Government of India

Ministry of Agriculture Department of Animal Husbandry and Dairying VACANCY NOTIFICATION

The Director General, Fishery Survey of India, (Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries), Mumbai invites applications to fill up 07 posts of Office Super-intendent (Group 'B' Non- Gazetted, Ministerial) in the Pay Band PB-2 of `9300-34800/- + Grade Pay of `4200/- in Fishery Survey of India, on deputation (including shortterm contract) basis for a period of 3 years, from the officers under the Central Government or State Governments or Union Territories or Agricultural Universities or Recognised Research Institutions or Councils or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:

a) i) Holding analogous posts on regular basis in the parent cadre or Department.

OR

- ii) With 10 years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band (PB-1) of `5200-20200/- + Grade Pay of `2400/-) or equivalent in the parent cadre or Department and.
- (b) Possessing 2 years' experience in administration, accounts and establishment matters in a government department or

Note: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, those who are on deputation shall not be eligible for consideration for appointment by promotion. The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date for receipt of Applications. The places of initial posting of the selected candidates are Mumbai (Head Office/Base Office). Mormugao, Cochin, Chennai, Visakhapatnam and Port Blair with All India Transfer Liability.

Duties and Responsibilities in brief:

- 1. Overall supervision of any one of the Sections in the Head Office or overall supervision of the Establishment Division in the Base offices which deal with the recruitment, promotion, maintenance of recruitment rosters, communal rosters, screening of probation/ confirmation cases, preparation of seniority lists, grant of financial upgradation under MACP Scheme, grant of leave, increments, pay fixation, preparation of pension papers, court cases, purchase of stores, spares, stationery, etc.
- 2. Responsible to render all assistance to the Head of Office in the functioning of the office in general in establishement matters in particular.

Applications in the given proforma (in duplicate) may be submitted by the eligible Officials through proper channel to the Director General, Fishery Survey of India, Botawala Chambers, Sir P.M. Road, Fort, Mumbai- 400001, within a period of 60 days from the date of publication of this advertisement. The Ministry/Department/Competent Authority /Forwarding Authority concerned may ensure dispatch of the ACRs/ APARs of the Applicant(s) for the preceding 5 years along with Integrity and Vigilance Clearance certificates and the certificate of major/minor penalty imposed during the last 10 years, while forwarding the applications. The Head of Office may also kindly certify to the effect that the particulars furnished by the candidate(s) have been verified and found correct.

Applications received after the due date or without ACRs/ APARs or otherwise found incomplete will not be considered.

Bio-Data Proforma

Application for the post of Office Superintendent on Deputation (Including short-term contract) basis

- Name and Address (in Block Letters) 1.
- Date of Birth (in Christian era):
- 3. Date of entry into Govt. service and date of retirement :
- Educational Qualifications :-

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 / Qualifications/Experience Experience required possessed by the officer

Essential (1) (2) (3) Desirable (1) (2)

- Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. 5.
- 6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Instt./ Orgn.	held	From	10	Pay Band	i.e. whether regular/ Ad hoc/deputation	Nature of duties	
					•		
		·		•		•	

- 7. Name of the post held substantively, if any, and the scale of thereof
- Present pay and date from which it is drawn (scale in which drawn also to be indicated). 8.
- Additional details about present Employment

Please state whether working under

- a) Central Govt
- b) State Govt.
- c) Autonomous Organizations
- d) Government Undertakings
- e) Universities
- Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- 11. Whether the officer satisfied all the conditions prescribed for the post viz qualification, experience and service in analogous posts.
- 12. Remarks if any:

Countersigned Address

Date: Signature of the Candidate

Certificate to be given by the Employer while forwarding the application

Certified that the particulars furnished above by Shri/Smt/Kum ------- Designation ------ have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri/Smt./Kum ------ and his/her integrity is beyond doubt. Character Roll for the last 5 years is enclosed. It is also certified that no major or minor penalty has been imposed on the above officer during the last 10 years of service.

Signature of the Employing Authority with Stamp and Date

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