

File No. 1/1/2017 – EP (MP) Pt.I  
Government of India  
Department of Commerce  
EP (MP) Desk  
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Vanijya Bhawan, New Delhi  
Dated 07<sup>th</sup> February, 2025

Office Memorandum

**Sub: Filling up of the post of Director (Pay Level 13- Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.**

In continuation to this Department's Office Memorandum of even No. dated 21.11.2024 and 30.12.2024 (enclosed) on the subject issue, the undersigned is directed to convey that the last date prescribed for inviting applications from eligible candidates for appointment to the post of **Director** has been extended for a further period of one month i.e. upto 03.03.2025.

This issues with the approval of Competent Authority.

  
(Praveen Kumar)  
Director  
Email: [praveen.kumar2007@nic.in](mailto:praveen.kumar2007@nic.in)

To

1. All Ministries/Departments of the Government of India.
2. Department of Personnel & Training, with request to publish this Office Memorandum on their website.
3. All State Governments/Union Territory Administrations.
4. All Attached/Subordinate Offices of the Department of Commerce.
5. Director General (ICAR), Krishi Bhawan, New Delhi with the request to circulate the vacancy circular among all Fisheries Institutions under ICAR.
6. E-I/E-IV Section, Department of Commerce for circulation among all officers of the rank of Director/Deputy Secretary in the Ministry of Commerce and Industry including DGFT.

  
(Praveen Kumar)  
Director  
E-mail: [praveen.kumar2007@nic.in](mailto:praveen.kumar2007@nic.in)

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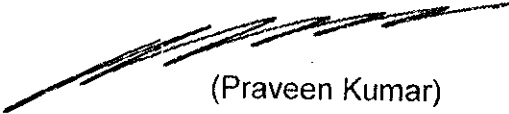
Vanijya Bhawan, New Delhi  
Dated 30<sup>th</sup> December, 2024

Office Memorandum

**Sub: Filling up of the post of Secretary (Pay Level 12– Rs. 78800-209200) and Director (Pay Level 13- Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.**

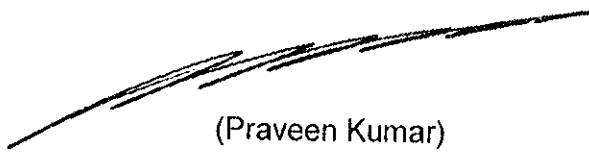
In continuation to this Department's Office Memorandum of even No. dated 21.11.2024 (enclosed) on the subject issue, the undersigned is directed to convey that the last date prescribed for inviting applications from eligible candidates for appointment to the both the posts stands extended for a further period of one month i.e. upto 30.01.2025.

This issues with the approval of Competent Authority.

  
(Praveen Kumar)  
Director  
Email: praveen.kumar2007@nic.in

To

1. All Ministries/Departments of the Government of India.
2. Department of Personnel & Training, with request to publish this Office Memorandum on their website.
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4. All Attached/Subordinate Offices of the Department of Commerce.
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(Praveen Kumar)  
Director  
E-mail: praveen.kumar2007@nic.in

**File No. 1/1/2017 – EP (MP)**  
**Government of India**  
**Department of Commerce**  
**EP (MP) Desk**

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Vaniya Bhawan, New Delhi  
Dated 21<sup>st</sup> November, 2024

**Office Memorandum**

**Sub: Filling up of the post of Secretary (Pay Level 12– Rs. 78800-209200) and Director (Pay Level 13- Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India – reg.**

The Marine Products Export Development Authority (MPEDA), a Statutory autonomous organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, invites the applications from eligible candidates for appointment to the post of Secretary (Pay Level 12– Rs 78800-209200) and Director (Pay Level 13- Rs. 123100-215900) in its Head Office at Kochi on deputation basis.

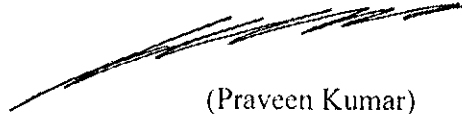
2. The mode of recruitment, eligibility criteria, period of deputation, etc. are given in **Annexure-I**.

3. It is requested that the above vacancies may be circulated to all organizations under your administrative control and 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 in triplicate (as per the specimen given in **Annexure-II**), and a certificate as in **Annexure-III** along with the following:-

- (i) copies of the Annual Performance Appraisal Report (APAR) of the applicants for the last five years upto 2023-24, duly attested by an officer not below the rank of Under Secretary or equivalent (on each page with stamp);
- (ii) a certificate from the employer certifying that no disciplinary/vigilance case is either pending or being contemplated against the Officer;
- (iii) a statement from the employer 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;

4. Application may be sent to the following address within thirty days (30) from the date of its publication in Employment News and the applications received after the last date or without confidential reports or other requisite documents or otherwise found incomplete will not be considered:-


Shri Kumar Saurav  
Section Officer, (EP-MP) Desk  
Department of Commerce, Ministry of Commerce & Industry  
W-3115, Vanijya Bhawan  
Akbar Road, New Delhi - 110011



(Praveen Kumar)  
Director  
Email: [praveen.kumar2007@nic.in](mailto:praveen.kumar2007@nic.in)

To

1. All Ministries/Departments of the Government of India.
2. Department of Personnel & Training, with request to publish the vacancy on their website.
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6. E-I/E-IV Section, Department of Commerce for circulation among all officers of the rank of Director/Deputy Secretary in the Ministry of Commerce and Industry including DGFT.



(Praveen Kumar)  
Director  
E-mail: [praveen.kumar2007@nic.in](mailto:praveen.kumar2007@nic.in)

**ANNEXURE -I**

Name of Organization	<b>Marine Products Export Development Authority (MPEDA)</b>	
Place of Posting	<b>Kochi (Kerala)</b>	
Name of the post	<b>Director</b>	<b>Secretary</b>
Number of post	<b>One (1)</b>	<b>One (1)</b>
Scale of Pay	<b>Level 13 (Rs. 123100 – 215900)</b>	<b>Level 12 (Rs. 78800 – 209200)</b>
Method of recruitment	<b>By Deputation including short term contract</b>	<b>By Deputation including short term contract</b>
Maximum Age Limit for appointment	<b>56 years (as on the closing date of receipt of applications)</b>	<b>56 years (as on the closing date of receipt of applications)</b>
Educational Qualification (Essential)	<b>Master's Degree in Fisheries or Biochemistry or Chemistry or Food Technology or Biotechnology or Zoology or Marine Biology or Aquaculture from a recognized university or institute.</b>	<b>Master's Degree from a recognized university or institute.</b>
Experience (Essential)	<b>15 years' experience of Research, Planning, Development and Technical administration in the field of Fisheries including aquaculture.</b>	<b>10 years' experience in general administration or administration or human resource development or finance management, registration, project formulation, project evaluation, monitoring of project implementation or evaluation of schemes and formulation of schemes.</b>
Desirable	<b>Doctorate of Philosophy in Zoology or Marine Biology or Aquaculture or Biochemistry or Chemistry or Food Technology or Fisheries from a recognized Indian or Foreign university.</b>	<b>Bachelor's or Master's Degree in Fisheries.</b>
Period of Probation	<b>Not applicable</b>	<b>Not applicable</b>
Eligibility Criteria	<b>Officers of the Central Government/State Government/ Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or Institute or Research Institution-</b>  <b>(i) Holding analogous post on a regular basis in the parent cadre or Department; or</b> <b>(ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 12; (Rs. 78800 – 209200) in the pay matrix;</b>	<b>Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or Institute or Research Institution-</b>  <b>(i) Holding analogous post on a regular basis in the parent cadre or Department; or</b> <b>(ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 11; (Rs.</b>

	or equivalent in the parent cadre or Department.	67700-208700) in the pay matrix; or equivalent in the parent cadre or Department.
Tenure	Period of deputation (including short term contract) including period of deputation (including short term contract) 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 5 years.	Period of deputation (including short term contract) including the period of deputation (including short term contract) 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 4 years.

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**ANNEXURE - II**

**CURRICULUM VITAE PROFORMA**

(To be submitted in triplicate)

1.	Name and Address (In Block Letters)					
2.	Date of Birth (In Christian era)					
3.	Date of retirement under Central/ State Government Rules					
4.	Educational Qualifications					
5.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, in the format as below:-					
	Office/Institution / organization	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Regular.					
7.	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 candidate belongs					
8.	Additional details about present employment. Please state whether working under (a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Please specify).  <i>(indicate the name of your employer against the relevant column)</i>					
9.	Date of return from last ex-cadre post, if any.					
10.	Details of experience (in export promotion) in brief.					
11.	Additional information, if any, which you would like to mention in support of your suitability for the post.  <i>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over</i>					

	<i>and above prescribed in the Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).</i>	
12.	Whether belongs to SC/ST	

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 by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address \_\_\_\_\_

Date \_\_\_\_\_

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File No. 1/1/2017 - EP (MP)  
Government of India

# Department of Commerce

EP (MP) Desk

Vaniya Bhawan, New Delhi

Sub: Filling up of the post of Secretary (Pay Level 12 - Rs. 78800-209200) and Director (Pay Level 13 - Rs. 123100-215900) in the Marine Products Export Development Authority (MPEDA), under the Department of Commerce, Govt. of India - reg.

The Marine Products Export Development Authority (MPEDA), a Statutory Autonomous Organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, invites the applications from eligible candidates for appointment to the post of Secretary (Pay Level 12 - Rs. 78800-209200) and Director (Pay Level 13 - Rs. 123100-215900) in its Head Office at Kochi on deputation basis.

2. The mode of recruitment, eligibility criteria, period of deputation, etc. are given in Annexure-I.

3. It is requested that the above vacancies may be circulated to all organizations under your administrative control and 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 in triplicate (as per the specimen given in Annexure-II), and a certificate as in Annexure-III along with the following:-

(i) Copies of the Annual Performance Appraisal Report (APAR) of the applicants for the last five years upto 2023-24, duly attested by an officer not below the rank of Under Secretary or equivalent (on each page with stamp);

(ii) A certificate from the employer certifying that no disciplinary/vigilance case is either pending or being contemplated against the Officer;

(iii) A statement from the employer 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;

4. Application may be sent to the following address within thirty days (30) from the date of its publication in Employment News and the applications received after the last date or without confidential reports or other requisite documents or otherwise found incomplete will not be considered:-

Shri Kumar Saurav  
Section Officer, (EP-MP) Desk  
Department of Commerce, Ministry of Commerce & Industry  
W-3115, Vaniya Bhawan  
Akbar Road, New Delhi - 110011

(Praveen Kumar)  
Director

Email: praveen.kumar2007@nic.in

### ANNEXURE - I

Name of Organization	Marine Products Export Development Authority (MPEDA)	
Place of Posting	Kochi (Kerala)	
Name of the post	Director	Secretary
Number of post	One (1)	One (1)
Scale of Pay	Level 13 (Rs. 123100-215900)	Level 12 (Rs. 78800 - 209200)
Method of recruitment	By Deputation including short term contract	By Deputation including short term contract
Maximum Age Limit for appointment	58 years (as on the closing date of receipt of applications)	58 years (as on the closing date of receipt of applications)
Educational Qualification (Essential)	Master's Degree in Fisheries or Biochemistry or Chemistry or Food Technology or Biotechnology or Zoology or Marine Biology or Aquaculture from a recognized university or institute.	Master's Degree from a recognized university or institute.
Experience (Essential)	15 years' experience of Research, Planning, Development and Technical Administration in the field of Fisheries including aquaculture.	10 years' experience in general administration or administration or human resource development or finance management, registration, project formulation, project evaluation, monitoring of project implementation or evaluation of schemes and formulation of schemes.
Desirable	Doctorate of Philosophy in Zoology or Marine Biology or Aquaculture or Biochemistry or Chemistry or Food Technology or Fisheries from a recognized Indian or Foreign university.	Bachelor's or Master's Degree in Fisheries.
Period of Probation	Not applicable	Not applicable
Eligibility Criteria	Officers of the Central Government/State Government/ Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or	Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organization or Public Sector Undertaking or Recognized University or Institute or Research Institution-

	Institute or Research Institution- (i) Holding analogous post on a regular basis in the parent cadre or Department; or (ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 12; (Rs. 78800 - 209200) in the pay matrix; or equivalent in the parent cadre or Department.	(i) Holding analogous post on a regular basis in the parent cadre or Department; or (ii) With 5 years' service rendered after appointment to the post on a regular basis in the level 11; (Rs. 67700-208700) in the pay matrix; or equivalent in the parent cadre or Department.
Tenure	Period of deputation (including short term contract) including period of deputation (including short term contract) 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 5 years.	Period of deputation (including short term contract) including the period of deputation (including short term contract) 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 4 years.

### ANNEXURE - II CURRICULUM VITAE PROFORMA (To be submitted in triplicate)

1.	Name and Address (In Block Letters)	
2.	Date of Birth (In Christian era)	
3.	Date of retirement under Central/ State Government Rules	
4.	Educational Qualifications	
5.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, in the format as below:-	
	Office/Institution / Organization	Post held
		From To
		Scale of Pay and Basic Pay
		Nature of duties (in detail)
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Regular.	
7.	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 candidate belongs.	
8.	Additional details about present employment. Please state whether working under (a) Central Government. (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Please specify). (Indicate the name of your employer against the relevant column)	
9.	Date of return from last ex-cadre post, if any.	
10.	Details of experience (in export promotion) in brief.	
11.	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 Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).	
12.	Whether belongs to SC/ST	

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 by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address .....  
Date .....

### ANNEXURE - III CERTIFICATE

(To be filled in by the authority forwarding the application)

- Certified that:-  
(i) The particulars furnished by the candidate have been checked from the available records and found to be correct.  
(ii) It has been verified that the candidate is eligible as per conditions mentioned in Department of Commerce OM No. 1/1/2017-EP (MP) dated 21.11.2024  
(iii) No vigilance case is either pending or being contemplated against the candidate. There is nothing in the CR Dossiers of the candidate, which makes him/her ineligible for consideration for appointment to the post applied for.
- Up-to-date CR Dossiers of the last five years of the candidate duly attested by an Officer not below the rank of Under Secretary or equivalent (on each page with stamp) are enclosed.

Signature:  
Name & Designation  
Office Address with Seal