



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(MINISTRY OF COMMERCE & INDUSTRY)**

GOVERNMENT OF INDIA
MPEDA House, Panampilly Avenue
P B No. 4272, Kochi-682 036, India
E-mail : mpeda@mpeda.nic.in
Website: <http://www.mpeda.com>

*Invites
Applications for the following posts*

Sl. No.	Name of the post	Pay Band plus Grade Pay	No. of vacancy	Reserved for			UR*
				SC*	ST*	OBC*	
1.	Jr. Stenographer	PB-1, ₹ 5200-20200 plus Grade Pay ₹ 2400	Two	-	1	-	1
2	Jr. Clerk	PB-1, ₹ 5200-20200 plus Grade Pay ₹ 1900	Eight	-	1	3	4
3	Field Supervisor	PB-1, ₹ 5200-20200 plus Grade Pay ₹ 2400	One	-	-	-	1

**SC* - Scheduled Caste; ST* - Scheduled Tribe; OBC* Other Backward Classes;
UR* - Un-Reserved.**

Educational qualifications, experience, age, etc. prescribed for the posts are furnished below:

Sl. No. and Name of the post:

1. Junior Stenographer

1.1 Educational and other qualifications required for the post

SSLC with 100 w.p.m speed in Shorthand (English) and 40 w.p.m in Typewriting (English)

1.2. Upper age limit as on 01.01.2012 : 28 years

1.3. Lower age limit as on 01.01.2012 : 18 years

1.4. Place of vacancy : Anywhere in Kerala State

2. Junior Clerk

2.1 Educational and other qualifications required for the post

- 1) Graduate in any subject from any recognized University.
- 2) Minimum pass class certificate in type writing English (30 words per minute) in an examination conducted by Board of Technical Examinations of any State Government.
- 3) Computer proficiency as desirable qualification.

2.2. Upper age limit as on 01.01.2012 : 28 years

2.3. Lower age limit as on 01.01.2012 : 21 years

2.4. Place of vacancy : Anywhere in Kerala State

3. Field Supervisor

3.1 Educational qualifications required for the post

Essential

D.F.Sc. of the CIFE/a post graduate degree in Mariculture/Aquaculture/Fishery Science/Zoology/Marine Biology/Ocean Life Science/Industrial Fisheries or equivalent.

Desirable:

Experience in Prawn Farming/Prawn Culture Research.

3.2 Upper age limit as on 01.01.2012 : 35 years

3.3 Lower age limit as on 01.01.2012 : 21 years

3.4 Place of posting : Anywhere in Kerala State

General conditions

- 1) Candidates employed in Govt. /Semi-Govt./Public Sector Undertaking should send their applications through proper channel. However advance copies of applications can be sent directly.
- 2) The upper age limit prescribed for all posts is relaxable by a maximum of 10 years in the case of employees of MPEDA and its Societies including SC/ST/OBC candidates. In the case of open SC/ST/OBC candidates, the upper age is relaxable by 5 years for SC and ST, 3 years for OBC.

- 3) Application fee of Rs.250/- (non-refundable) in the form of Demand Draft drawn in favour of “the Secretary, MPEDA” payable at Cochin should be sent along with each application. No application fee is required in the case of SC/ST and Departmental applicants.
- 4) Applications which are incomplete/without Demand Draft/without the copies of certificates attested by Gazetted officers will be summarily rejected.
- 5) If selected, the candidates are liable to be posted anywhere in Kerala State.
- 6) Copies of certificates (in support of the details furnished against Sl. No.5,6, and 13, of the pro-forma of application) attested by Gazetted Officers should be enclosed.
- 7) The candidates whose nativity is in Kerala need apply for the post.

How to apply

1. Application in the prescribed pro-forma should reach “The Secretary, The Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, P B No.4272, Kochi-682 036, Kerala State ” on or before 21st February, 2012 .
2. The cover enclosing the application should be superscribed “Application for the post of Junior Stenographer OR Jr. Clerk OR Field Supervisor”.
3. Applications for all the above posts will be considered only subject to the general conditions indicated above.
4. Pro-forma of application in pdf. file can be downloaded from our Website <http://www.mpeda.com> or obtained from the Deputy Director(Personnel), in the above address, on request.

Advt. No. 2/2012.

Sd/-
Secretary



THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Government India), Panampilly Avenue,
Kochi-682 036,

PRO-FORMA OF APPLICATION

Affix Passport size
Photograph

1. Post applied for :
2. Name of the applicant (in block letters) :
3. Father's/Husband's Name :
4. Male or Female :
5. Age and Date of birth (DD/MM/YYYY) :
(as on 01.01.2012)
6. Educational Qualifications :

Exam. Passed	Board/University	Division	Percentage	Year of passing	Subject

7. Experience, if any

Institute	Period	No. of years	Subject	Designation	Pay/allowance

8. Postal Address :

9. State with Pin Code :

10. Permanent address :

11. Email ID :

12. Nationality :

13. Whether belongs to SC/ST/OBC/HH :
(If yes, attach attested copy of certificate)

14. Details of training undergone, if any :

15. Details of Application fee remitted :

DECLARATION

I declare that the above information are true and correct to the best of my knowledge and belief.

Signature of the applicant

Place:

Date: