



समुद्री उत्पाद निर्यात विकास प्राधिकरण
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)/
(Ministry of Commerce and Industry, Govt. of India)
एमपीईडीए हाउस, पनम्पिल्ली एवेन्यू / MPEDA House, Panampilly Avenue
कोच्चि, केरल / Kochi, Kerala - 682 036.
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वेबसाइट / Website: www.mpeda.gov.in

PERS-DEP/DFO/1/2024-PERS

24.01.2025

VACANCY CIRCULAR

Sub: Filling up the post of Assistant Director (OL) on deputation basis in the Marine Products Export Development Authority (MPEDA)- reg.

The Marine Products Export Development Authority (MPEDA), a Statutory Body under the Department of Commerce, Ministry of Commerce & Industry, Government of India propose to fill up the post of Assistant Director (Official Language), Group 'A' in the Pay Matrix Level 10 as per 7th CPC (Pre-revised Pay Band PB-3 ₹15600- 39100 plus GP ₹5400/-) on deputation basis. The pay and allowances and other terms of deputation of the officer selected for the said post will be regulated in accordance with the instructions of the Department of Personnel and Training (DoPT) from time to time.

The qualification and experience required for the post are indicated in Annexure- I.

It is requested that applications of eligible and willing officers, who could be relieved in the event of selection, in the enclosed proforma (Annexure-II) along with the following documents may be forwarded to the Secretary, The Marine Products Export Development Authority, MPEDA House, Panampilly Nagar, Kochi, Kerala within thirty days from the date of its publication in Employment News.

- i. Photocopy of complete and up-to-date attested Annual Performance Appraisal Reports for the last 5 years, attested by an officer not below the rank of Under Secretary or equivalent.
- ii. Integrity Certificate
- iii. Details of minor or major penalties imposed during the last 10 years. (If no penalties have been imposed, it should be stated).
- iv. Vigilance Clearance

Applications received after the last date or without Annual Performance Appraisal Reports and other relevant documents or otherwise found incomplete will not be considered. The appointment will be on deputation basis. The period of deputation shall be initially for a period of two years, which may be extendable as per the DoPT norms. The selected officer will have the option to draw the pay of the deputation post or his/her pay plus deputation allowance, in accordance with the existing rules.


(ANIL KUMAR P.)
SECRETARY

Annexure –I

1	Name of the post	Assistant Director (OL)
2	No. of vacancy	1(One)
3	Place of posting	Vacancy in the grade presently is available at the Head Office of MPEDA in Kochi. However, the Competent Authority holds the right to post the selected candidate anywhere in India as per the requirement of the organization.
4	Scale of Pay	Pay Level-10 in the Pay Matrix (Pre-revised Pay Band PB-3 ₹15600- 39100 plus GP ₹5400/-)
5	Mode of recruitment	By Deputation
6	Eligibility	From amongst officials working in the Central/State Government / Autonomous/Statutory Bodies under the Central / State Government - holding:- (a) Analogous post on regular basis in parent cadre in the Pay Level-10 in the Pay Matrix (Pre-revised Pay Band PB-3 ₹15600- 39100 plus GP ₹5400/-) or (b) having five years regular service in the post of Senior Hindi Translator or equivalent in the Pay Matrix Level 7 as per 7 th CPC (Pre-revised Pay Band PB2 ₹9300-34800 plus GP ₹4600/-)
7	Age limit	Not exceeding 56 years as on the closing date of receipt of application

Conditions:

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/department of the Central Govt shall not exceed 3 years.
2. The general terms of deputation shall be regulated in accordance with the Department of Personnel and Training's O.M. No 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. The application (in the prescribed form at Annexure II) of willing and eligible candidates, who could be spared in the event of his/her selection, may be forwarded by the Parent Departments/ Cadre Controlling Authorities of the applicants along with the certification given in Annexure III. The duly filled in applications along with copy of the vigilance clearance, integrity certificate, details of major/minor penalty (Annexure-IV) and attested photocopies of APAR's for the last five years, should be sent through the proper channel to Secretary, The Marine Products Export Development Authority, MPEDA House, Panampilly Nagar, Cochin-682 036.
4. Applications submitted through proper channel will only be considered.
5. While forwarding the applications, certificate to the effect that the officials are cleared for vigilance point of view and there is no disciplinary case pending /contemplated against him /her, may also be given.
6. 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.
7. Application received after the last date or otherwise found incomplete for want of APARs / Vigilance clearance certificate or unsigned / seal of the office shall be rejected without any further correspondence.


24.1.25
(ANIL KUMAR P.)
SECRETARY

APPLICATION FORM

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR (OL) ON DEPUTATION BASIS

Affix passport
size Photograph

1.	Name (in Block letters)	
2.	Permanent Address	
2.	Age & Date of birth (in Christian era)	
3.	Contact No.	Mob:
		Office:
4.	Email ID	
5.	Category (SC/ST/OBC/UR)	
6.	Address for communication	
7.	Date of Entry into service	
8.	Date of retirement under Central /State Government rules	

9. Educational Qualifications					
A. Qualification (details)			Year of passing	Percentage of Marks/Grade	
B. Experience					
10 Details of Employment in chronological order:					
Office/Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties (attach separate sheet if required)
		From	To		
11 Nature of present employment (Adhoc/Temporary/Probationer/Permanent)					
12. In case, the present employment is held on Deputation basis, please state –					
a) The date of initial appointment					
b) Period of appointment on deputation					
c) Name of the parent office/organization to which you belong					
13 Present Basic Pay and Pay Level					
14. 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					
c. Government Undertaking/ Institutions					
d. Others					

15.	<p>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</p> <ul style="list-style-type: none"> (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <p>(Note - Enclose a separate sheet, if the space is insufficient)</p>	
16.	<p>Remarks</p> <p>(The candidates may indicate information with regard to</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information) <p>(NOTE: Enclose a separate sheet if the space is insufficient)</p>	

The information/details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/ withheld.

Place:
Date:

Signature of the Candidate:
Address:
Mobile No.:
Email-Id:

Annexure -III

CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY/PARENT
DEPARTMENT/ CADRE CONTROLLING AUTHORITY

Certified that the information furnished by Shri/Smt./Kum. _____ in Annexure II are found to be correct and he /she possesses the requisite eligibility and experience mentioned in the vacancy circular.

Also certified that:

- i. No vigilance case or disciplinary case either pending or being contemplated against him/her.
- ii. The integrity of Shri / Smt. / Kum. _____ is beyond doubt.
- iii. No Major/Minor penalties have been imposed on him/her during the last 10 years (Alternatively, penalty statement during the last 10 years is enclosed- Annexure IV)
- iv. This Department /Organization/Office has no objection that in the event of selection, the official will be relieved immediately.

Further, Copies of APARs for the last 5 years duly attested on each page & Vigilance Certificate are enclosed.

Place:
Date:

Signature:
Name and Designation of the
Authorized Officer
Mobile No.:
Email-Id:
(With office seal)

VIGILANCE/INTEGRITY CERTIFICATE

It is certified that no Vigilance inquiry is pending or being contemplated against Shri/Smt./Kum._____. His/Her integrity is beyond doubt.

Date:

Signature:
Name and Designation:
(with office seal)

CERTIFICATE
(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)
(*strike out if not applicable*)

1. It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Shri/Smt./Kum._____.
2. The following major/minor penalties have been imposed on Shri/Smt./Kum._____ during the last 10 years.

Date:

Signature:
Name and Designation:
(with office seal)

