**COASTAL AQUACULTURE AUTHORITY**

Department of Fisheries,
Ministry of Fisheries, Animal Husbandry and Dairying
5th floor, Integrated Office Complex for Animal Husbandry and Fisheries Department,
Veterinary Hospital Road, Fanepet, Nandanam, Chennai — 600035

**F.No:3-3/2026-Admn.** **Dated: 21.08.2026**

## VACANCY CIRCULAR

The Coastal Aquaculture Authority (CAA) is an Autonomous Body functioning under the Administrative Control of Ministry of Fisheries, Animal Husbandry and Dairying, Government of India.

2. The Coastal Aquaculture Authority, Chennai invites applications in the prescribed proforma, for filling up of one (01) post of superintendent on deputation basis for a period of two years: -

I. One post of **Superintendent on deputation** basis (in anticipation), in the pay scale of **Level 7** (pre-revised scale Rs.9,300 - 34,800 + Rs.4,600 (G.P) in PB-2) from 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. (i) holding analogous post on regular basis in the parent cadre or Department (or)
(ii) with five years regular service in the pay scale of Level 6 (pre-revised scale Rs.5,500-175- 9,000 or equivalent) in the parent cadre or department; and

b. possessing the following educational qualifications and experience.

(i) Degree from a recognized university or equivalent.
(ii) three years experience in administration and establishment matters in Government organization.

**Desirable:-**

Possessing experience in accounts matters.

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

**SECRETARY, CAA**

**GENERAL CONDITION**

1. Experience specified for the above post 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.6/8/2009-Est (Pay II) dated 17th June, 2010 as stands amended from time to time.**

3. **If the Pay Scale of the applicant is dissimilar from the Central Pay Pattern, the Pay will be fixed as per the extant rules of Department of Personnel & Training (DoPT) orders / guidelines.**

4. Candidates will have to produce proof of details furnished in their application as and when required.

5. **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 and APAR 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.

6. **If any disciplinary case is pending against the applicant at the time of submission of application, the application will not be entertained.**

7. Only Indian Nationals need apply. Canvassing in any form will be a disqualification.

8. 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.

9. The Coastal Aquaculture Authority reserves the right to cancel the present notification or not to fill any of the posts notified as it decides.

10. If at any stage, it is discovered that any attempt has been made by the applicant to wilfully conceal or misrepresent any fact, his/her candidature will be summarily rejected or his/her appointment will be terminated.

11. **The selected candidate will be appointed on deputation for a period of two (02) years (against the temporary vacancy of regular post), which may be extended or curtailed at the discretion of authority depending on performance / vacancy.**

12. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

13. No TA/DA will be paid to the candidates if called for the document verification/ interview / interactions.

14. Since the post advertised to be filled up on deputation basis, applications of the candidates working in Private Organisations / Company will not be entertained.

15. The application should be sent in the prescribed proforma available in our website www.caa.gov.in and addressed to **The Secretary, Coastal Aquaculture Authority,** 5th floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, Veterinary Hospital Road, Fanepet, Nandanam, Chennai-600035.

16. **The last date for receipt of application is 14.09.2026.**

**********

**BIO DATA PROFORMA**

| | | | |
|---|---|---|---|
| 1 | Name and Address with Mobile no and Email (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./ 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<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.

Signature of the candidate

Date……
Address……

Countersigned
……..

(Employer with seal)

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING AUTHORITY**

CERTIFIED THAT:

1. The particulars furnished by Shri/Smt./Kum_is correct.
2. There is no vigilance/disciplinary case either pending or contemplated against him/her.
3. The certified copies of Annual Confidential Reports of Shri/ 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 pending or contemplated against Shri./ Smt. ……

Date :
Signature

Designation of Competent Authority

**MAJOR/ MINOR PENALTIES REPORT**

Certified that there is no major or minor penalties on Shri./ Smt. …….

Date :
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.

Date :
Signature

Designation of Competent Authority