National Anti Doping Agency
(An autonomous body of the Ministry of Youth Affairs and Sports, Govt of India)

Office Memorandum

Subject: 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.

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 officer 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. 6,800/- (Pra-waxed) 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 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 the 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 given along with the following documents so as to reach the Section Officer, ER/NIP DC, Room No. 446-A, Department of Commerce, Udyog Bhavan, New Delhi within 30 days from the date of its publication in the Employment News, positively-

- Photocopies of ACRs of the applicant for the last 5 years including that of year 2018-19, duly attested by an officer not below the rank of Under Secretary or equivalent;
- A certificate from the employer that no disciplinary Vigilance cases are pending or contemplated against the applicant;
- A statement indicating the details of major/minor penalties, if any, imposed on the applicant during the last 10 years;
- Integrity certificate and Character 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.

(Nithi Pandey)
Section Officer
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WWW.JOBRIYA.IN

Curtin Vitae Proforma

1. Name and Address

2. Date of Birth

3. Date of retirement under Central/State Government/ and/ or 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

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.

7. In case the present employment is on deputation/contract basis, please state -

a. The date of initial appointment;

b. Period of appointment on deputation/contract;

7. 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

Encl: 1.

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