CIRCULAR

Sub:- Filling up of a post of the Director (Marketing), in the Marine Products Export Development Authority (MPEDA), Kochi, a statutory autonomous organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India in the pay level-13, (after 7th Central Pay Commission), earlier PB-4 Rs. 37,400 - 67,000+ GP of Rs.8700/- on Deputation basis-reg.

Invites applications to fill up the post of Director (Marketing) in the Marine Products Export Development Authority in the Pay Matrix Level-13 (Pay Band - 4 of Rs.37,400/- - Rs.67,000/- plus grade Pay Rs.8700/- (pre-revised)) on deputation basis. Accordingly, applicants with the following qualification and experience may apply.

Qualification and experience
Group A Officers of the Central Government holding post in-
   i. Pay band 4, Rs.37,400 - 67,000 plus grade pay of Rs. 8,700/- (Pre-revised), or
   ii. Pay band 3, Rs.15,600 - 39,100 plus grade pay of Rs. 7,600/- (Pre-revised), with five years’ service in the grade.

Desirable:
Familiarity with problems of marine products industry, quality control, marketing, aquaculture and fishing including deep sea fishing.

General Instructions:

Note 1: The period of deputation including the period of deputation 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 three years.

**Note 2:** The maximum age limit for appointment by deputation to the above post is 45 years as on the closing date of receipt of applications. Employees of the Marine Products Export Development Authority shall be eligible for age relaxation of five years.

**Note 3:** For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any up gradation.

It is requested that the applications of suitable officers, who can be relieved in the event of their selection, may be forwarded through proper channel in the prescribed proforma (as per the specimen given in Annexure-I attached to this Advt.) and a certificate as in Annexure-II along with the following

i. Only photocopies of the Annual Performance Appraisal Report (APAR) of the applicants for the last five years including 2019-20 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

to The Chairman, The Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Cochin – 682 036 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.
The appointment will be on deputation basis for a **period of 3 years** from the date of joining. The selected officer will have the option to draw the pay of the deputation post and/or his/her grade pay plus deputation(duty) allowance, in accordance with Ministry of Finance O.M.No.10/24/E.III/60 dated 4th May 1961 as amended from time to time.

(K S SRINIVAS)  
CHAIRMAN
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<td>Details of Employment, in chronological order. Enclose a separate sheet with details duly authenticated by your signature, if the space below is insufficient</td>
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<td>Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</td>
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<td>In case the present employment is held on deputation/contract basis, please state:- a. The date of initial appointment</td>
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<td>b. Period of appointment on deputation/contract</td>
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<td>c. Name of the parent office/organization, to which candidate belongs</td>
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<td>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).</td>
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<td>Date of return from last ex-cadre post, if any.</td>
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<td>Details of experience (in export promotion) in brief.</td>
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<td>11</td>
<td>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).</td>
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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 Vacancy Circular No. PERS-APOD/1/2020 dated 09.07.2020.
   
   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