

No. 1/11/2008-EP (MP) Pt. IV
Government of India
Ministry of Commerce and Industry
(Department of Commerce)
EP (MP) Desk

Udyog Bhawan, New Delhi
Dated the 21 May, 2019

Office Memorandum

Subject: Filling up of a post of the Director, the Marine Products Export Development Authority (MPEDA), at Kochi in level 13 (Rs. 1,23,100 - 2,15,900/-) on deputation basis - reg.

The Marine Products Export Development Authority (MPEDA), a statutory autonomous organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, requires the services of eligible candidates for appointment to the post of the Director in its Head Office at Kochi in level 13 (Rs. 1, 23,100 - 2,15,900/-) on deputation basis.

2. The mode of recruitment, eligibility criteria and the period of probation, etc. are given in **Annexure-I** attached to this Office Memorandum.

3. It is, requested that the above vacancy may be circulated **to all Organizations under their administrative control** and the applications of suitable officers, who can be released in the event of their selection, may be forwarded through **proper channel** in the prescribed proforma in triplicate (as per the specimen given in **Annexure-II** attached to this O.M.), and a certificate as in **Annexure-III** along with the following:-

(i) only photo copies of the Annual Performance Appraisal Report (APAR) of the applicants for the last five years including 2018-19 duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with rubber stamp);

(ii) a certificate from the employer that no disciplinary/vigilance case is either pending or being contemplated against the Officer;

(iii) a statement indicating the details of major/minor penalties, if any, imposed on the officer during the last 10 years;

(iv) Integrity Certificate duly signed by the Competent Authority; and

(v) Cadre clearance, by name to **Shri Ajay Kumar Sah, Section Officer (EP-MP Desk), Department of Commerce, Ministry of Commerce and Industry, Room No. 446- A, Udyog Bhawan, New Delhi-110107** within **thirty days** from the date of its publication in Employment News. It may also be made clear that the officer, who volunteers for the post, will not be allowed to withdraw his/her candidature subsequently. Applications received after the last date or without confidential reports and other requisite documents or otherwise found incomplete will not be considered.

Services-II Branch
Diary No. 72219
Date 20/05/19

(Stephen L)
Deputy Secretary
Tel: 23063294
E-mail: stephen.irs@gov.in

To

1. All Ministries/Departments of the Government of India.
2. Comptroller and Auditor General of India, I.P. Estate, New Delhi.
3. Election Commission of India, Nirvachan Sadan, New Delhi.
4. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
5. Central Vigilance Commission, Satarkata Bhawan, New Delhi.
6. All State Governments/Union Territory Administrations.
7. All Attached/Subordinate Offices of the Department of Commerce.
8. Director General (ICAR), Krishi Bhavan, New Delhi with the request to circulate the vacancy circular among all Fisheries Institutions under ICAR.
9. Secretary, MPEDA with the request to upload the vacancy circular on respective website of MPEDA and publish the same in National Daily Newspaper.
10. E-I/E-IV Section, Department of Commerce for circulation among all officers of the rank of Director/Deputy Secretary in the Ministry of Commerce and Industry including DGFT:

1564
21/05/19

(Stephen L)

Deputy Secretary

Tel: 23063294

E-mail: stephen.irs@gov.in

(Reference paragraph 2 of O.M. No. 1/11/2008-EP (MP) Pt.IV dated 21.03.2008)

Name of Organization	The Marine Products Export Development Authority (MPEDA), Kochi
Name of the post	Director
Number of post	One (1)
Scale of Pay	Level 13 (Rs. 1,23,100-2,15,900)
Method of recruitment	By Deputation including short term contract
Age Limit for direct recruit	56 years (as on the closing date of receipt of application)
Educational Qualification (Essential)	Master's Degree in Fisheries or Bio-Chemistry or Chemistry or Food Technology or Biotechnology or Zoology or Marine biology or Aquaculture from a recognised university or institute.
Experience (Essential)	15 years experience of Research, Planning, Development and Technical Administration in the field of fisheries including aquaculture.
Desirable	Doctorate of Philosophy in Zoology or Marine Biology or Aquaculture or Biochemistry or Chemistry or Food Technology or Fisheries from a recognized Indian or Foreign university.
Period of Probation	Not applicable
Eligibility Criteria	<p>Officers of the Central Government/State Government/Union Territory Administration or Autonomous or Statutory Organization or Public Sector undertaking or Recognized University or Institute or Research Institution.</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or Department; or</p> <p>(ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 12; (Rs. 78,800-2,09,200) in the pay matrix or equivalent in the parent cadre or Department.</p>
Tenure	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 or Department of the Central Government shall ordinarily not to exceed 5 years.

CURRICULUM VITAE PROFORMA

(To be submitted in triplicate)

1.	Name and Address (in Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Date of retirement under Central/ State Government Rules				
4.	Educational Qualifications				
5.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient				
	Office/Institution/ organization	Post held	From	To	Scale of Pay and Basic Pay Nature of duties (in detail)
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.				
7.	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 candidate belongs				
8.	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 (Please specify).				
9.	Date of return from last ex-cadre post, if any.				
10.	Details of experience (in export promotion) in brief.				
	Additional information, if any, which you would like to mention 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) (Note: Enclose a separate sheet, if the space is insufficient).				
12.	Whether belongs to SC/ST				

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae 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
Address _____
Date _____

CERTIFICATE

(To be filled in by the authority forwarding the applications)

1. Certified that:-
 - (i) the particulars furnished by the candidate have been checked from available records and found to be correct.
 - (ii) it has been verified that the candidate is eligible as per conditions mentioned in Department of Commerce letter No.1/2/2017-EP(MP) dated 20.06.2017.
 - (iii) no vigilance case either pending or being contemplated against the candidate. There is nothing in the CR Dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.
2. Up-to-date CR Dossiers of the preceding five years of the candidate duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with rubber stamp) are enclosed.

Signature:
Name & Designation
Office Address with Seal