

I/3015417/2017

F.No-21/4/2017-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

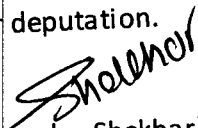
2nd Floor, A Wing, Lok Nayak Bhawan,
 Khan Market, New Delhi
 Dated 5th July, 2017
 II

OFFICE MEMORANDUM

Subject:- Filling up of one post of Director in the Marine Products Export Development Authority (MPEDA) at Kochi on Deputation/Promotion/Direct Recruitment basis.

A copy of vacancy circular received from the Ministry of Commerce and Industry vide their O.M.No.1/2/2017-EP (MP) dated 20.06.2017 along with its enclosures on the above mentioned subject is circulated for information of all CSS officers.

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.


 (Chandra Shekhar)
 Under Secretary to the Government of India
 Tel : 24629406

To
 All Ministries/Departments (through website of DoP&T)

Signature Not Verified

Digitally signed by CHANDRA
 SHEKHAR
 Date: 2017.07.05 19:26:57 IST
 Reason: Approved

No. 1/2/2017-EP (MP)
Government of India
Ministry of Commerce and Industry
(Department of Commerce)
EP (MP) Desk

Udyog Bhawan, New Delhi
Dated the 2nd June, 2017

Office Memorandum


Subject: Filling up of a post of the Director, the Marine Products Export Development Authority (MPEDA), at Kochi in the Pay Band - 4 of Rs. 37,400/- - 67,000/- plus Grade Pay Rs. 8700/- (pre-revised) on "Deputation/Promotion/Direct Recruitment" basis - reg.


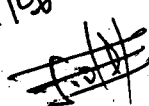
The Marine Products Export Development Authority (MPEDA), a statutory autonomous organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, requires the services of eligible candidates for appointment to the post of the Director in its Head Office at Kochi in the Pay Band - 4 of Rs.37, 400/- - 67,000/- plus Grade Pay Rs. 8700/- (pre-revised) on deputation/promotion/direct recruitment basis.


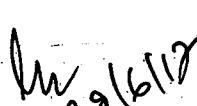
2. The mode of recruitment, eligibility criteria and the period of probation, etc. are given in **Annexure-I** attached to this Office Memorandum.

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 2016-17 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.



(P. V. Hari Krishna)
Director
Tel: 23063294


27/5/17



28/6/17
10 (P) / 
29/6/17

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:



(P. V. Hari Krishna)
Director
Tel: 23063294

(Reference paragraph 2 of O.M. No. 1/2/2017-EP (MP) dated 20.06.2017)

Name of Organization	The Marine Products Export Development Authority (MPEDA), Kochi
Name of the post	Director
Number of post	One (1)
Scale of Pay	Rs.37,400/- - 67,000/- plus Grade Pay Rs. 8700/- (pre-revised)
Method of recruitment	Deputation/Promotion/Direct Recruitment
Age Limit for direct recruit	50 years
Educational Qualification (Essential)	A Post Graduate Degree minimum (Second Class) in Zoology/Marine Biology/Fisheries from any recognized Indian or Foreign University.
Experience (Essential)	<p>(i) Research/consultancy experience in the field of Fisheries as evidenced by publications and reports.</p> <p>(ii) Not less than 15 years of experience in Marine Fisheries covering Research, Planning, Development and Technical Administration of which at least 5 years must be in the capacity as the head of a Fishery/Research/Training Institute of Dept. of Fisheries of the Central Govt. or a State Govt. responsible for the formulation and execution of Fisheries or Fisheries Devpt./Research Project.</p> <p>(iii) Familiarity with programmes and problems connected with the export promotion in the field of Fisheries.</p>
Desirable	<p>(a) Educational:</p> <p>(i) A doctorate in Zoology/marine Biology or Fisheries of a recognized Indian or Foreign University.</p> <p>(ii) Published works on Fisheries of a high quality.</p>

	<p>(b) Experience:</p> <ul style="list-style-type: none"> (i) Knowledge of standards and procedures relating to licensing and quality control of marine products for export. (ii) Knowledge of the Commercial practices and administrative procedures connected with the export trade of marine products. (iii) Knowledge of marketing conditions and practices of marine products in the, various countries. (iv) Participation as an official delegate in International Scientific Seminars and Conference relating to marine products. (v) Knowledge of modern methods of personnel management. (vi) Knowledge of one or more of the following foreign language - Japanese/French.
<p>Period of Probation</p>	<p>One (1) year</p>
<p>Eligibility Criteria in case the recruitment by Promotion/Transfer</p>	<p>"For promotion form among the officers of MPEDA who are in the equivalent grade or in the Pay Band – 3 of Rs. 15,600 – 39,100 + Grade Pay Rs. 7600/- (Pre-revised) with a minimum of 5 years of experience and who possess the essential educational qualifications prescribed for direct recruitment and found suitable on the basis of their in-service performance assessment. For deputation from among the officers of the Central/ State Govt. Department/Institution / Agencies who are in the equivalent grade or in Pay Band -3 of Rs. 15,600 – 39,100 + Grade Pay Rs. 7600/- with a minimum of 5 years of experience and who possess the essential educational qualifications prescribed for direct recruitment and found suitable on the basis of their in-service performance assessment".</p>
<p>Tenure</p>	<p>Four (4) years including the probation period of one (1) year or till the date of superannuation, whichever is earlier.</p>

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
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.				Nature of duties (in detail)
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 .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