Office Memorandum

Sub: Filling up of the post of Secretary in the Marine Products Export Development Authority (MPEDA), Kochi under the Department of Commerce in the scale of pay of level-12, Rs. 78,800-209,200/- (After 7th Central Pay Commission), earlier PB-3 Rs. 15600-39100+GP of Rs. 7600/- on deputation basis - reg.

The undersigned is directed to invite applications to fill up the post of Secretary in the Marine Products Export Development Authority (MPEDA), Kochi under the Department of Commerce in the scale of pay of level-12, Rs. 78,800-209,200/- on deputation basis. Accordingly, applicants with the following qualification experience may apply -

(i) Qualification/Experience:

(a) Group A officers of the Central/ State Government/ Autonomous Bodies/PSUs/Commodity Boards/Export Development Authorities, etc. under Central/State Governments, holding analogous post on regular basis or in the scale of pay of PB-3 Rs. 15,600-39,100 plus Grade Pay of Rs. 6,600/- (Pre-revised) with 7 years regular service in the respective grade/ cadre having at least 10 years’ experience in General Administration/Establishment matters in the area of Personnel/Financial/ Fisheries Management/ Marketing Management / Economic / Commerce/ Accountancy Management.

And

(b) Possessing Bachelor's or equivalent degree from a recognized University.

(ii) Age Limit

Maximum 57 years as on the date of advertisement.

(iii) Period of Deputation:

The period of deputation including the period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central/State Government shall ordinarily not exceed 4 years or till the age of superannuation, whichever-is-earlier.

(iv) Period of probation: One year.
(v) **Method of Selection:** Selection will be made from the eligible candidates by a Selection Committee.

2. The names of suitable officers, fulfilling the above eligibility conditions, who are willing to be considered for the above said post and who can be spared immediately in the event of selection may be forwarded to this Ministry in the prescribed proforma as per **Annexure-I** along with following documents so as to reach the Section Officer, EP(MP) Desk, Room No. 446-A, Department of Commerce, Udyog Bhawan, New Delhi within 30 days from the date of its publication in the employment news, positively:-

   i. Photocopies of ACRs of the applicant for the last 5 years including that of year 2019-20, duly attested by an officer not below the rank of Under Secretary or equivalent;
   
   ii. A certificate from the employer that no disciplinary Vigilance cases are pending or contemplated against the applicant;
   
   iii. A statement indicating the details of major/minor penalties, if any, imposed on the applicant during the last 10 years;
   
   iv. Integrity certificate and Cadre clearance.

3. **Applications received after the prescribed date or not accompanied with the requisite certificates/documents as mentioned in paragraph '2' above will not be entertained.** The applicants who volunteer for the post will not be permitted to withdraw their names later on any account.

   (Nidhi Pandey)
   
   Section Officer
   
   Tel. No. 23062261/504
   
   *E-mail: moc_epmp@nic.in*

To

1. All Ministries/Departments of the Government of India for wide circulation.
2. All officers of the rank of Director/Deputy Secretary in the Department of Commerce.
3. Chairman, Marine Products Export Development Authority (MPEDA). Kochi- It is requested to place the circular on the website of MPEDA for wide publicity.
Annexure-1

Curriculum Vitae Proforma

1. Name and Address :

2. Date of Birth :
   (In Christian era)

3. Date of retirement under Central/State Government/and Autonomous Body where working :

4. Educational Qualification :

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.)

   Essential Qualification/Experience Required Qualification/Experience Possessed by the Officer

   1. 
   2. 
   3. 

6. Please state clearly whether, in the light of entries made by you above, you meet the requirement of the post.

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and Basic Pay</th>
<th>Nature of Duties</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. Ad-hoc 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 you belong.
10. Additional details about present employment. Please state whether working under:-

(Indicate the name of your employer against the relevant column)

a. Central Govt.
b. State Govt.
c. Autonomous Organization
d. Government Undertaking
e. Export Development Authority
f. Others

11. Total Emoluments per month drawn at present:

12. Additional information, if any, which you would like to mention in support of your sustainability 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) (Note: Enclose a separate sheet if the space is insufficient).

13. Whether belongs to SC/ST

14. Remarks (The candidates may 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) any other information (Note: Enclose a separate sheet of the space is insufficient).

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post.

Signature of the Candidates

Address ____________________________
______________________________
______________________________

Date ____________________________

Countersigned ____________________________

(Employers signature with seal & date)