

	RAJIV GANDHI CENTRE FOR AQUACULTURE (MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA) TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX, 3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM POST SIRKALI TALUK-609109, MAIYALADUTHURAI DIST., TAMIL NADU Phone: +91 4364 265200	
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RGCA/2.1/EST/2021

21/11/2021

ADVT. NO. 01/2021

Applications are invited from eligible candidates for filling up the following Group A posts through direct recruitment in Rajiv Gandhi Centre for Aquaculture (RGCA), a Society functioning under MPEDA, Ministry of Commerce & Industry, Government of India.

Post Code	Name of the Post	Number of posts	Remarks
1	Chief Accounts Officer	1	UR
2	Chief Administrative Officer	1	UR
3	Project Engineer	1	UR
4	Library & Information Officer	1	UR
5	Marketing Officer	1	UR

- UR – Un Reserved

SI No:1

Name of the Post	Chief Accounts Officer
Number of Post	One (1)
Reservation	Unreserved
Scale of Pay	Level 11: ₹.67,700-2,08,700 as per VII th CPC
Age Limit	Not more than 50 years
Educational Qualification & Experience	Essential C.A./C.M.A. with 4 years' experience "OR" C.A./C.M.A. Intermediate with 8 years' experience "OR" M.Com. or MBA Finance with 15 years' experience Desirable: Computer skill with Tally application with supporting evidence

SI No: 2

Name of the Post	Chief Administrative Officer
Number of Post	One (1)
Reservation	Unreserved
Scale of Pay	Level 11: ₹.67,700-2,08,700 as per VII th CPC
Age Limit	Not more than 50 years
Educational Qualification	Essential Post-Graduation in any discipline preferably commerce or business administration. Desirable: 1. MBA with Specialization in HR. 2. Good communication skill. 3. Good skill on computer applications with supporting evidence
Essential Experience	15 years' experience in the field of personnel, administration, establishment and accounts in Central or State Government Depts./Autonomous Bodies / Public Sector.

SI No:3

Name of the Post	Project Engineer
Number of Post	One (1)
Reservation	Unreserved
Scale of Pay	Level 11: ₹.67,700-2,08,700 as per VII th CPC
Age Limit	Not more than 45 years
Educational Qualification	Essential: B.E. /B.Tech. in Civil Engineering from a Govt. Recognized Institute. Desirable: M.E./M.Tech. in Aquaculture engineering, registered Engineer in Architect Council of India or any other recognized body.
Essential Experience	15 years' experience in preparation of plans, designs for civil constructions especially for aquaculture projects/ working experience in CPWD, PWD and any other recognized bodies. Knowledge and good skill in AUTOCAD, rules and regulation of civil construction related issues, construction material evaluation, lab testing experience of construction material are essential.

SI No:4

Name of the Post	Library & Information Officer
Number of Post	One (1)
Reservation	Unreserved
Scale of Pay	Level 11: ₹.67,700-2,08,700 as per VII th CPC
Age Limit	Not more than 50 years
Educational Qualification	Essential: 1) Master Degree in Library and Information Science or equivalent degree from recognized university/Colleges. 2) Good Skill in computer applications mainly multimedia, design, editing skill in scientific journals and similar publications, preparation of publicity articles, compilation of Manuals, Reports, books, etc. Desirable: Ph.D. in related field.
Experience(Essential)	15 years' experience in Library Management in Govt. Institutions preferably R&D / Science Institutions.

SI No:5

Name of the Post	Marketing Officer
Number of Post	One (1)
Reservation	Unreserved
Scale of Pay	Level 10: ₹.56,100-1,77,500 as per VII th CPC
Age Limit	Not more than 40 years
Educational Qualification	Essential: M.B.A. Marketing Desirable: 1. Working experience in aquaculture related business 2. Good marketing skills
Experience(Essential)	10 years marketing experience in any MNC/ Private organization

Terms & Conditions:

1. Age:

The upper age limit prescribed for the post shall be as on the last date of receipt of the application. Age relaxable up to 10 years for employees working in RGCA, MPEDA and its societies.

2. Qualification:

The minimum qualification stipulated for the posts must be from a University/Institute/Examination Board recognized by appropriate statutory Authority of India.

Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such certificate, their candidature shall not be considered.

3. Application Fee:

Application fee of Rs.1000/- (Non-refundable) should be remitted in the form of Demand Draft drawn in favour of Director, Rajiv Gandhi Centre for Aquaculture payable at State Bank of India, Mayiladuthurai Branch (Code: 0000875), Tamil Nadu.

It is important to note that their candidature shall be considered only on receipt of application fee. No application fee for candidates belonging to Scheduled Caste (SC)/ Schedule Tribe (ST). Application fee exempted for employees working in MPEDA and its societies.

4. How to Apply: Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, etc., and a recent passport size colour photograph are to be enclosed along with the application, failing which their candidature shall not be considered. The duly filled in applications with supporting documents shall be sent by email: **rgca.recruitment2021@gmail.com** and also send the hard copy of the application by speed post/registered post to the following address:

To
The Director
Rajiv Gandhi Centre for Aquaculture (RGCA)
(MPEDA, Ministry of Commerce & Industry, Govt. of India)
NO.3/197, Poompuhar Road, Karaimedu Village
Sattanathapuram Post, Sirkali Taluk, Pin: 609 109.
Mayiladuthurai District, Tamil Nadu.

Application should be complete in all respects as per this Notification and should reach at RGCA on or before 15/12/2021 at 05.00 p.m. Applications received after the due date and time will be summarily rejected.

5. Selection Procedure:

Applications received till the prescribed date and time will be scrutinized by a committee constituted by the Competent Authority. Short listed candidates shall be called for verification of original certificates and written test/interview.

No TA/DA is admissible to candidates appearing for test/interview.

6. General:

Applicants are advised to make sure that they are meeting the eligibility requirements as per the notification for the respective posts before submitting the applications.

Experience certificate indicating the date of joining as well as relieving should be submitted for past employments. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their application, failing which they will not be permitted to attend the Test/Personal interview.

Applicants who are working in Government Departments or Semi Government/Public Sector Organizations, should submit "No Objection Certificate" from the employer at the time of the Personal Interview. If NOC is not produced, the candidate shall not be permitted to attend the test/interview

Candidates short-listed for the Test/Personal Interview should bring the original photo identification proof like Aadhar, Voters ID etc. and all original certificates towards proof of age, qualification, experience, caste etc., along with self-attested copies of these certificates.

Canvassing in any form will be a disqualification. No correspondence will be entertained regarding the rejection of application in case of ineligibility. Short listed candidates shall be informed through email.

Mere submission of application and issue of call letter for the written test/Personal Interview shall not confer any right to the applicant of acceptance of candidature or cannot construed as an acknowledgement of fulfilling the eligibility criteria, if any discrepancy found at the time of certificate verification, interview, selection.

Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable. Candidate should submit the latest Caste certificate/ OBC Non-creamy Layer Certificate. Certificates should be in the format for applying for central Government jobs.

The candidates short-listed for appointment after interview should undergo a medical examination and medical fitness certificate to be produced. The selected candidates shall be placed at the minimum of the pay scale of the posts notified.

RGCA shall not bear any liability on account of salary / leave salary / gratuity/pension contribution etc., if any of the previous employment of any candidate already working in Government / Public Sector Undertakings. If at any stage, it is found that any information furnished is false / incorrect or the candidate does not satisfy the eligibility criteria, the candidature / appointment is liable to be cancelled / rejected.

Any amendment, modification or addition to this Notification shall be given in the RGCA and MPEDA websites only.

Sd/= **(DR.S. KANDAN)**
DIRECTOR -RGCA

APPLICATION FORMAT

1	Name (in Block Letters)					
2	Father's / Guardian Name					
3	Date of Birth (in Christian era)					
4	Permanent Address					
5	Address for correspondence					
6	E-mail id					
7	Mobile Number					
8	Gender					
9	Marital Status					
10	Educational Qualifications (from Matriculation onwards) (enclose a separate sheet if required)					
	Name of the Examination passed	Institute/ University	Year	Subject(s) with major field	Class/Division Grade/Marks	Remarks (if any)
11	Details of experience in chronological order					
Sl. No.	Office / institution/ Organization	Post held			Scale of Pay / Pay drawn	Nature of duties (in detail)
		Name of the post	From	To		
12	Additional information, if any, which you would like to mention in support of your suitability for the post.					
13	Whether belongs to SC/ST					

Declaration:

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Signature of the Candidate:

Name:

Date: