
	<p style="text-align: center;">COASTAL AQUACULTURE AUTHORITY MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING GOVERNMENT OF INDIA 5th Floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, Fanepet, Nandanam, CHENNAI – 600 035. Phone No. 044-24353784, 24353502 Email: caaheadoffice@caa.gov.in Web site: https://caa.gov.in</p>	
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Walk-in-Interview for Consultant (Admn) on contract basis on 14.05.2025 at 11.30 am

Name of the post	: Consultant (Admn)
No. of post(s)	: 01(One)
Job location	: Chennai
Remuneration	: 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
Mode of engagement	: Contractual basis
Period of engagement	: The initial 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.
Eligibility	: Persons retired from the Central Government / Central Autonomous Bodies from the Level-7 and above. Should have good knowledge on the matters related to Framing & Amendment of Recruitment Rules as per the procedure of Government of India. Should have knowledge of upto date Rules and Regulations of Central Government. Proficiency in working independently on Computer and other Computer applications. Having good drafting and communication skills.
Job Requirements	: To assist the CAA on full time basis to look after the works related to the following: (i). Administration / Establishment (ii). Accounts / Budget (iii). Audit (iv). Legal (v). Policy and other matters given from time to time.

Note: Candidates who meet the criteria with respect to qualifications and experience may attend the **walk-in-interview at the CAA Office on 14.05.2025 at 11:30 a.m.** The CAA reserves the rights to postpone the walk-in-interview, which will be notified in the CAA website. Hence, the interested candidates are advised to visit the CAA website regularly.

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 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 official tour, if any, as per their entitlement at the time of retirement."
5. The consultants 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 Non-Disclosure Undertaking (**ANNEXURE-III**) with the CAA.
9. The CAA may terminate the services of Consultants 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 the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post. Their engagement as Consultant shall not be considered as a case of re-employment.
11. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant 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 will be liable for removal from engagement service and such other action as Government may deem necessary.

ANNEXURE - II**APPLICATION FOR ENGAGEMENT AS CONSULTANT (ADMN) 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 “ APPENDIX ”	Duly filled proforma “ APPENDIX ” is attached.	
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO/Order/other 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

DETAILS OF EXPERIENCE

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

(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 for breach of the above conditions and can 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.....