

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: 18.08.2023

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: -

- I. 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.

- II. 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:-

Experience in accounts matters.

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


MEMBER SECRETARY

General Conditions:

1. The CAA has only the NPS facility.
2. Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications.
3. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Age: Should not have completed 56 years of age as on the closing date of receipt of applications
5. 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, CS (RP) Rules, 2008 and Appendix 1 & Appendix – 5 of FRSR (Part-I) as stands amended from time to time.
6. Candidates will have to produce proof of details furnished in their application as and when required
7. Applications should be forwarded along with complete and up-to-date APAR for the last five years (i.e. 2018-19 to 2022-23). 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 viz 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.
8. Only Indian Nationals need to apply
9. Canvassing in any form will amount to disqualification



10. 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.
11. The Coastal Aquaculture Authority reserves the right not to fill up the post if it so decides.
12. No correspondence in the matter of consideration/selection will be entertained.
13. 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 authority depending on requirement/performance.
14. No TA/DA will be paid to the candidates if called for the Interview.
15. 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.
16. The application should be sent in the prescribed proforma available in our website <https://caa.gov.in> and addressed to **The Member Secretary, Coastal Aquaculture Authority, 5th Floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, Veterinary Hospital Road, Fanepet, Nandanam, Chennai-600035.**
17. The last date for receipt of application is 30 days from the date of publications in the Employment News.



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.

Date.....

Signature of the candidate
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