



## राष्ट्रीय मात्स्यिकी विकास बोर्ड

### National Fisheries Development Board

#### मत्स्यपालन विभाग/Department of Fisheries

मत्स्यपालन, पशुपालन और डेयरी मंत्रालय /Ministry of Fisheries, Animal Husbandry & Dairying

भारत सरकार /Government of India

स्तम्भ संख्या-235, पी.वी.एन.आर एक्सप्रेस वे, डाक-एस.वी.पी.एन.पी.ए. हैदराबाद -500052

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

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NFDB/D6/Consultants/236/2022-2023

Dated: 12/10/2022

### ENGAGEMENT OF CONSULTANTS

Applications are invited for engaging of Consultants, on contractual basis (for the following position(s)) at National Fisheries Development Board (NFDB), Rajendranagar, Hyderabad, an autonomous organization under the administrative control of Department of Fisheries(DoF), Ministry of Fisheries, Animal Husbandry & Dairying, Government of India to work as necessitated by the requirement. The engagement will be initially for a period of one year on contract basis which is extendable based on requirement. The candidates will be selected on the basis of personal interview to be held at NFDB, Hyderabad. Candidates meeting the eligibility criteria may apply to Senior Executive(F&A) I/c, NFDB, Hyderabad on or before 02.11.2022 (i.e., the last date of application). The details of educational qualifications, experience, age and other eligibility criteria, along with **application proforma** are given below.

Sl. No.	Division	Place of Requirement	No. of Posts	Last Date of Application
<b>Consultant(Grade I)</b>				
I	Technical	Hyderabad	02	02.11.2022
II	Project Monitoring Unit	Hyderabad	01	
III	Administration (Retired)	Hyderabad	01	
<b>Consultant(Grade II)</b>				
IV	Infrastructure	Hyderabad	01	02.11.2022
V	Technical	1 position- Hyderabad 1 position - Bhubaneswar	02	
VI	Finance	1 position - Hyderabad 1 position - Bhubaneswar	02	

#### I. Consultant (Gr-I-Technical)

1	Name of position	Consultant (Gr-I-Technical)
2	Number of positions	2 (Two)
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 35 years as on 01.10.2022.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
6	Remuneration (per month)	Rs.53,000 (Rupees Fifty Three Thousand only) (inclusive

		of Conveyance Allowance @Rs.3000/-)
7	Education qualification	<b>Essential</b> Master's Degree in Fisheries Science /Aquaculture/Mariculture/Marine Biology/Industrial Fisheries/Zoology with specialization in fisheries from any recognized Institutions/Universities.
8	Experience	<b>Essential</b> 1) Two years' field work in fisheries or related development/research activities. 2) Proficiency in Computers.

## II. Consultant (Gr-I-Project Monitoring Unit)

1	Name of position	Consultant (Gr-I-Project Monitoring Unit)
2	Number of positions	1 (One)
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 35 years as on 01.10.2022.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
6	Remuneration (per month)	Rs.53,000 (Rupees Fifty Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-)
7	Education qualification	<b>Essential</b> Master's Degree in Management/Business Administration with specialization in IT/ HR.
8	Experience	<b>Essential</b> 1) Two years of experience in Monitoring and Evaluation of the Projects. Expertise in data analysis. 2) Good communication skills

## III. Consultant (Gr-I-Administration):Retired

1	Name of position	Consultant (Gr-I-Administration)
2	Number of positions	1 (One)
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 65 years as on 01.10.2022.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
6	Remuneration (per month)	Fixed monthly remuneration of the consultants will be regulated as per the order of Department of Expenditure. (A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract.

		<p>There will be no annual increment / percentage increase during the contract period as per Ministry of Finance OM 3-25/2020-E.III A dated 09.12.2020)</p> <p><b>OR</b></p> <p>Rs. 53,000 (Rupees Fifty-Three Thousand only)</p> <p>Whichever is lesser</p>
7	Education qualification	<p><b>Essential:</b> 1.A Bachelor's degree from a recognized university</p> <p><b>Desirable:</b> Computer Knowledge</p>
8	Experience	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Should have retired at least in the pay scale of Level 7 or above as per 7<sup>th</sup> CPC in Central and State Governments/ PSUs/ Autonomous bodies having considerable experience (in relevant subject) of functioning of Central Government Ministries/Departments.</li> <li>2. Experience in General Administration work/ Estt matters preferably in Central Government offices/Autonomous bodies.</li> <li>3. Experience of dealing with Court cases, Parliament matters, Vigilance, RTI etc.</li> <li>4. Knowledge of Fundamental Rules/Service Rules/GFR etc.</li> <li>5. Knowledge of e-office, MS-Word, Excel, PowerPoint etc.</li> </ol>

#### IV. Consultant (Gr-II-Infrastructure)

1	Name of position	Consultant (Gr-II-Infrastructure)
2	Number of positions	1 (One)
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 35 years as on 01.10.2022.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
6	Remuneration (per month)	Rs.32,000 (Rupees Thirty Two Thousand only) (inclusive of Conveyance Allowance @Rs.2000/-)
7	Education qualification	<p><b>Essential:</b> B.E/B.Tech in Civil Engineering</p> <p><b>Desirable:</b> ME/M.Tech in Civil Engineering</p>

8	Experience	<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. One year of experience in preparation, and scrutiny of Civil Engineering estimates, preferably for the fisheries related infrastructure projects</li> <li>2. Experience in supervision of civil engineering projects preferably in the fisheries related infrastructure projects</li> <li>3. Experience in conduct of on-site investigations and analysis of data (maps, reports, tests, drawings)</li> <li>4. Project Management, Supervision skills to monitor &amp; evaluate the progress of Infrastructure related projects (preferably in fisheries)</li> </ol>
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#### V. Consultant (Gr-II-Technical)

1	Name of position	Consultant (Gr-II-Technical)
2	Number of positions	2 (Two)
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 35 years as on 01.10.2022.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
6	Remuneration (per month)	Rs.32,000 (Rupees Thirty Two Thousand only) (inclusive of Conveyance Allowance @Rs.2000/-)
7	Education qualification	<p><b>Essential</b></p> <p>Master's Degree in Fisheries Science /Aquaculture/Mariculture/Marine Biology/Industrial Fisheries/Zoology with specialization in fisheries from any recognized Institutions/Universities.</p>
8	Experience	<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) One-year field work in fisheries or related development/research activities.</li> <li>2) Proficiency in Computers.</li> </ol>

#### VI. Consultant (Gr-II-Finance)

1	Name of position	Consultant (Gr-II-Finance)
2	Number of positions	2 (Two)
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 35 years as on 01.10.2022.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
6	Remuneration (per month)	Rs.32,000 (Rupees Thirty Two Thousand only) (inclusive of Conveyance Allowance @Rs.2000/-)

7	Education qualification	<p><b>Essential</b></p> <p>i. Graduate in B. Com or CA (Inter)</p> <p>ii. Experience in the operation of Tally and MS-Office Software</p> <p><b>Desirable:</b> M.com/CA</p>
8	Experience	<p><b>Desirable:</b></p> <p>1) One-year experience in maintenance of accounts, preparation of financial statements, auditing of accounts, handling of cash and bank transactions, filing of income tax /GST returns, operation of tally software and MS-Office software etc.</p> <p>2) Preference will be given to those who have experience of working in Govt. Departments/PSU/Autonomous bodies.</p>

Note: *The above vacancies are indicative and may vary as per actual requirement*

The applications in prescribed proforma (as enclosed herewith) **along with self-attested copies of educational & experience certificates, copy of ID proof preferably Aadhar card, copy of the Last pay drawn, copy of Pension Payment Order (PPO) etc.**, should be sent in sealed cover super scribed as “**Application for the post of .....**” so as to reach the Senior Executive (F&A) I/c, National Fisheries Development Board, Pillar No: 235, PVNR Expressway, SVPNPA Post, Hyderabad -500 052, Telangana, on or before 02.11.2022 by 5.00 PM in hard copy.

The eligible candidates would be called for Interview. The candidates have to produce all the original certificates / documents at the time of Interview for verification. Failure to bring the same will render ineligible to attend Interview.

The position is purely temporary on contractual basis for a period of one year from the date of joining. NFDB will not be held responsible to give regular appointment after expiry of the term.

**Transport Allowance (Applicable only to Consultant (Gr-I-Administration) Retired:**

An appropriate and fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

**General Terms & Conditions:**

1. The contractual appointment will be at NFDB office, Hyderabad (OR) will be as necessitated by the requirement.
2. The Consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.
3. The position of Consultants is purely on contractual basis for a period of One year. The continuance of Consultants during the said period of one year depends on the satisfactory performance. It can be terminated at any time by issue of one-month notice by NFDB. It can also be terminated at any time without giving one month’s notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct. The services of the Consultants

shall stand terminated automatically on expiry of the *contract* period unless it is extended in writing.

4. The Consultants may also leave the assignment, on their own violation by giving one-month notice period / deposit 30 days' pay in lieu of notice period or any short fall thereof or as decided by the Competent Authority of NFDB. The decision of the Competent Authority will be final in this regard.
5. Self-attested copies of all educational qualifications along with experience certificates are required to be submitted invariably.
6. Age and educational qualifications may be relaxed in exceptional cases by NFDB.
7. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment.
8. Candidates are advised to visit the NFDB website for further updates if any, such as Notice, corrigendum, addendum, cancellation etc.
9. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
10. The above vacancies are indicative and may vary as per actual requirement.
11. The Consultants shall be entitled to casual leave 12 days in a year on pro-rata basis. This leave will not be carry forwarded to the subsequent year in case the engagement period is extended by the NFDB. Also, no payment in lieu of unutilized leaves will be paid by NFDB at the time of expiry of contract.
12. The candidate will be required to sign a non-disclosure undertaking and declaration for abiding by the Code of integrity for Public Procurement(CIPP).
13. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.
14. The Consultants will be under the administrative control of the Head of the concerned Division at NFDB. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of NFDB where the incumbent is working.
15. Regular attendance of them shall be ensured by the concerned division keeping an attendance register/ biometric. Consultant shall have to work on all working days except for the General holidays and adhere to punctuality in attendance and should be willing to work before & after office hours in case of need. He/ She should be willing to work late hours, night shifts/ on holidays etc., as & when ordered by Competent Authority as per the requirement of the organization. No Extra allowances will be permissible for the same.
16. The Consultants shall be engaged on full time basis and will not be allowed to undertake any other work or to accept or hold another appointment with or without remuneration elsewhere.
17. The Consultants shall give a declaration to the effect that he/she is not drawing any other scholarship/fellowship or is employed elsewhere in the form prescribed.
18. The Consultants will not be entitled to General Provident Fund, and all other service benefits allowed to regular employees. The Consultants will not be entitled to any travelling allowance at the time of joining and leaving NFDB.
19. The Consultants will be entitled to admissible tour TA & DA as per NFDB rules.
20. Income tax will be deducted from the emoluments of Consultants at source as applicable.
21. The Consultants shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure as it is purely contractual/temporary & is time bound in nature which runs co-terminus with the length of the contract period.

22. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as NFDB may deem necessary.
23. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City courts have jurisdiction to decide or adjudicate.

**Sd/-**

**Senior Executive (F& A) I/c**

**PROFORMA**

Affix Passport  
size Photograph

**APPLICATION FOR THE POST OF \_\_\_\_\_ on Contractual Basis**

1. Name :  
(in Block letters)
2. Father's/Husband Name :
3. Date of Birth (in Christian era) :
4. Age : Years.....Months.....Days.....  
(as on 1.10.2022)

**5. ADDRESS FOR CORRESPONDENCE**

- a. Present :
- b. Permanent :
- c. Email ID :
- d. Mobile :
- e. Phone No. (STD/ISD code) :

**6. EDUCATIONAL QUALIFICATIONS: -**

Qualification	Year	University	Class & % Of Marks	Remarks (Awards if any)

7. 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.

Office/Instt./ Organization	Post held	From	To	Scale of pay and basic pay therein	Nature of duties performed



8. 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
- (a) Additional academic qualifications :
  - (b) Professional training :
  - (c) Research publications and reports and special projects :
  - (d) Awards/scholarship/official appreciation :
  - (e) affiliation with professional bodies/institutions/societies and:
  - (f) any other information. :
- (enclose a separate sheet if the space is insufficient)
9. I certify that particulars furnished above are true.

### **SELF DECLARATION**

I \_\_\_\_\_ Son/Daughter of Sh. \_\_\_\_\_

hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the Information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn and I may be terminated from the services without assigning any reasons.

Date :

Place :

**SIGNATURE OF CANDIDATE**