



राष्ट्रीयमात्स्यिकीविकासबोर्ड
National Fisheries Development Board

मत्स्यपालनविभाग/Department of Fisheries

मत्स्यपालन, पशुपालनऔरडेयरीमंत्रालय/Ministry of Fisheries, Animal Husbandry & Dairying
भारतसरकार /Government of India

स्तम्भसंख्या-235, पी.वी.एन.आरएक्सप्रेसवे, डाक-एस.वी.पी.एन.पी.ए. हैदराबाद -500052
Pillar No: 235, PVNR Expressway, SVPNPA Post, Hyderabad-500 052

फ़ोन /Phone No. 040- 24000201; फ़ैक्स/Fax No: 040-2401 5568;मेल/ Mail: info.nfdb@nic.in



NFDB/Division XI (Administration)/Official Languages/2020-2021

Date:13-04-2023

Notification for Engagement of Consultants on Contract basis

Applications are invited for engaging Consultant(s), on contractual basis in 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. The engagement will be initially for a period of one year on contract basis which is extendable based on requirement/ satisfactory performance of consultant. The candidate(s) will be selected on the basis of personal interview to be held at NFDB, Hyderabad. The duly filled in application along with updated CV, scanned copies of certificates (Qualifications and Experience) and other relevant certificates are required to be sent invariably. Candidates fulfilling the eligibility criteria may submit the online application in prescribed format to email: info.nfdb@nic.in **OR** send Hard copy to NFDB, Fish building, Pillar No 235, PVNR Expressway, SVNPA Post, Hyderabad 500052. **The last date for submission of application is 04.05.2023 by 05:00 PM.** The details of educational qualifications, experience, age and other eligibility criteria for each post of Consultant(s) in the following divisions are given below:

Sl. No.	Division	Name of the Position	No. of Posts
1	Technical	Consultant Grade I	01
2	Infrastructure	Consultant Grade II	01
3	Hindi	Consultant Grade I	01
4	IT	Consultant Grade I	01

1. Consultant (Grade I – Technical division):

1	Name of position	Consultant (Gr-I-Technical)
2	Number of positions	01 (One)

3	Method of recruitment	Contract basis through Open Market
4	Age Limit	40 years from the date of publication of the notification
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	Essential Master's Degree in Fisheries Science/Aquaculture/ Mariculture /Marine Biology/Industrial Fisheries/ Zoology with specialization in fisheries from any recognized Institutions/Universities.
8	Experience	Essential 1) Two years' field work in fisheries or related development/research activities. 2) Proficiency in Computers.

2. Consultant (Gr-II – Infrastructure division):

1	Name of position	Consultant (Gr-II - Infrastructure)
2	Number of positions	1 (One)
3	Method of recruitment	Contract basis through Open Market
4	Age Limit	Below 35 years from the date of publication of the notification
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	Essential: B.E/B. Tech in Civil Engineering /B. Tech in Aquaculture Engineering/ B. Tech in Fisheries Engineering. Desirable:

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

3. Consultant (Grade I – Hindi Division):

1	Name of Position	Consultant (Grade I - Hindi)
2	Number of Positions	01 (One)
3	Method of Recruitment	Contract basis through open market
4	Age Limit	40 years from the date of publication of the notification. However, Retired Government/PSU employee shall be considered for engagement whose age is upto 65 years.
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and satisfactory performance)
6	Remuneration (per month)	Rs. 53,000/- (Rupees Fifty-Three Thousand only) (Consolidated Pay). In case of Retired Govt. servant, the pay shall be regulated as per extant Government of India rules or Rs. 53,000/- whichever is lower.
7	Education qualification	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree in Hindi from a recognized University/Board 2. Knowledge of Computer Application and Hindi Typing.

		Desirable: Ph.D in Hindi and Certified course/Recognized Diploma in Translation (Hindi to English or vice versa)
8	Job Profile	<ul style="list-style-type: none"> I. To meet the statutory targets towards implementation of Rajbhasha and related provisions for the organization. II. All Compliances regarding Official Language Act. III. Preparing, coordinating and sending the Hindi quarterly reports. IV. Coordinating the Hindi Committee meetings. V. Organizing Hindi workshops / trainings and Hindi Pakhwara. VI. Translation of official communication viz. Letters, Orders, Office Memorandums, including all correspondence in Hindi. VII. Preparation of forms and other contents in Hindi for NFDB Website. VIII. Co-ordination on all matters related to the progressive use of Hindi as the Official Language. IX. Proof reading of all Hindi publications, Advertisement and Annual Report of the organization.
9	Experience	Essential: 05 years of relevant experience as stated above in job profile in Official Hindi translation work, drafting Hindi articles & Hindi typing or similar preferably in any Government (State/Central) offices or any Public Sector Undertaking.

4. Consultant (Grade I – IT division)

1	Name of Position	Consultant (Grade 1 - IT)
2	Number of Positions	01 (One)
3	Method of Recruitment	Contract basis
4	Age Limit	40 years from the date of publication of the notification
5	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and satisfactory performance)

6	Remuneration (per month)	Rs.53,000 (Rupees Fifty Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-)
7	Education qualification	<p>Essential:</p> <p>Master's Degree in Information Technology /Computer Science or MCA with minimum two years' experience in IT support Service/ Network Management/ IT portal development</p> <p>Desirable:</p> <p>(i) Experience in Java/.NET/PHP/HTML/Java Script/SQL..etc</p> <p>(ii) Experience in software development and maintenance /database administration/ network management.</p>
8	Experience	<p>Essential:</p> <p>(i) Minimum two years' experience from software industry with technical expertise on Application development</p> <p>(ii) Working experience on MIS/ File Management Experience in software development and maintenance /database administration/ network management.</p>
9	Job profile	<p>(i) Manage the LAN, TCP/IP and troubleshooting, conversant with windows server Administration.</p> <p>(ii) Development and Maintenance and management of Website and various fisheries scheme portals.</p> <p>(iii) Liaising / coordination with NIC or other vendors as required</p> <p>(iv) Manage EPBAX</p>

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

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.

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, staff car etc.
3. The position of Consultant is purely on contractual basis for a period of one year. The continuance of Consultant during the said period of one year depends on the

satisfactory performance. It can be terminated at any time by issuing 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 volition by giving one-month notice period / deposit 30 days' pay in lieu of notice period or any shortfall 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 Consultant shall be entitled to casual leave as per NFDB norms. Also, no payment in lieu of unutilized leaves will be paid by NFDB at the time of expiry of contract.
12. The engagement of Consultant will not confer any right on the part of individual for permanent appointment to the post.
13. The Consultant will be under the administrative control of the Head of the concerned Division at NFDB. The Consultant is required to adhere to the administrative, financial and disciplinary regulations of NFDB where the incumbent is working.
14. Regular attendance 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.
15. The Consultant 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.
16. The Consultant 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.
17. The Consultant will not be entitled to General Provident Fund, and all other service benefits allowed to regular employees. The Consultant will not be entitled to any travelling allowance at the time of joining and leaving NFDB.

18. The Consultant will be entitled to admissible tour TA & DA as per NFDB rules.
19. Income tax will be deducted from the emoluments of Consultants at source as applicable.
20. The Consultant 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.
21. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as NFDB may deem necessary.
22. 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)

PROFORMA

APPLICATION FOR THE POST OF
ON CONTRACT BASIS

Affix Passport
size
Photograph

1. Name of the Candidate :
(in Block letters)
2. Father's/Husband's Name :
3. Date of Birth (in Christian era) :
4. Age (as on 04.05.2023): Years.....Months.....Days.....
- 4a. Whether retired from Govt. service/ PSU and if so from which organisation:

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 Shri.....
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:

(Signature of candidate)

Place: