

No.9-9/2022-Admn.V  
Government of India  
Ministry of Fisheries, Animal Husbandry, and  
Dairying  
Department of Fisheries  
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Chanderlok Building, First Floor, Janpath,  
New Delhi, the 24<sup>th</sup> July, 2023

To,

1. All the Ministries/Department of Govt of India
2. The Chief Secretary, all State Govts/UTs
3. Indian Council of Agricultural Research
4. Registrar, Agricultural Universities
5. Commissioner/Secretary, D/o Fisheries, all State Govts

**Subject:- Filling up of the post of Chief Executive, National Fisheries Development Board by deputation(including short-term contract) in Level-16(Rs.205400-224400/-) of pay matrix-reg.**

Sir,

I am directed to say that one post of Chief Executive, National Fisheries Development Board, Hyderabad, an autonomous body under the administrative control of the Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, in Level-16(Rs.205400-224400/-) of pay matrix, is proposed to be filled up by deputation(including short-term contract) basis.

2. The post will be filled from amongst the officers under the Central/State Governments/UTs/Agricultural Universities/ ICAR/ Recognized Research Institutions/ Public Sector Undertakings:-

- i. holding analogous post on a regular basis, or
- ii. holding post in Level-14(Rs.144200-218200/-) of the Pay matrix or equivalent with three years regular service in the grade; and
- iii. Possessing 10 years' experience in the field of development administration including fisheries development or research.

(Note: Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/department or the Central Govt shall ordinarily not exceed 7 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date for receipt of applications.)

3. The pay and allowances and other terms & conditions of the post will be governed by the provisions laid down in the GoI, DoPT OM No.6/8/2009-

Estt(Pay.II) dated 17.06.2010, as amended from time to time.

4. Applications from eligible officers may be forwarded through proper channel in the enclosed pro-forma in duplicate, addressed to **Deputy Secretary(Admn), Ministry of Fisheries, Animal Husbandry and Dairying, Department of Fisheries, Chandralok Building, First Floor, 36 Janpath, New Delhi-110001** within a period of 45 days from the date of publication of this advertisement in the Employment News along with five years ACRs/APARs for a period from 2017-18 to 2021-22 duly attested by an officer of the level of Under Secretary or above, cadre clearance, vigilance clearance, major/minor penalty and integrity certificates. Applications received after the due date or without APARS/ACRs or otherwise found incomplete will not be considered.

5. A Search-cum-Selection Committee appointed by the Government of India will recommend a panel of names from amongst the applicants. Besides the applicants, the Committee may also recommend name/s of other person/s whom it finds suitable for inclusion in the panel. The Chief Executive will be selected from the panel of names recommended by the Search-cum-Selection Committee.

  
(S. K. Jha)

Deputy Secretary to the Govt of India

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Copy to:-

- i. Executive Director(F&A), NFDB, Hyderabad with a request to publish the vacancy circular in the Employment News at the earliest and place a copy of the same on the website of NFDB.
- ii. Director, NIC, DAHD/DoF, Krishi Bhawan with a request to place the vacancy circular on the website of the Department.
- iii. US(CS-I), DoPT, Lok Nayak Bhawan, New Delhi with a request to place the vacancy on the website of DoPT.

  
(S. K. Jha)

Deputy Secretary to the Govt of India



## BIO-DATA/CURRICULUM/VITAE PRO-FORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii)Date of retirement under Central /state Government 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)	
Qualification/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A)Qualification	A)Qualification
B.Experience	B)Experience
Desirable	Desirable
A)Qualification	A)Qualification
B)Experience	B)Experience
<p>5.1 Note : this Colum needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department /Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
6.Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Department s are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate( as indicated in the Bio-data) with reference to the post applied .</p>	

7. Details of Employment , in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay- band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent 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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>9.2 Note: Information under Column 9(c ) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			



10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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		
14. Total emoluments per month now drawn		
Level/ Basic Pay in the PB	Cell/ Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement  <b>(Note: Enclose separate sheet, if the space is Insufficient)</b>	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central /State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short Term Contract)	
# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or " Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respects of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_



Date\_\_\_\_\_

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....
- ii) His/ Her integrity is certified
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the concerned 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years  
Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/ Cadre Controlling Authority with Seal)**