

No: 3-4/2014-Admn
COASTAL AQUACULTURE AUTHORITY
MINISTRY OF AGRICULTURE
GOVERNMENT OF INDIA
12A, GDR TOWER, BHARATHI STREET,
VANUVAMPET, MADIPAKKAM P.O.
CHENNAI – 600 091.

VACANCY CIRCULAR

Applications are invited in the prescribed proforma, for filling up of following posts **on deputation** basis:-

1. **One post of Accountant:** in the pay scale of Rs. 9300-34800+Rs.4200(G.P) in the PB-2 (pre-revised scale of Rs.5500-175-9000).
2. **Two posts of Steno Grade 'C':** in the pay scale of Rs. 9300-34800+Rs.4200(G.P) in the PB-2 (pre-revised scale of Rs.5500-175-9000).

Last date for receipt of applications: 30 days from the date of publication in the Employment News

For application & other details: Please visit our website: www.caa.gov.in

MEMBER SECRETARY

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 Govt. of India, Department of Personnel & Training O.M. No.6-8/2009-Estt.(P. II) dated June 17th , 2010 of DOPT and as amended from time to time.
3. Officials under the Central/State Governments or Union Territories or Agricultural Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous Organisation.
4. **Accountant**: Holding analogous post on regular basis in their parent cadre/Department or having five years regular service in the pay scale of Rs.9300-34800+G.P Rs.4200 (pre-revised scale of pay of Rs.5500-175-9000) or equivalent in the parent cadre or department.
5. Possessing a degree from recognized university and training in cash & accounts with working knowledge in computer
6. **Steno Gr-‘C’**: Holding analogous post on regular basis in the Grade of Steno in their parent cadre/ Department or with ten years regular service in the pay scale of Rs. 5200-20200 + G.P Rs 2400(Pre-revised pay Rs.4000-6000) or equivalent in the grade of Steno in the parent cadre or department
7. Candidates will have to produce proof of details furnished in their application as and when required
8. 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-do-date CR dossiers for the last five years, 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.
9. Only Indian Nationals need apply.
10. Canvassing in any form will be a disqualification
11. 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.
12. The Coastal Aquaculture Authority reserves the right not to fill up the post if it so decides.
13. No correspondence in the matter of consideration/selection will be entertained.
Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. Persons who are already on deputation or in whose case, the cooling off period is yet to be over need not send their applications.
14. 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.
15. 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.

16. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
17. Age: Should not have completed 56 years of age as on the closing date of receipt of applications.
18. The application should be sent in the prescribed proforma available in our website www.caa.gov.in and addressed to:-

**THE MEMBER SECRETARY
COASTAL AQUACULTURE AUTHORITY
MINISTRY OF AGRICULTURE
NO: 12A GDR TOWER, BHARATHI STREET
VANUVAMPETTAI, MADIPAKKAM P.O.
CHENNAI – 600 091.**

BIO DATA PROFORMA

1	NAME AND ADDRESS (IN BLOCK LETTERS)		Pleas Affix Passport Size Photo			
2	Date of birth (in Christian Era)					
3	Date of retirement under Centrl/Stat 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 DETAILS)
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 (indicated 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

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(Employer with seal)

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING AUTHORITY
CERTIFIED THAT:**

- I. The particulars furnished by Shri/ Smt. /Kum.----- is correct.
- II. There is no vigilance /disciplinary case either pending or contemplated against him/her.
- III. The certified copies of Annual Confidential Reports of Shri/Smt./Kum.-----

-----for the period from-----to-----
-----are enclosed.

Signature of Head of the Department/ Forwarding Authority.

Date:

Major/Minor Penalties Report

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

Signature
Designation of Competent Authority

Integrity Certificate

Service particulars of Shri/Smt./Kum-----have been carefully
scrutinized and it is certified that there is no doubt of his/her integrity.

Signature
Designation of Competent Authority