

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY  
(Ministry of Commerce & Industry, Govt. of India)  
MPEDA House, Panampilly Avenue  
P B No.4272, Cochin 682 036.  
Phone: 0484-2311979, 2311803  
Fax: 0484-2313361  
Website: <http://www.mpeda.com>

6/8/Pers/2011/HO

08.07.2011

**C I R C U L A R**

**Subject: Filling up of the vacant posts in the Marine Products Export Development Authority on deputation basis**

The Marine Products Export Development Authority, an autonomous body established under Section 4 of the Marine Products Export Development Authority Act 1972 and functioning under the administrative control of the Ministry of Commerce & Industry, Government of India, purposes to fill up the following posts in its offices on deputation basis for a period of 2 years which is likely to be extended by one or more years. The pay and allowance and other terms of deputation of the officers selected for the said posts will be regulated in accordance with the instructions in the Department of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010.

The posts are:

- |                                   |   |         |
|-----------------------------------|---|---------|
| 1. Deputy Director (Personnel)    | - | 1 post  |
| 2. Chief Accounts Officer         | - | 1 post  |
| 3. Assistant Director (Pers/Regn) | - | 2 posts |
| 4. Hindi Stenographer             | - | 1 post  |

The application in the enclosed proforma together with attested copies of ACR/APAR for the last 5 years of the eligible officials who are willing to be considered for the said posts and could be spared immediately may be forwarded to the Secretary, Marine Products Export development Authority, MPEDA House, Panampilly Avenue, Panampilly Nagar, Kochi – 682 036 by 19<sup>th</sup> August 2011.

While forwarding applications, certificate to the effect that the officials are clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her may also be given at the bottom of the enclosed proforma.

The Departments while forwarding applications may please ensure that the officials who volunteer for the posts shall not be allowed to withdraw their names later on.

Applications received after the last date or otherwise or incomplete for want of ACRs/APARs/vigilance clearance certificates or without the seal of the office will not be entertained.

(J RAMESH)  
SECRETARY

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6/8/Pers/2011/HO

08.07.2011

C I R C U L A R

**Subject: Filling up of the vacant posts in the Marine Products Export Development Authority on deputation basis**

It is proposed to fill up the following posts in the Marine Products Export Development Authority (MPEDA) on deputation basis for a period of 2 years. The pay and allowance and other terms of deputation of the officers selected for the said post will be regulated in accordance with the instructions contained in the Department of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010. The name and number of posts, classification, place of posting, scale of pay and eligibility criteria for filling up of these posts on deputation basis are as under:

**1. DEPUTY DIRECTOR (PERSONNEL) – 1 post**

Group 'A' in the Pay Band, PB-3 Rs.15600-39100 plus Grade Pay Rs.6600/- as per 6<sup>th</sup> CPC. Selected officer may be posted in MPEDA where the vacancy would be available at that relevant point of time. Vacancy in the grade presently is available at the Head Office of MPEDA in Kochi.

**Eligibility criteria:**

From amongst officers holding analogous post in the Central Govt./State Govt./Autonomous Bodies/Statutory Bodies, possessing the Degree of a recognized University or equivalent with atleast 3 years regular service in the Pay Band, PB-3, Rs.15600-39100 plus Grade Pay Rs.5400/- or officers with atleast 4 years regular experience in the Pay Band PB-2, 9300-34800 plus Grade Pay Rs.4800/- or equivalent.

Age limit : Not exceeding 55 years as on 01.07.2011

## **2. CHIEF ACCOUNTS OFFICER – 1 Post**

Group 'A' in the Pay Band, PB-3 Rs.15600-39100 plus Grade Pay Rs.6600/- as per 6<sup>th</sup> CPC. Selected officer may be posted in MPEDA where the vacancy would be available at that relevant point of time. Vacancy in the grade presently is available at the Head Office of MPEDA in Kochi.

### **Eligibility criteria:**

From amongst officers holding analogous posts in the Central Govt./State Govt./Autonomous Bodies/Statutory Bodies, possessing CA/ICWA qualification or M Com. of a recognized University or equivalent with 5 years regular service in Accounting or Accounts Officers possessing a Bachelor Degree in Commerce with Accountancy and Auditing as subjects with 5 years regular service in the Pay Band, PB-2 9300-34800 plus Grade Pay Rs.4800/- or equivalent.

Age limit : Not exceeding 55 years as on 01.07.2011

## **3. ASSISTANT DIRECTOR (ADMN/PERS) – 2 Posts**

Group 'A' in the Pay Band, PB-3 Rs.15600-39100 plus Grade Pay Rs.5400/- as per 6<sup>th</sup> CPC. Selected officers may be posted in MPEDA where the vacancy would be available at that relevant point of time. Vacancies in the grade presently are available at the Head Office of MPEDA in Kochi.

### **Eligibility criteria:**

From amongst Section Officers and Senior Accountant/officers holding analogous posts in the Central Govt./State Govt./Autonomous Bodies/Statutory Bodies, possessing a Graduate Degree of a recognized University or equivalent with 4 years regular service in the Pay Band, PB-2, ₹9300-34800 plus Grade Pay ₹4600/- or equivalent.

Age limit : Not exceeding 50 years as on 01.07.2011

## **4. HINDI STENOGRAPHER – 1 Post (Reserved for OBC)**

Group 'C' in the Pay Band, PB-1 ₹5200-20200 plus Grade Pay ₹2400/- as per 6<sup>th</sup> CPC. Selected officer may be posted in MPEDA where the vacancy would be available at that relevant point on time. Vacancies in the grade presently are available at the Head Office of MPEDA in Kochi.

**Eligibility criteria:**

From amongst officers holding analogous post in the Central Govt./State Govt./Autonomous Bodies/Statutory Bodies, having educational qualification of Plus Two with 80 w.p.m. speed in Hindi Shorthand and 35 w.p.m in Hindi Typewriting or Hindi Computer proficiency of 5000 k.d.p.h. with 3 years regular service in the Pay Band, PB-1 ₹5200-20200 plus Grade Pay ₹1900/- .

Age limit : Not exceeding 38 years as on 01.07.2011

**NOTE**

1. The period of deputation in respect of above posts including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central govt. shall not exceed 3 years.
2. Number of vacancies and place of posting are subject to change.
3. The application in the given proforma duly typed together with attested copies of CR dossiers for the last 5 years of the eligible officers who are willing to be considered for the said posts and could be spared immediately may be forwarded to the Secretary, Marine Products export Development Authority, MPEDA House, Panampilly Nagar, Panampilly Avenue, Kochi – 682 036 so as to reach him by 19.08.2011.
4. While forwarding the applications, certificate to the effect that the officials are clear from vigilance point of view and there is no disciplinary case pending/contemplated against him/her, may also be given at the bottom of the enclosed proforma.
5. The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their name later on.
6. Application received after the last date or otherwise found incomplete for want of ACRs/APRs/vigilance clearance certificate or without the seal of the office will not be entertained.

(J RAMESH)  
SECRETARY

**ANNEXURE – I**

**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
**(Ministry of Commerce & Industry, Government India), Cochin 682 036**

***PRO-FORMA OF APPLICATION***



1. Post applied for :
2. Name and address (in block letters) :
3. Date of birth :
4. Date of retirement under Central/  
State Govt. Rules :
5. Educational Qualifications :
6. Present Basic Pay (Pay Band + Grade Pay) :
7. Post held on regular basis with Scale of Pay:  
and date of appointment thereto on  
regular basis
8. Permanent post held with scale of pay :  
and date of confirmation
9. Details of Employment in chronological :  
order, (enclose a separate sheet, duly  
authenticated by your signature,  
if the space below, is not sufficient

Sl. No.	Office/ Institution/ Organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties

10. Nature of present employment  
i.e. whether ad-hoc or temporary or permanent :
11. In case the present employment is held on deputation/contract basis, please state :
- a) The date of initial appointment :
  - b) Period of appointment of Deputation/contract :
  - c) Name of the present office/ Organization to which you belong :
12. Additional details about present employment :
- Please state whether working under:
- a) Central Govt.
  - b) State Govt.
  - c) Autonomous organization
  - d) Government undertakings
  - e) Universities
13. Additional information, if any, which you would like to mention in support of your suitability for post.  
(Enclose a separate sheet, if the space is not sufficient)
14. Whether belongs to SC/ST :

Signature of the candidate

Date: