

**MAHARASHTRA FISHERIES DEVELOPMENT
CORPORATION LIMITED, MUMBAI**
(A Government of Maharashtra Undertaking)
3rd Floor, NKM International House,
B.M. Chinai Marg, Mumbai – 400 020
Tel.: 022-35114917 Email: mfdc@rediffmail.com

FILLING UP OF POSTS ON DEPUTATION BASIS

Applications are invited from the Officers working in State Government / Central Government / PSUs / Autonomous bodies under administrative control of State / Central Government to fill up the following posts on DEPUTATION basis.

S. No	Name of Post	Type / Grade of Post	Number of Posts	Location	Scale of Pay
1	Administrative Officer	B	1	Mumbai	S-15: 41800 - 132300
2	Fisheries Development Officer	B	2	Mumbai, Nagpur	S-15: 41800 - 132300
3	Assistant Fisheries Development Officer	C	2	Nagpur	S-13: 35400 - 112400
4	Fisheries Inspector	C	2	Pune, Yavatmal	S-14: 38600 - 122800
5	Senior Clerk	C	1	Mumbai	S-8: 25500 - 81100
6	Junior Clerk	C	1	Mumbai	S-6: 20200 - 63200

Eligibility

S. No	Name of Post	Educational Qualification	Experience	Age limit
1	Administrative Officer	Graduation with HRM	Minimum 7 years	29 years to 50 years
2	Fisheries Development Officer	M. F. Sc.	Minimum 7 years	29 years to 50 years
3	Assistant Fisheries Development Officer	B. F. Sc.	Minimum 7 years	29 years to 50 years
4	Fisheries Inspector	B. F. Sc.	Minimum 7 years	29 years to 50 years
5	Senior Clerk	Graduate	Minimum 7 years	29 years to 50 years
6	Junior Clerk	Graduate	Minimum 7 years	29 years to 50 years

Skills required:

1. Should be able to independently write File noting.
2. Should be able to independently write Notices and draft letters.
3. Sr. Clerk / Clerk should be able to take dictation / use shorthand.
4. Should be conversant with Basic / Advanced Excel.
5. Should be conversant with basic MS Word / Advance Document Formatting.
6. Should have knowledge of Government Filing System.
7. Should have knowledge of Corporate Work Culture.

8. Should be able to independently operate Desktop / Laptop.
9. Should be able to independently operate Printer / Scanner.
10. Should be able to independently surf Websites / Internet / Search Engines.
11. Should be able to independently operate Email and Mobile Apps.
12. Should be able to coordinate with various Central / State government departments.
13. Should be fit for field duties and tours within and outside the state.

The eligibility and other details are available on <HTTPS://BIT.LY/MFDCADVT>.

The online applications should be filled and an updated resume. Latest pay slip and appointment order should be uploaded on the following link: <HTTPS://BIT.LY/MFDCVACANCY>

The last date for submission of applications is 8 December 2023.

Date: 30th November 2023

Place: Mumbai

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Managing Director