



# 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](mailto:info.nfdb@nic.in)

A-12.0015.0/1/2024-Budg\_acc

Date:06.02.2026

### WALK IN INTERVIEW NOTIFICATION

Walk-in-Interview will be held at 9:30 AM on 02.03.2026 for engagement of following positions on contractual basis.

The engagement will be initially for a period of not exceeding one year which is extendable based on requirement/ satisfactory performance of consultant.

- The candidates attending walk-in-interview for the following posts of consultants for NFDB, Hyderabad should present themselves for certificate verification at National Fisheries Development Board, Fish Building, Pillar No. 235, PVNR Expressway, SVNPA Post, Hyderabad – 500 052 9:30 AM on 02.03.2026

All the eligible candidates should carry original documents for verification along with filled in application form (in prescribed proforma) to attend the walk-in-interview. Only eligible candidates shall be allowed to attend for walk-in-interview. Ineligible candidates shall be summarily rejected. No claim whatsoever shall be entertained from the ineligible candidates.

The details of educational qualifications, experience, age and other eligibility criteria, along with application proforma are given below.

Sl. No.	Division	Name of the Position	No. of Posts	Place of Posting
1	Administration and Finance	Consultant (CA)	01	NFDB, Hyderabad
2	Administration and Finance	Consultant Grade – I (Retired Official)	01	
3	Administration and Finance	Consultant Grade – I	01	
4	Official Language	Consultant Grade – I	01	
5	IT	Consultant Grade-I	01	
6	Technical	Consultant Grade-I	01	
7	Technical	Consultant Grade-II	02	
8	Infra	Consultant Grade-I	01	
9	Technical	Consultant Grade-I	01	NFDB-NFFBB, Bhubaneswar
10	Administration and Finance	Consultant Grade-II	01	
11	Technical	Consultant Grade-I	01	NFDB-NERC, Guwahati

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

## 1. Consultant (CA)

1	<b>Age Limit</b>	Not exceeding 45 years from the date of publication of the notification.
2	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
3	<b>Remuneration (per month)</b>	Rs.1,25,000 (Rupees One Lakh Twenty-Five Thousand only)
4	<b>Education qualification</b>	<p><b>Essential:</b> Chartered Accountant (CA)/ Cost and Management Accountant (CMA)</p> <p><b>Desirable:</b></p> <p>(i) Experience in Finance and Accounts of any Central/ State/ Autonomous Bodies.</p>
5	<b>Job Profile</b>	<p>1.Verification of utilization of Grants received from Department of Fisheries, MoFAH&amp;D and preparation of Utilization Certificates.</p> <p>2.All taxation compliances, filing of return and date of the Institute to statutory bodies etc.</p> <p>3.Scrutiny of Taxation assessment cases.</p> <p>4.Reconciliation &amp; Compilation of Accounts in software/Tally</p> <p>5.Preparation of Financial Statements in prescribed format applicable for Autonomous Bodies.</p> <p>6.Maintenance of database of grants received and disbursed through PFMS.</p> <p>7.Reconciliation of Utilisation Certificates received from grantee organisations.</p> <p>8.Any other assigned work time to time.</p>

**2. Consultant (Grade I (Retired Official) – Administration & Finance division):  
Hyderabad**

<b>1</b>	<b>Age Limit</b>	Not exceeding 65 years from the date of publication of the notification.
<b>2</b>	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
<b>3</b>	<b>Remuneration (per month)</b>	Rs.53,000 (Rupees Fifty-Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-) <b>OR</b> Will be regulated as per the Min. of Finance OM No 3-25/2020-E.IIIA dated 09th December 2020 or as amended from time to time, whichever is lower.
<b>4</b>	<b>Education qualification</b>	<b>Essential:</b> A Bachelor's degree from a recognized University <b>Desirable:</b> Computer Knowledge
<b>5</b>	<b>Experience</b>	<b>Essential:</b> 1. Should have retired at least in the Pay scale of Level 07 or above as per 7 <sup>th</sup> CPC in Central / State Governments/PSUs/Autonomous bodies having considerable experience (in relevant subject) of functioning of Central Government Ministries /Departments. 2. Experience in General Administration work/ Establishment matters preferably in Central Government offices/Autonomous bodies. 3. Experience of dealing with Court cases, Parliament matters, Vigilance, RTI etc. 4. Knowledge of Fundamental Rules/Service Rules/GFR etc. 5. Knowledge of e-office, MS-Word, Excel, PowerPoint etc.

### 3. Consultant (Grade I – Administration & Finance division): Hyderabad

1	<b>Age Limit</b>	Not exceeding 45 years from the date of publication of the notification.
2	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
3	<b>Remuneration (per month)</b>	Rs.53,000 (Rupees Fifty-Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-)
4	<b>Education qualification</b>	<p><b>Essential:</b> Master of Business Administration/ M. Com from recognized University or CA Inter / CMA Inter / CS Inter.</p> <p><b>Desirable:</b> Computer Knowledge</p>
5	<b>Job Profile:</b>	<ol style="list-style-type: none"> <li>1. Handling daily accounts, ledger maintenance, and finalization of accounts (Tally/ERP).</li> <li>2. Managing GST, TDS, and Income Tax returns.</li> <li>3. Assisting in statutory, internal, and CAG audits.</li> <li>4. Budgeting, forecasting, and MIS reporting.</li> <li>5. Preparation of monthly Pay Roll.</li> <li>6. Compilation of Annual Accounts.</li> <li>7. Any other assigned work time to time.</li> </ol>

#### 4. Consultant (Grade I – Hindi division)

1	Age Limit	Not exceeding 45 years from the date of publication of the notification. However, Retired Government employee shall be considered for engagement whose age is upto 65 years.
2	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
3	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
4	Education qualification	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in Hindi from a recognized University/Board</li> <li>2. Knowledge of Computer Application and Hindi Typing.</li> </ol> <p><b><u>Desirable:</u></b></p> <p>Ph.D in Hindi and Certified course/Recognized Diploma in Translation (Hindi to English or vice)</p>
5	Experience	<p><b><u>Essential:</u></b></p> <p>05 years of relevant experience as stated above in job profile in Official Hindi translation work, drafting Hindi articles &amp; Hindi typing or similar preferably in any Government (State/Central) offices or any Public Sector Undertaking.</p>
6	Job Profile	<ol style="list-style-type: none"> <li>1. To meet the statutory targets towards implementation of Rajbhasha and related provisions for the organization.</li> <li>2. All Compliances regarding Official Language Act.</li> <li>3. Preparing, coordinating and sending the Hindi quarterly reports.</li> <li>4. Coordinating the Hindi Committee meetings.</li> <li>5. Organizing Hindi workshops / trainings and Hindi Pakhwada.</li> <li>6. Translation of official communication viz. Letters, Orders, Office Memorandums, including all correspondence in Hindi.</li> <li>7. Preparation of forms and other contents in Hindi for NFDB Website.</li> <li>8. Co-ordination on all matters related to the progressive use of Hindi as the Official Language.</li> <li>9. Proof reading of all Hindi publications, Advertisement and Annual Report of the organization.</li> </ol>

## 5. Consultant (Grade I –IT Division)

1	<b>Age Limit</b>	Not exceeding 45 years from the date of publication of the notification.
2	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
3	<b>Remuneration (per month)</b>	Rs.53,000 (Rupees Fifty Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-)
4	<b>Education qualification</b>	<p><b>Essential:</b> B.E./B.Tech in IT/CSE/ECE/EEE with minimum two years' experience</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Information Technology/ Computer Science/ Computer Application with minimum two years' experience in IT support service/ Network Management/ IT Portal development</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in Java/.NET/PHP/HTML/Java Script/SQL.etc</li> <li>2. Experience in software development and maintenance /database administration/ network management.</li> </ol>
5	<b>Experience</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Minimum two years' experience from software industry with technical expertise on Application development</li> <li>2. Working experience on MIS/ File Management Experience in software development and maintenance /database administration/ network management.</li> </ol>
6	<b>Job Profile</b>	<ol style="list-style-type: none"> <li>1. Manage the LAN, TCP/IP and troubleshooting, conversant with windows server Administration.</li> <li>2. Development and Maintenance and management of Website and various fisheries scheme portals.</li> <li>3. Liaising / coordination with NIC or other vendors as required</li> <li>4. Manage EPBAX</li> </ol>

**6. Consultant (Grade I – Technical division):**

<b>1</b>	<b>Age Limit</b>	Not exceeding 45 years from the date of publication of the notification.
<b>2</b>	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
<b>3</b>	<b>Remuneration (per month)</b>	Rs.53,000 (Rupees Fifty-Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-)
<b>4</b>	<b>Education qualification</b>	<b>Essential:</b> Master's Degree in Fisheries Science (M.F.Sc.) <b>Desirable:</b> Ph.D. in Fisheries Science
<b>5</b>	<b>Experience</b>	<b>Essential:</b> 1) Two years' field work in fisheries or related development/research activities. 2) Proficiency in Computers.
<b>6</b>	<b>Job Profile</b>	1. Handling of project of ICAR and Institutes, Establishment of RAS System, Demonstration of NFDB unit, Empanelment of consultancy firm, Innovative technology demonstration projects by institute, MPEDA-RGCA establishment of hatcheries and Coordination of "An outing" at NFDB programme etc. 2. Draft the minutes and prepare notes on various projects, programme, meeting such as CBBOs, FFPOs, Fisheries Cooperative Meeting, PMU Review meeting etc. Look after projects related of Fisheries Cooperative. 3. Prepare scrutiny data in PMMSY activities, give suggestions to visitor, Aqua Farmers regarding Fish culture and RAS, Compilation of PMU reports for the states/UTs as per the data sheet and evaluates the activities etc.

## 7. Consultant (Grade II – Technical division):

1	<b>Age Limit</b>	Not exceeding 45 years from the date of publication of the notification.
2	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
3	<b>Remuneration (per month)</b>	Rs.32,000 (Rupees Fifty-Three Thousand only) (inclusive of Conveyance Allowance @Rs.2000/-)
4	<b>Education qualification</b>	<b>Essential:</b> Master's Degree in Fisheries Science (M.F.Sc.) <b>Desirable:</b> Ph.D. in Fisheries Science
5	<b>Experience</b>	<b>Desirable:</b> 1) Two years' field work in fisheries or related development/research activities. 2) Proficiency in Computers.
6	<b>Job Profile</b>	1. Handling of project of ICAR and Institutes, Establishment of RAS System, Demonstration of NFDB unit, Empanelment of consultancy firm, Innovative technology demonstration projects by institute, MPEDA-RGCA establishment of hatcheries and Coordination of "An outing" at NFDB programme etc. 2. Draft the minutes and prepare notes on various projects, programme, meeting such as CBBOs, FFPOs, Fisheries Cooperative Meeting, PMU Review meeting etc. Look after projects related of Fisheries Cooperative. 3. Prepare scrutiny data in PMMSY activities, give suggestions to visitor, Aqua Farmers regarding Fish culture and RAS, Compilation of PMU reports for the states/UTs as per the data sheet and evaluates the activities etc.



#### 4. Consultant (Gr-I – Infrastructure division):

1	Age Limit	Not exceeding 45 years from the date of publication of the notification.
2	Tenure	Initially for a period of one year (likely to be extended subject to the requirement and performance)
2	Remuneration (per month)	Rs.53,000 (Rupees Fifty-Three Thousand only) (inclusive of Conveyance Allowance @Rs.3000/-)
3	Education qualification	<p><b>Essential:</b> B.E/B. Tech in Civil Engineering /B. Tech in Aquaculture Engineering/ B. Tech in Fisheries Engineering.</p> <p><b>Desirable:</b> ME/M. Tech in Civil Engineering/ M. Tech (Aquaculture Engineering)</p>
5	Experience	<p><b>Essential:</b> Two years of experience in preparation and scrutiny of Civil Engineering estimates, preferably for the fisheries related infrastructure projects</p> <p><b>Desirable:</b> Proficiency in Computers</p>
6	Job Profile	<ol style="list-style-type: none"> <li>1. Supervision of civil engineering projects preferably in the fisheries related infrastructure projects</li> <li>2. Experience in conduct of on-site investigations and analysis of data (maps, reports, tests, drawings), Project Management, Supervision skills to monitor &amp; evaluate the progress of Infrastructure related projects (preferably in fisheries)</li> </ol>

### 9. Consultant (Grade I – Administration & Finance division): Hyderabad

1	<b>Age Limit</b>	Not exceeding 45 years from the date of publication of the notification.
2	<b>Tenure</b>	Initially for a period of one year (likely to be extended subject to the requirement and performance)
3	<b>Remuneration (per month)</b>	Rs.32,000 (Rupees Thirty two Thousand only) (inclusive of Conveyance Allowance @Rs.2000/-)
4	<b>Education qualification</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Graduate in Commerce/Business Administration/ CA (Inter)</li> <li>ii. Minimum one-year experience in Tally and MS-office Software</li> </ul> <p><b>Desirable:</b> M. Com/CA/MBA</p>
5	<b>Experience</b>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>2. Preference will be given to those who have worked in Central Government /PSU /Autonomous bodies.</li> </ul>
5	<b>Job Profile:</b>	<ul style="list-style-type: none"> <li>1. Maintenance of accounts</li> <li>2. Preparation of financial statements</li> <li>3. Auditing of accounts</li> <li>4. Handling of cash and bank transactions</li> <li>5. Filing of income tax /GST returns,</li> <li>6. Operation of tally software and MS-Office software etc.</li> </ul>

## **General Terms & Conditions:**

1. The contractual appointment will be at NFDB, Hyderabad/Bhubaneswar/Guwahati /NFDB-DOF Delhi (OR) will be as necessitated by the requirement.
2. 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.
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. A fixed monthly amount shall be paid for the term of the contract. In case of extension on satisfactory performance after one year, an increment @ of 5% annually over the existing remuneration shall be provided. This is applicable for the present notification only.
5. The Consultant will not be entitled for any kind of allowances (HRA/DA etc). They will also not be entitled to telephone/ transport/ rent free accommodation/staff car facilities etc.
6. Documentary proof in support of the candidates' experience in a specified field shall be submitted mandatorily to consider their application.
7. All claimed education qualification shall be from a recognized university only.
8. The Remuneration in case of retired Government Servants shall be regulated as per the Ministry of Finance OM No 3-25/2020-E.IIIA dated 09<sup>th</sup> December 2020 or as amended from time to time, wherever applicable
9. 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.
10. Self-attested copies of all educational qualifications along with experience certificates are required to be submitted invariably at time of walk-in-interview.
11. The Competent Authority reserves the right to suitably modify the eligibility & other criteria, if considered necessary.
12. No TA/DA shall be admissible to the Consultants for attending the interview or for taking up the appointment.
13. Candidates are advised to visit the NFDB website for further updates if any, such as Notice, corrigendum, addendum, cancellation etc.
14. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
15. The above vacancies are indicative and may vary as per actual requirement.
16. 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.
17. The engagement of consultant will not confer any right on the part of individual for permanent appointment to the post.

18. The Consultant will be under the administrative control of the Head of the concerned Division at NFDB. The Consultant will be required to adhere to the administrative, financial and disciplinary regulations of NFDB where the incumbent is working. Interchange of divisions will be made as and when required
19. 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, undertake tours etc., as & when ordered by Competent Authority as per the requirement of the organization. No Extra allowances will be permissible for the same.
20. 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.
21. 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.
22. Only eligible candidates are advised to attend for walk-in-interview. In case of any inadvertent mistakes find at any stage, NFDB reserves right to withdraw/ cancel/ modify any communication made to candidates.
23. The Consultant will not be entitled to General Provident Fund and any 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.
24. The Consultant will be entitled to admissible tour TA & DA as per NFDB rules.
25. Income tax will be deducted from the emoluments of consultants at source as applicable.
26. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
27. Consultants will not be entitled to any medical benefit & allowances.
28. 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.
29. 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 are liable for any other action as NFDB may deem necessary.
30. 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.
31. NFDB reserves the right to cancel any or all of the advertisements or cancel the term of appointment at any time without assigning any reason.

**Sd/-**

**Executive Director (F& A) i/c**

## **PROFORMA**

### **APPLICATION FOR THE POST OF .....**

### **ON CONTRACT BASIS**

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 date of walk-in-interview): 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):

**Affix Passport size  
Photograph**

### **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/Institution/ 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:**