



सत्यमेव जयते

Coastal Aquaculture Authority

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



The Coastal Aquaculture Authority (CAA) is an Autonomous Body functioning under the Administrative Control of Department of Fisheries, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India invites application for filling up of the following post on Transfer on deputation basis:

SI. No.	Post	Pay scale of the post	Method of recruitment
1.	Senior Administrative Officer 1 (one) post	Level - 10 in 7th CPC Pay Matrix (pre-revised pay scale of Rs.15,600-39,100 + Rs.5,400 Grade Pay in PB-3)	Deputation / Absorption basis (In anticipation)

For more details of the posts and eligibility conditions, please visit our website <https://caa.gov.in> The last date of receipt of the application is **10.08.2026**.

Secretary, CAA
Chennai

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:3-3/2018-Admn.

Dated:30.06.2026

VACANCY CIRCULAR

The Coastal Aquaculture Authority (CAA) is an Autonomous Body 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 the following the posts on deputation/ absorption basis: -

One post of **Senior Administrative Officer on deputation or absorption** basis (in anticipation), in the pay scale of **Level 10** (pre-revised scale Rs.15,600 - 39,100 + Rs.5,400 (G.P) in PB-3) from officers under the Central Government or State Government or Union Territories or Autonomous bodies;

- a.
 - (i) holding analogous post on regular basis in the parent cadre or Department (or)
 - (ii) having eight 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) 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.

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 willfully 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 initially for a period of three (03) years, which may be extended or curtailed at the discretion of authority depending on performance.
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 10.08.2026.**

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./ 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:

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 :
Forwarding Authority.

Signature of Head of the Department /

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