

	<p>RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA) TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX, 3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM (POST), SIRKALI TALUK-609109, NAGAPATTINAM DIST., TAMIL NADU Phone: +91 4364 265200, website ; www.rgca.org.in</p>	
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CONSUTANT - IT SUPPORT PROFESSIONAL

On temporary basis in RGCA Head Quarters, Sirkali, Tamil Nadu

Rajiv Gandhi Centre for Aquaculture (RGCA), the R & D arm of Marine Products Export Development Authority (MPEDA), Ministry of Commerce & Industry, GOI invites applications from the eligible candidate for the above post.

No. of vacancy	1 (One)
Venue	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA) TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX, 3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM (POST), SIRKALI TALUK-609109, NAGAPATTINAM DIST., TAMIL NADU
Educational Qualification	Master's Degree in Computer Applications or M.Sc (Computer Science/ IT) of B.Tech. (Computer Science /IT) from a recognized University /Institute
Eligibility	The upper age limit should not exceed 35 years as on 01.03.2020
Tenure	1 year, extendable for another two years
Remuneration	Rs.50,000/- Per Month
Essential Experience	5 years' experience in Managing over all IT activities.

The job involves supporting and maintenance of the hardware and software, Lan management, web application management in Windows and Linux platforms, Windows system administration, Networking and firewall and other routine works like support of desktops, Laptops, printers, scanners and other peripherals, video conferencing, making power Point Presentations, backup of data, e-Office etc.



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(MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)
TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX,
3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM (POST),
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IT SUPPORT PROFESSIONAL

On temporary basis in MPEDA Head Office, Cochin, Kerala

Rajiv Gandhi Centre for Aquaculture (RGCA), the R & D arm of Marine Products Export Development Authority (MPEDA), Ministry of Commerce & Industry, GOI invites applications from the eligible candidate for the above post.

No. of vacancy	1 (One)
Venue	Marine Products Export Development Authority MPEDA House, Panampilly Avenue Kochi-682 036. Kerala.
Educational Qualification	Master's Degree in Computer Applications or M.Sc (Computer Science/ IT) or B.Tech. (Computer Science /IT) from a recognized University /Institute
Eligibility	The upper age limit should not exceed 35 years as on 01.03.2020
Tenure	1 year, extendable for another two years
Remuneration	Rs.50,000/- Per Month
Essential Experience	5 years' experience in Managing over all IT activities.

The job involves supporting all activities of the EDP section of MPEDA and maintenance of the hardware and software, Lan management UTM, web application management in Windows and Linux platforms in cloud environment and other routine works like support of desktops, Laptops, printers, scanners and other peripherals, video conferencing, making power Point Presentations, backup of data, e-Office etc.

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CONSULTANT - PROJECT MANAGER (PERSONNEL & ADMINISTRATION)

On Temporary basis in RGCA Head Quarters, Sirkali, Tamil Nadu

Rajiv Gandhi Centre for Aquaculture (RGCA), the R & D arm of Marine Products Export Development Authority (MPEDA), Ministry of Commerce & Industry, GOI invites applications from the eligible candidate for the above post.

No. of vacancy	1 (One)
Venue	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA) TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX, 3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM (POST), SIRKALI TALUK-609109, NAGAPATTINAM DIST., TAMIL NADU
Educational Qualification	Post-Graduation in any discipline preferably commerce or business administration. Graduation from a recognized University sufficient for retired persons above the age of 55 years. Desirable M.B.A with specialization in personnel management
Eligibility	Minimum 45 years & Maximum 62 years as on 01.03.2020 (Age relaxation 5 years for SC/ST candidates and 3 years for OBC. No age relaxation for retired persons.
Tenure	1 year, extendable for another two years
Remuneration	Rs.50,000/- Per Month
Essential Experience Desirable	12 years' experience in the fields personnel, administration, establishment & accounts and Good written and verbal communication skill Good skill on computer applications, Deep knowledge in office procedures & Govt. Rules

The job involves update office policies as needed, preparation of regular financial, administrative reports and minutes for the meetings, maintain and update office database, supervise and train subordinate staff, act as advisor on administrative matters to senior management and/or to project offices, co-ordinate work in project offices and other works assigned by the Head of the Institution.



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CONSULTANT - FINANCE OFFICER

On temporary basis in RGCA Head Quarters, Sirkali, Tamil Nadu

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No. of vacancy	1 (One)
Venue	RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) (MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA) TECHNOLOGY TRANSFER TRAINING & ADMINISTRATIVE COMPLEX, 3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM (POST), SIRKALI TALUK-609109, NAGAPATTINAM DIST., TAMIL NADU
Educational Qualification	M.Com
Desirable	Chartered Accountant
Eligibility	Minimum 45 years & Maximum 62 years as on 01.03.2020 (Age relaxation 5 years for SC/ST candidates and 3 years for OBC. No age relaxation for retired persons.
Tenure	1 year, extendable for another two years
Remuneration	Rs.50,000/- Per Month
Essential Experience	12 years' experience in management of accounts, Good written and verbal communication skill
Desirable	Good skill on computer applications, Deep knowledge in Financial rules

The job involves Assisting in the preparation of budgets, Managing records and receipts, reconciling daily, monthly and yearly transactions, Preparing balance sheets, Developing an in-depth knowledge of organisational products and process, Resolve financial disputes if any, being a key point of contact for other departments on financial and accounting matters, supporting the Accounts Manager and staff with projects and tasks when required.

General conditions:

- Eligible candidates may submit their applications accompanied by self-attested copies of certificates of the relevant educational qualification, age, experience, etc., through email to: admnrsgca@gmail.com and sent by post to the address: **PROJECT DIRECTOR, RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA) , 3/197, POOMPUHAR ROAD, KARAIMEDU VILLAGE, SATTANATHAPURAM, SIRKALI TALUK, NAGAPATTINAM DISTRICT, TAMILNADU** on or before 30.03.2020.
- Incomplete applications not accompanied with the required certificates/ documents are liable to be rejected.
- Date and venue of interview will be informed through e-mail/SMS.
- Candidates who do not produce the requisite particulars will not be eligible to appear for the interview.
- Selected candidates may be placed at any of the projects of RGCA located throughout India.

APPLICATION FOR THE POST OF _____

1. Name in full (BLOCK letters) :
2. Father's/Husband's Name :
3. Whether belongs to : SC/ST/OBC/UR []
(Please enclose attested copy of caste certificate issued by Competent Authority)
4. Religion :
5. Place of Birth :
6. Date of Birth :
7. Age (As on 01/03/2019) :
8. Address for communication

Permanent Address (with phone number and email address)	Address for correspondence/present address (with phone number and email address)
Email Id :	
Mobile No.	

7. Educational Qualification (commencing with Matriculation. Attach self- attested copies of Certificates. Original certificates to be produced at the time of interview).

Sl.No.	Examination passed	Board/University	Year	Class/ Division/ Grade	% of marks	Subject

8. Details of Employment (beginning with the present post)

9. If any other relevant particulars not covered in the above columns, please
Provide

10. Name & Address of two Referees.

Referee 1

Name :

Designation or position :

Present Address :

Phone/Mobile No :

Email Id :

Referee 2

Name :

Designation or position :

Present Address :

Phone/Mobile No :

Email Id :

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If any information given is found incorrect, I shall be liable to action as decided by the Centre.

Place :

Date :

Signature of the Applicant