of publication in the Employment News.

BIO DATA PROFORMA

AFFIX
RECENT
COLOUR
PASSPORT
SIZE
PHOTO

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.

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 _____ are 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.
during the period of last years from.....to

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