



# 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

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



NFDB/Division XI (Admin)/Engagement of M&E Expert/Assistant/2020-2021 Dated: 18.05.2022

## **ENGAGEMENT OF MONITORING ASSISTANT**

National Fisheries Development Board (NFDB), an autonomous organization under the administrative control of Department of Fisheries(DoF), Ministry of Fisheries, Animal Husbandry & Dairying, Government of India, invites application for the post of Monitoring Assistant (One post) purely on short term contract basis, to work at DoF, Delhi. The candidates will be selected on the basis of personal interview to be held by the Selection Committee of NFDB. Candidates meeting the eligibility criteria will be called for Interview. Details of positions, Terms and Conditions of engagement, Application Format are as follows.

I.

1	Name of position	Monitoring Assistant
2	Number of positions	1 (one) to be positioned at Delhi with Department of Fisheries, GOI
3	Method of recruitment	Contract Based through Open Market
4	Age Limit	Below 35 years as on 01.03.2022.
5	Tenure	Initially for a period of one year (likely to be extended up to 3 years subject to the requirement and performance)
6	Remuneration (per month)	Rs.50,000 (Rupees Fifty Thousand only)
7	Education qualification	<b>Essential</b> Master's Degree in Economics/Statistics/ Operation Research/Public Policy/Development Studies/ Business Administration; or Degree in Engineering or Technology from a recognized University; or Post Graduate Diploma in Management
8	Experience	<b>Essential</b> 1) 3 years' experience in the field of project monitoring and/or project evaluation (preferably in the Government sector)

		<p><b>Preference will be accorded to candidates with</b></p> <p>(a) Experience in application of cutting-edge technologies in surveys, data analytics, rigorous econometric analysis of large datasets are encouraged.</p> <p>(b) Experience of working in fisheries and infrastructure projects (Government/private sectors).</p>
9	Job Description	<ul style="list-style-type: none"> <li>• To assist in designing and developing the Monitoring and evaluation framework, plans and indicators to capture project performance/results and to provide effective, accurate and timely monitoring, evaluation mechanisms for FIDF projects.</li> <li>• To undertake Desk &amp; Field level monitoring, and identifying critical issues and bottlenecks such as non-starter projects, slow progressing projects, geographical distribution of projects etc.</li> <li>• To assist in developing web based applications for creation of online database for the FIDF projects and simultaneously to develop MIS for continuous progress review.</li> <li>• To assist the monitoring and evaluation expert at various levels including conducting inspections, reporting progress etc.</li> <li>• All related activities entrusted from time to time as and when required.</li> <li>• To coordinate with State/UT offices in data collection, consolidation, analysis and submission of reports.</li> </ul>

Interested and eligible candidates may send their application in the prescribed proforma at Annexure-II along with self-attested copies of educational qualifications from 12<sup>th</sup> standard, proof of age and past experience and other relevant details **by Post** to “The Chief Executive, NFDB, Fish Building, Pillar No.235, PVNR Expressway, SVP NPA Post, Rajendra Nagar, Hyderabad 500052, Telangana State, India. **The last date for submission of application is 03.06.2022** . The envelope should be properly sealed and super scribed with “Application for the post of Monitoring Assistant.

## Annexure-I

### **Terms & Conditions for Engagement of Monitoring Assistant**

1. Candidates are advised to visit the website for updates. Changes viz., notice, corrigendum, addendum, cancellation, if any will be updated in the NFDB website only.
2. At the time of interview, the original certificates of qualification / experience should be presented for verification along with attested copies. Only the shortlisted candidates will be called for interview.
3. Application incomplete in any respect and not accompanied by relevant certificates/documents/ photograph will be summarily rejected.
4. In case of large number of applications, NFDB may shortlist the candidates as may be necessary.
5. Only Indian Nationals are eligible to apply.
6. Experience and qualification will be reckoned as on the last date of submission of application.
7. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
8. NFDB reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. NFDB reserves the rights to withdraw the advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
9. NFDB may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
10. The Jurisdiction shall be restricted to the Courts of Hyderabad in case of any disputes/suites or legal proceedings.
11. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of appointment letter, NFDB reserves the right to modify/withdraw/cancel the offer of appointment .
12. The final results shall be communicated to the selected candidates only
13. The Consultants shall not be entitled to any benefits like PF, Pension, Gratuity, Medical Allowances, HRA, TA, CCA, DA or any other allowance except for the consolidated remuneration agreed to.
14. Consultants shall not be entitled to any TA/Joining Time for joining the assignment.
15. Consultants shall not be entitled to any Government /NFDB accommodation and facilities such as regular transport / telephone / internet connection or any other allowance.
16. Consultants shall be subject to provisions of the Indian Official Secret Act, 1923. Any information gathered during the period of engagement shall not be divulged to anyone who

is not authorized to have access of the same.

17. Consultants shall not be allowed to take any other assignment during the period of contractual agreement.
18. The Consultants shall enter into contract agreement with the NFDB/at the time of joining.
19. The Consultants shall be allowed to undertake tours as required and approved by competent authority as part of their duties for which TA/DA and Hotel Accommodation shall be paid as admissible to the Central Government employees drawing Grade pay of Rs. 4200 (Pre -revised) or Level 6 in pay matrix.
20. The Consultants shall be entitled to casual leave 12 days in a year on pro-rata basis.
21. The Consultants shall be expected to follow all the rules and regulations of the Government officers which are in force. He / She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/ her duties. In case the services of the Consultant are not found satisfactory or found in conflict with the interest of the Government, his/ her services will be liable for discontinuation without assigning any reason.
22. The Consultants shall not, except with previous sanction of NFDB or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by NFDB.
23. NFDB, in normal course can cancel the appointment at any time by giving 15 days' notice without providing any reason for it. However, NFDB reserve the right to discontinue the services of consultant at any time (immediately) without any notice in the extreme circumstances such (i) involvement of candidate in any unlawful activities and in any corrupt practices, (ii) violation of office secrecy, (iii) unsatisfactory performance/inefficiency, (iv) disobeying of orders. The Consultant can seek for termination of the contract upon giving 15 days' notice to NFDB.
24. No correspondence or telephonic enquiry will be entertained as regards short-listing, postal delays , calling for interview, selection or engagement.
25. NFDB reserves the right to Revise/Reschedule/Cancel/Suspend the process without assigning any reasons. The decision of NFDB shall be final and no appeal shall be entertained.
26. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of NFDB shall be final.

## Annexure - II

### Application for the post of Monitoring Assistant.

Strike out whichever not applicable

1. Name of the Candidate:

2. Father's Name:

3. Date of Birth and Age:

4. Post Applied for: **Monitoring Assistant.**

5. Permanent Address:

6. Address for communication:

7. Phone Number & E-mail Id:

8. Educational Qualifications:

(12<sup>th</sup> Standard onwards with self-attested supporting certificates)

Affix PP Size Photo

Name of the Examination	Board/ University	Year of Passing	Grade/Division percentage of marks in aggregate	Subjects Passed	Remarks
12 <sup>th</sup> Standard/ Equivalent					
Degree					
Post-Graduation					

Any others					
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9. Work Experience (Attach self- attested experience certificates)

Name of the Employer & Contact details	Designation	Period		Pay	Job Description*	Reason for Leaving
		From	To			

\*Provide detailed information of each assignment handled in respect of Monitoring- & Evaluation.

10. Languages Proficient with :

11. Computer tools proficient with (MS office tools, Web applications, Statistical softwares, GIS etc)

12. Any other relevant information you would like to share to support your candidature for the above post (Not more than 200 words):

**Declaration:**

I do hereby declare that the all statements made in application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection /interview, my candidature is liable to be rejected.

**Signature of the candidate**

**Date:**

**Place:**