



राष्ट्रीय मात्स्यिकी विकास बोर्ड
National Fisheries Development Board

मत्स्यपालनविभाग/Department of Fisheries

मत्स्यपालन, पशुपालन और डेयरी मंत्रालय/Ministry of Fisheries, Animal Husbandry & Dairying
भारत सरकार /Government of India

स्तम्भसंख्या-235, पी.वी.एन.आर.एक्सप्रेसवे, डाक-एस.वी.पी.एन.पी.ए. हैदराबाद -500052

Pillar No: 235, PVNR Expressway, SVPNPA Post, Hyderabad-500 052

फोन/ Phone No. 040- 24000201; वेबसाइट/website: nfdb.gov.in



No.NFDB/Admn/Rectt/370/2022-23

Date: 24.10.2022

NOTIFICATION

Sub: Vacancy circular to fill up the Posts in NFDB, Hyderabad through Direct Recruitment.

Applications in the prescribed format are invited to fill up the following 07 vacancies as detailed below, available in the National Fisheries Development Board, Hyderabad, an Autonomous Body under the administrative control of the Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, Govt. of India, through direct recruitment.

Sl. No.	Name of Post	No. of Posts	Group	Reservation for Direct Recruitment as per roster	Scale of pay (as per 7th CPC)	Last Date for receipt of applications
1	Executive Assistant (Technical)	6	B	05- UR, 01-SC	Level-6	30 days from the date of publication of advertisement in Employment News
2	Executive Assistant (Finance & Administration)	1	B	01-OBC	Level-6	

**The vacancies are indicative and may vary as per actuals.*

Terms & Conditions:

- 1) The number of posts to be filled may vary and the decision of the NFDB shall be final and no correspondence in this regard shall be entertained.
- 2) The interested candidates who fulfil the prescribed eligibility conditions may submit their application in the prescribed format (as enclosed herewith) in sealed cover super scribed as "Application for the post of" along with the self-attested copies of all the testimonials & certificates pertaining to proof of age, educational qualification, experience, community etc., so as to reach the **Chief Executive, National Fisheries Development Board, Pillar No. 235, PVNR Expressway, SVPNPA Post, Rajendra**

Nagar, Hyderabad 500052 within 30 days from the date of issue of this notification in Employment News (in hard copy).

- 3) In service candidates employed in Central/State government or any other Organizations should submit their application through proper channel only.
- 4) Complete details of the posts, eligibility criteria, other terms and conditions and application format are uploaded on the NFDB website i.e. <http://nfdb.gov.in>
- 5) Essential qualification: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the written test/examination. Desirable qualification will be given due preference while shortlisting. **All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement.** They are advised to satisfy themselves before applying that they possess the essential qualifications and experience laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- 6) All the claimed educational qualifications shall be from a recognised University / Institute only. Self-attested copies of all educational qualifications along with date of birth proof, experience and other certificates are required to be enclosed invariably. The application will be summarily rejected if they are received incomplete/unsigned, not supported by required documents/received after the due date or otherwise deficient in any matter etc.
- 7) **Age Limit:**
 - i. Relaxation of upper age limit in respect of SC/ST/OBC/PH/Ex-servicemen etc., shall be given as per Government of India guidelines/orders. Age limit will be reckoned with reference to the closing date for receipt of the applications.

Indicative relaxation in age limit

Category	Extent of Age relaxation
Schedule Caste/Schedule Tribe	5 years
OBCs	3 years
PwD with minimum 40% disability	10 years (15 years for SCs/STs and 13 years for OBCs)
Central Govt. Servants	Up to 5 Years (as per GOI norms)
Ex- servicemen or any other category	As per Government of India norms.

- ii. The upper age limit is relaxable for SC/ST/OBC candidates. Candidates have to produce a caste certificate in GOI prescribed proforma issued by the Competent

Authority for claiming age relaxation. Copy of Caste certificate should be sent along with the application.

- iii. **For OBC:** If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. OBC certificate should have been issued on a date within 2 (two) years from the last date for receipt of application as stated in the advertisement. If you claim OBC and attach BC/MBC or any other certificate other than a valid OBC certificate (in GOI format), your application will be summarily rejected.
- iv. **For PwD:** The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

A person who wants to avail of benefit of age concession under PwD would have to submit a Disability Certificate issued by a Competent Authority. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29th December 2005 or as amended from time to time.

- v. **For In service candidates:** A candidate claiming to belong to the category of Central Government servant and seeking age relaxation would be required to produce a Certificate issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central/State Government (or the case as it is) Employee working in the Government since..... (date of joining, designation, pay level) and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government employees as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised.

8) Forwarding of applications "Through Proper Channel"

- a. It may be ensured by the applicant/candidate that his/her application (Through Proper Channel), as forwarded by his/her parent office, reaches this office on or before the stipulated date.
- b. The candidate, who is on deputation / foreign service, should also get his/her application forwarded through the office in which he/she is on deputation /foreign

service in addition to the same being got forwarded by his/her parent office / Department.

- c. The application (s) through proper channel should also contain the following positively and without fail:
 - i. Service particulars indicated in the application by the candidate
 - ii. Suitability to the post applied for
 - iii. Vigilance Clearance Certificate
 - iv. Details of imposition of major/minor penalties, if any, during last ten years
 - v. Duly attested photocopies of ACR/APARs for the last 5 years

9) Fees:

The candidates submitting application for different positions must pay a non refundable application fee as follows:

- a. For EA(Tech)/EA(F&A) posts: Rs.500/- for UR category/OBC category

CANDIDATES BELONGING TO SCHEDULED CASTE, SCHEDULE TRIBE, PERSONS WITH BENCHMARK DISABILITIES AND WOMEN CANDIDATES ARE EXEMPTED FROM PAYMENT OF APPLICATION FEE.

NOTE-I: The fee must be in the form of Demand Draft or through online payment to this office and payment proof should be submitted along with the application without fail. The payment through online mode can be made to the following account

NFDB Account details:

Name of the Bank	Union Bank of India
Name of Account Holder	National Fisheries Development Board
Account Number	110311100001510
Branch:	AP Secretariat Branch, Hyderabad
IFS Code:	UBIN0811033

NOTE-II: APPLICATIONS NOT ACCOMPANIED BY THE PAYMENT PROOF FOR THE PRESCRIBED FEE SHALL BE SUMMARILY REJECTED/ NOT ACCEPTED.

NOTE-III: Transaction charges for Demand Draft/online payment mode as the case may be, will have to be borne by the candidate.

NOTE-IV: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

NOTE-V: The application fee shall be paid for each post (post wise) separately.

- 10) Certificate in support of knowledge and experience should be in proper format i.e., should be on the organisation's letterhead; bear the date of issue; specify period of work (including Job roles and responsibilities; clearly stating nature of work, salary drawn with pay scale and grade pay, if any; name and designation of the Issuing Authority along with signature, etc). Letter of Appointment, Pay Slip, Office Memorandum, Office Order, Joining Report, or any such document(s) will not be accepted as document in support of knowledge or experience.
- 11) Mode of selection: Written Test

- 12) The Date and venue of conduct of written test would be intimated to the shortlisted candidates at the time of issue of hall ticket.
- 13) Please visit NFDB website <http://nfdb.gov.in> for downloading the prescribed application proforma.
- 14) Candidates will be shortlisted on the basis of the information provided by them in their applications; they must ensure that the information is true. If at any subsequent stage of the Selection process, any information given by them or any claim made is found to be false, their application / candidature will be liable to be rejected and they shall be debarred permanently.
- 15) In the event of number of applications being large, NFDB reserves the right to shortlist the candidates/ restrict the candidates to be called for written test/examination to a reasonable number by adopting reasonable criteria (applied uniformly) as recommended and decided upon by the Competent Authority.
- 16) The Board reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part at any stage without assigning any reason and the decision of the Board in this regard shall be final.
- 17) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Board reserves the right to withdraw/cancel/modify any communication made to the candidates.
- 18) In case of any dispute with regard to screening of the applications, the decision of Chief Executive, NFDB shall be final.
- 19) No correspondence will be entertained with the non-shortlisted or non-selected candidates.
- 20) Canvassing in any form is not accepted and will lead to the disqualification of such candidates.
- 21) In case of any disputes/suites or legal proceedings against the Board, the jurisdiction shall be restricted to the Courts of Hyderabad.
- 22) Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document.
- 23) No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of selection and reasons for not being called for written test. Interim correspondence will not be entertained and replied to.
- 24) Board will not be responsible for any postal delay. Last date for receipt of applications is as stated in the advertisement.

(Sd/-)
Senior Executive (F&A) I/c

Annexure I

**STATEMENT SHOWING DETAILS OF VACANCIES PROPOSED TO BE FILLED THROUGH
DIRECT RECRUITMENT IN NFDB, HYDERABAD**

EXECUTIVE ASSISTANT (TECHNICAL)

Sl. No	1
Name of the Post	Executive Assistant (Technical)
No. of vacancies	06 (05-UR, 01-SC)
Age Limit	30 years as on closing date of application (Age relaxation applicable as detailed at point no. 7 of terms and conditions detailed above)
Method of Recruitment	Direct recruitment
Pay Scale	Level 6 of 7 th CPC revised (PB-2: Rs.9300-34800 & GP-Rs.4200/- (as per 6 th CPC-Pre-revised))
Educational Qualifications and Experience prescribed for the post	ESSENTIAL QUALIFICATIONS: Master's Degree in Fisheries Science / Aquaculture/Mariculture/Marine Biology/Industrial Fisheries/Zoology with specialisation in fisheries from any recognised Institutions/Universities. DESIRABLE QUALIFICATIONS: <ul style="list-style-type: none">• 2 years field work in fisheries or related development/research activities.• Proficiency in Computers.

EXECUTIVE ASSISTANT (FINANCE & ADMINISTRATION)

Sl. No	2
Name of the Post	Executive Assistant (Finance & Administration)
No. of vacancies	01 (01-OBC)
Age Limit	30 years as on closing date of application (Age relaxation applicable as detailed at point no. 7 of terms and conditions detailed above)
Method of Recruitment	Direct recruitment
Pay Scale	Level 6 of 7 th CPC revised (PB-2: Rs.9300-34800 & GP-Rs.4200/- (as per 6 th CPC-Pre-revised))
Educational Qualifications and Experience prescribed for the post	ESSENTIAL QUALIFICATIONS: Bachelor's degree in Arts/Commerce/Statistics/ Science/Business Administration /Management/Computer Application from a recognized University.
	DESIRABLE QUALIFICATIONS: <ul style="list-style-type: none">• 2 years' experience in Administration/Accounts/Finance• Proficiency in Computers.

SYLLABUS FOR WRITTEN EXAMINATION

Executive Assistant (Finance & Admin) post

***(MCQ- 60 marks & Descriptive Questions-40 marks)**

Subject / Topic	Marks	Syllabus
General Studies	20	Current Affairs, History of Modern India with a focus on Indian National Movement, Culture, Society, Heritage, Arts and Literature of India, Geography, Indian Constitution & Polity, Economy, General Science; India's achievements in Science and Technology and General awareness about the international affairs.
General Abilities	10	Quantitative Ability, Logical Reasoning, Analytical Ability, and Data Interpretation.
General English	20	Reading Comprehension, direct/indirect sentences, idioms and phrases, active/passive voice, synonyms/antonyms, report writing, letter writing
Finance	25	General Financial Rules with a focus on Government Accounts – Capital and Revenue Accounts, Procurement of goods and services, Inventory Management – Disposal of goods, modes of disposal, Grants-in-aid and Loans. Contract management, Preparation of Bank Reconciliation Statements, Preparation of Financial Statements, Society Accounts, Preparation of Cash Book, Direct and Indirect Taxes – filing returns and statutory compliances, Preparation of Form 16.
Administration	25	General Condition of Service & Establishment matters, Fundamental Rules & Service Rules; Rules and provisions related to Pay and Allowances, Service books, Recruitment, Probation, Promotion, Retirement, Pensionary and Retirement benefits; Central Civil Services (CCA) Rules, Disciplinary and Vigilance Matters, Leave Rules, TA Rules, Leave Travel Concession, Medical Attendance Rules, Right to Information and other Office Procedures.

Executive Assistant (Technical) post

***(MCQ- 60 marks & Descriptive Questions-40 marks)**

1. Fishery Resources and General Fish Biology:

Capture fishery resource of India – Major Riverine fisheries of India – Lake Fisheries Reservoir Fisheries – Cold Water Fisheries – Pollution in Inland Waters.

Principal Marine Fisheries of Indian Coasts–Crustacean fishery resources-shrimps, lobsters-Molluscan resources-Gastropods, Bivalves- Sea weed Resources -Maximum Sustainable Yield-Distribution of living organisms in the Sea.

Classification of fishes – Morphometric and Meristic Characters – Length weight Relationship- Food and Feeding Habits – Reproductive Biology- Fish Physiology – Developmental Biology of Fin Fish, Shell fish.

2. Limnology, Aquatic Ecology, Biodiversity, fishery Oceanography

Lentic and lotic systems, flora and fauna, classification of lakes based on origin, productivity & mixing of water; phytoplankton and zooplankton, nekton, benthos, Estimation of primary production; Components of aquatic ecosystems, food chain, energy flow, animal association; Ecological niches – lagoons, estuaries, mangroves, coral reefs, flood plains, wet lands- exotic species- endangered species, conservation of habitats.

Marine zones – physical properties of sea water –chemistry of sea water- waves, tides, currents, upwelling; Maximum sustainable yield –Maximum economic yield- CPUE-Yield per recruit- fish stock assessment software - growth overfishing-recruitment overfishing - Closed season –mesh size regulation.

3. Aquaculture, Ornamental Fish culture, and mariculture:

Site selection for fish culture– construction of fish farms – cultivable fishes for fresh water and brackish water – culture techniques, monoculture, composite fish culture, - pre-stocking and post/stocking management – integrated fish farming – polyculture -Pond chemistry – Dissolved Oxygen – Alkalinity, Hardness aquaculture, fish feeds – Pond disinfection with lime -Water quality management, integrated fish farming – sewage – fed fish culture - Shrimp culture – shrimp feed formulation – shrimp hatchery and nursery rearing- culture techniques of bivalves. - Role of cage and pen culture in enhancement of fish production from reservoirs

Mari culture- candidate species for Mariculture - Open water cages - Emerging trends in farming in open seas

Seaweed species of commercial importance – Culture methods – Open sea culture – Integrated farming systems – Integrated mariculture systems – Marine integrated multitrophic aquaculture (MIMTA) – Products of commercial importance from seaweeds – Emerging trends in farming in open seas.

Ornamental fish culture – Important Ornamental fishes of India - Live bearers -Egg layers-breeding and Culture of Ornamental Fishes - culture of Fish food organisms- aquarium keeping.

4. Aquatic pollution and Coastal Zone management: Aquatic pollution

BOD, COD, oxygen demanding waste, eutrophication-sewage pollution, red tide- oil pollution, pesticide pollution, thermal pollution, radioactive pollution- biological indicators of pollution; Application of GIS in aquatic resource identification- remote sensing for coastal management-CRZ - Environmental Impact Assessment.

5. Fish and Shrimp Diseases:

Fish diseases - fish parasites -Bacterial and viral diseases-remedial measures.

Shrimp Diseases – Types-Causes- Diagnostics methods - Prevention and treatment – Health management.

6. Fishing Craft, Gear, Navigation and Seamanship:

Classification of Fishing Gear – Fishing Gear Materials –Modern Fishing gears – Trawls, Gill, Nets, Longlines Fishing Gear Accessories – Fishing Crafts of Indian Coast – Wooden boat construction – Steel boat construction – FRP boat Construction-Dry docking– Boat building yards- squid jigger; Electronic equipment- echo sounder, SONAR, RADAR, Radio telephone & GPS.

Principles of navigation and seamanship- Compass, GPS–EPIRB- Rules of road related to fishing vessels – navigational lights-- life saving devices - weather warning signals- International code flags- buoyage system, storm signals, distress signals.

7. Fish biochemistry and microbiology

Composition of fish - types of fish protein - non- protein nitrogen in fishes - fatty acids -PUFA - oxidation of fatty acids - microbial spoilage of fresh fish- indicators of microbiological quality- food borne pathogens- *Vibrio cholerae*, *V.parahaemolyticus*, *E.coli*, *Salmonella*, *Listeria monocytogenes*, *Clostridium botulinum*, *C perfringens*, *Campylobacter* and *staphylococcus aureus* - their occurrence, growth, survival, pathogenicity and toxins, Scombroid toxin, ciguatera toxin and puffer fish toxin , mycotoxin; microbial spoilage of canned & frozen products.

8. Fish in Nutrition, Fish Products & By products and value addition

Nutritional value of fish (protein, non -protein, nitrogen, lipid, minerals, micro and macro element, trace elements, other functional biomolecules)- Fish Valued added products: fermented fish products, Fish sausage, Extruded products, battered and breaded products; Fishery by products and fish waste utilization: fish hydrolysate, Fish Protein Concentrate, fish ensilage, fish maws, isinglass, shark fin rays, fish gelatin– Fish meal- fish oil- -fish protein concentrate- fish hydrolysate- fish silage – fish maws, fish glue- gelatin-isinglass and shrimp waste- chitin –chitosan.

9. Fish Harvest and Post-harvest (Preservation and Processing):

Hygienic handling of fish –freshness testing- Rigor Mortis – -Freshness of fish and rigor mortis – mechanisms of fish spoilage – fish drying methods – principles of salting and salt curing methods – smoking of fishes. Canning materials – canning media – methods of canning – quality of canned fishery products. Spoilage of canned foods, types, causes and preventive measures-packaging materials for canned foods. Fish preservation by chilling and icing – preparation of ice-chemicals used in freezing – types of freezing changes during frozen storage– method of thawing. Microbiological and biochemical changes in freezing – packaging and transport of frozen fishery products – freeze drying.

Fish processing methods, Fish processing equipment, Fish packaging technology, Fish quality assurance, Testing, labelling and branding - Quality dimensions of sea food-assessment of quality changes in fresh and iced fish and during processing- application of HACCP concept in quality assurance Certification system for fish and fishery products –sea food safety – authenticity – traceability.

10. Fisheries Marketing, Economics & Extension: Economics of marine capture fisheries and fish production systems –domestic and export marketing – marketing channel, export and import policies- Contribution of fisheries to GDP-marine fishery regulations – importance of cooperatives – fishermen associations, NGOs and SHGs in fisheries development – Fisheries Co - management - types of primary and secondary data for statistical analysis for policy making – fisheries investment projects, finance and project planning – socio-economics of fisherfolk.

Fisheries extension methods-ICT and Administration- Extension service for fisheries development – Important fisheries development schemes and organizations – training and follow up programmes – entrepreneurship development. Ecosystem approach for fisheries management -EEZ-Marine fisheries regulations.

PROFORMA
(Please the proforma fill in Block letters)

APPLICATION FOR THE POST OF _____

1.	Name of the Applicant		<u>Affix recent passport size photograph</u>
	Father's/Husband's Name		
	Gender (Male /Female /Other)		
	Mobile Number		
	E-mail		
2.	Permanent Address		
	Present/Correspondence Address		
3.	Date of Birth (in Christian era):		
4.	Age as on 01.10.2022		
5.	Date of entry into Govt. Service (for in service candidates)		
6.	Category (SC/ST/OBC/EWS) (Relevant certificate to be enclosed. In case of OBC, non-creamy layer certificate to be enclosed)		

7. EDUCATIONAL QUALIFICATIONS: -

(Enclose self-attested copies, without which applications will not be considered for scrutiny).

QUALIFICATION	YEAR	BOARD/ UNIVERSITY	CLASS & % OF MARKS	REMARKS (Awards if any)

--	--	--	--	--

8.	Whether educational and other qualification 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).	
	Qualification/experience required as mentioned in the advertisement/ vacancy circular	Qualification/experience Possessed by the Candidate
	Essential A) Educational Qualification B) Experience	Essential A) Educational Qualification B) Experience
	Desirable •	Desirable •
	Please state clearly whether in the light of entries made by you above, you meet the requirements for the post	

9. 9.Details of employment in the chronological order in the table indicated below. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
(Enclose attested copies)

Office/ Institution/ Organisation	Post held	From	To	Scale of pay & basic pay therein	Nature of duties performed

10. Nature of present employment i.e. ad-hoc or :
temporary or quasi-permanent or permanent.

11. 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) Public Undertakings :
- e) Universities :
- f) Others :

12. Present Pay & Grade Pay / Pay Band :

13. 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 regarding

- a) Additional academic qualifications :
- b) Professional training :
- c) Work experience (over and above the prescribed):

(enclose a separate sheet if the space is insufficient)

14. Whether belongs to SC/ST/OBC/OC/

PH/Ex-Serviceman (Proof to be enclosed)

(OBC Candidates have to enclose latest caste certificate

as per GOI norms for claiming age relaxation and for considering to the reserved OBC post)

15. Remarks

(The candidates may indicate information regarding

- (i) research publications and reports and special projects :
- (ii) Awards/scholarship/official appreciation :
- (iii) affiliation with professional bodies/institutions/societies and :
- (iv) any other information. :

(Enclose a separate sheet if the space is insufficient):

16. Details of payment of application fee (Proof to be enclosed): DD in original or online transaction payment copy

I have carefully gone through the vacancy circular/advertisement, and I understand the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee. I certify that particulars furnished above by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld. I understand that in the event of any information being found suppressed/false or

incorrect or ineligibility detected before or after the test, my candidature/appointment is liable to be cancelled.

Date :

Place :

SIGNATURE OF CANDIDATE