

Government of India

**Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries**

VACANCY NOTIFICATION

The Director General, Fishery Survey of India, (Ministry of Fisheries, Animal Husbandry & Dairying, Deptt. of Fisheries), Mumbai invites applications to fill up **01 post of Upper Division Clerk** (Group 'C' Non- Gazetted, Ministerial) in the Level-4 : Rs. 25500-81100/- in the Pay Matrix (pre-revised PB-1 : Rs. 5200-20200/- + GP of Rs. 2400/-) in Fishery Survey of India, on deputation basis for a period of 3 years, from the Officers under the Central Government.

i) Holding analogous posts on regular basis in the identical cadre in the parent department; or

ii) Lower Division Clerk or Hindi Typist (Lower Division Clerk) with 08 years of regular service in the posts in the Pay Band (PB-1) of Rs. 5200-20200 + GP of Rs. 1900/- (Level-2 : Rs. 19900- 63200) in the parent department.

Note: The period of deputation including the 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 exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date for receipt of applications. **The place of posting of the selected candidates is Visakhapatnam.**

Duties and Responsibilities in brief:

1. Preliminary examination of the matters on the files as allotted either in the Establishment Section or Accounts Section or Stores Section depending on the posting.
2. Dealing with all the service matters like recruitment, framing/amending of Recruitment Rules, grant of leave, maintenance of Service Books, fixation of pay, grant of increments, etc. in the Establishment.
3. Dealing with the administration matters like ACP/MACP, DPC proposals, disciplinary action, Court Cases, Confirmation, Probation, APARs, maintaining the CR dossiers, allocation of posts, staff strength, complaints etc.
4. Includes Establishment matters like staff position, Seniority, Pension, RTI matters.
5. Typing work and any other work as assigned by the Section Officer and Head of the Office.

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, 2nd Floor, Plot No.2 A, Unit No. 12, New Fishing Harbour, Sassoon Dock, Colaba, Mumbai - 400 005, 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 alongwith 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.

APPLICATION FOR THE POST OF UPPER DIVISION CLERK ON DEPUTATION

1. Name and address in Block letters
2. Date of Birth (in Christian era)
3. Date of entry into Govt. service and date of retirement
4. 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/Experience required	Qualifications/Experience possessed by the officer
Essential (1)	
(2)	
Desired (1)	
(2)	

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

Office/Institute/ Organisation	Post held	From	To	Scale of pay and basic pay	Nature of Appointment i.e. whether regular/adhoc/ deputation	Nature of duties

7. Name of the post held substantively, if any, and the scale of pay thereof
8. Present pay and date from which it is drawn (scale in which drawn also to be indicated)
9. Additional details about present employment, please state whether working under-
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertakings
 - (e) Universities
10. 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 that all the conditions prescribed for the post viz qualification, experience and service in analogous posts.
12. Remarks, if any

Date: _____
Countersigned _____
Address _____

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 from the service records 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