

**Duties for the post of Dy. Director of Fisheries (Group “A” post) of this Department.**

1. All Financial assistance Schemes for the fishermen for increase in fish production and welfare.
2. Creation of infrastructure for Mechanised and Traditional fishing Sector.
3. Making project proposal to avail central assistance for various schemes.
4. All Schemes under Blue Revolution dealing with creation of infrastructure for marine and inland fishing.
5. Sub Office at Colva and its maintenance. Land acquisition etc
6. Propose and make new Schemes for the benefit of the Fishermen.
7. Patrolling duties. Responsible for Making Project Proposal for getting grants under RKVY Scheme for freshwater, Brackish water Aquaculture and Mari culture.
8. Responsible for NFDB Schemes for Aquaculture. Fish Festival and exhibitions.
9. Member convener of the District Level Coastal Aquaculture Authority.
10. Responsible to make Project Proposal to avail grants under Blue Revolution for farming sector. BFDA matters.
11. Financial Assistance Schemes for Brackish Water Farming, Fresh Water Farming, Ornamental Fish Farming, Mussel Farming.
12. Demonstration of various brackish water fish culture.
13. Creation of fish seed availability to supply fingerlings to farmers. Maintenance of the farm.
14. All work related to the maintenance and other related works of Hatchery. Introducing new fresh water species for culture. Breeding of IMC.
15. Supplying fresh water fingerlings to farmers: Promotion to ornamental fishing. Reservoir fisheries.
16. Enforcement and implementation of the MFR Act 180 and Rules.
17. Registration of all fishing vessels under M S Act.
18. Propose changes and amendments to the MFR Act and Rules wherever required.
19. Enforcement and Implementation of the Goa Fishing Rule 1981.
20. Propose any amendments and. changes to the Goa Fishing Rules 1981.
21. Responsible for dealing with matters from Central Government and Central Agencies and State Government regarding there above matters.
22. Propose and frame relevant policies with respect to Marine and Inland capture fisheries. Patrolling. All block level offices and staff there under and all works of block level with regards to the above works.
23. Responsible for the Blue Revolution Scheme pertaining to cold storage and Marketing infrastructure.
24. Responsible for creation of Marketing infrastructure and schemes there under.
25. Implementation of the VAT reimbursement Scheme Coastal security, Safety of fishermen at sea.
26. Proposing and making new schemes for Safety of fishermen at sea and any other schemes required for the benefit and welfare of fishermen as far as safety is concerned.
27. Responsible for implementation and meeting the targets of Blue Revolution Schemes for safety of fishermen at sea. All offices and staff at the jetty. Proposing short term training courses. Engaging resource persons for the training etc.
  - c) Conducting the 6 months training courses.
  - d) Creation of Library and Fish Museum and Laboratory at training centre.

Any other matter as directed by the Director and higher authorities.

**Duties for the post of Superintendent of Fisheries**

1. All State Financial assistance Schemes, Creation of infrastructure for Mechanized and Traditional fishing Sector. Making project proposal to avail central assistance for various Schemes.
2. All Schemes under Blue Revolution dealing with creation of infrastructure for marine and inland fishing. Sub Office at Colva, Cutbona and Malim and its maintenance.
3. Acquisition of Land for Sub-Office, Cutbona and its Maintenance.
4. Propose and make new Schemes for the benefit of the Fishermen.

5. Implementation of CAA Act. 2005.
  6. All Aquaculture Scheme.
  7. Demonstration of various brackish water fish culture. Maintenance of the farm. Open sea cage culture.
  8. Fresh Water Fish Seed Hatchery at Keri Sattari. Promotion to ornamental fishing.
  9. Reservoir fisheries.
  10. Fresh Water Fish Breeding
  11. Supply of Fresh Water Fish Fingerlings to farmers Reservoir cage farming
  12. Exercise the power as an Authorized Officer Under the MFR Act.
  13. Enforcement and implementation of the MFR Act 1980 and Rules. Registration of all fishing vessels under M.S Act. Propose changes and amendments to the MFR Act and Rules wherever required.
  14. All block level offices and staff there under and all works of block level with regards to the above works.
  15. Implementation of the Goa Value Added Tax Based Subsidy on HSD Oil Scheme for fishing vessel.
  16. Proposing and making new schemes for Safety of fishermen at sea and any other schemes required for the benefit and welfare of fishermen as far as safety is concerned.
  17. Coastal security.
  18. In charge of patrolling and training vessel/Control Room. All offices and staff at the jetty.
  19. Conducting Patrolling to curb illegal fishing
  20. Disaster Management
  21. Safety of fishermen at sea.
  22. Filing of all judicial matters
  23. Responsible for infrastructure and Blue Revolution & State creation of marketing schemes there under.
  24. Financial Assistance for purchase of Insulated Boxes. Construction of Fish Market
  25. Financial Assistance for purchase of Insulated Truck of a minimum 10 tone capacity.
  26. Financial Assistance for purchase of Insulated Truck-of a minimum-10-tone-capacity:
  27. Financial Assistance for Development of Ice Plant Financial Assistance for Development of Cold Storage.
  28. Financial Assistance for Ice Box
  29. Proposing short term training courses.
  30. Engaging resource persons for the training etc.
  31. Conducting the 6 months training courses.
  32. Creation of Library and Fish Museum and Laboratory at training centre.
  33. Awareness
- Any other matter as directed by the Director.

### **Duties for the post of Asstt. Supdt. of Fisheries**

1. To implement the Coastal Security Agencies instruction received by the Deptt. from time to time.
2. To supervise the staff posted at various Jetties
3. To give instructions to the staff at various Jetties.
4. To put up the files to the Supdt. of Fisheries for filling the cases against violators.
5. To correspond with the Coastal Security Agencies for complying the guidelines, sending reports and other information when called for it.
6. Acquisition of land at various fish landing centres of Goa.
7. Construction of fishing jetty, net mending shed, workshop, auction shed, kiosks on major fish landing centres of the state.
8. Construction of fishing Ramp and net mending shed at the various fish landing centres for the traditional fishermen of the state.
9. Construction of road, approach road to the various Major and Minor fish landing centres of the state for both traditional sector and Mechanized sector.
10. Leasing of various facilities to the various Fisheries Coop. Society of all over the state.
11. Leasing of Fish Drying Platform in the Colva Fisheries Complex.
12. To attend the various Banker meeting, DRDA meeting and other meeting of the Department.
13. Matter of VHF towers.
14. All the matters in connection with the MPT such as construction of Fishing Harbour at Kharewada/Katem Baina and also other matters in connection with Khariwada jetty.

15. Demolition of the houses cases at Khariwada, Katem Baina etc. which is under the jurisdiction of the MPT.
16. Assisting official of West Bengal Fisheries Corporation Ltd. who is the consultant appointed by the State Govt. for the preparation of Project Report etc. in connection with up gradation of the major fish landing centres in the State of Goa.
17. All the LAQ matter of the work dealt by A.S.F.
18. All the Audit matter of the work dealt by A.S.F.
19. Preparation of the various Project Proposal to the Govt. of India Ministry of Agriculture, Department of Animal Husbandry, New Delhi for the funding under the various schemes of the Centrally Sponsored Scheme such as:
  - a) Motorization of traditional craft.
  - b) All the welfare scheme of the Central Govt.
  - c) Establishment of Fishing Harbours and Fish Landing Centres.
20. Inspection of various Fish Landing Centres, construction work etc. in the state.
21. Lease of Fisheries premises and collection of lease rent at Malim, Cutbona, Betul, and Colva, if any.
22. Lease of Coconut plantation, Colva, Salcete Goa.
23. Illumination and water supply on all the jetties, net mending sheds, ramp, community hall etc.
24. Renewal of storage licence at Cutbona and Colva, Salcete-Goa.
25. Collection of lease rent from the 16 plots allotted to Shri James Cardozo and others at Betul, Velim-Salcete.
26. Court matters regarding acquisition of land in connection of jetty, ramp, Net Mending shed, Community hall etc.
27. Preparation of Project report in consultation with C.I.F.C.E. / other Agencies.
28. Budget matters connected with infrastructure work.
29. Matters pertaining to Sulabh Toilet at Malim and Cutbona.
30. Proposal of light house at Betul.
31. Work pertaining to dredging of river Sal and River Chapora.
32. Attending of meeting in connection with natural calamities.
28. Registration/Transfer of fishing vessel.
29. Permission to sell, change of engine/dimension of Vessel.
30. Incorporation of details of change of engine, dimension, name of Vessels etc.
31. NOC for Water Sports.
32. Coastal Security matter (Sagar Kavach, State Level Monitoring Committee etc.)
33. Patrolling duty, checking illegal fishing.
34. Violations of fishing vessel.
35. Implementation of schemes.
  - a. Subsidy for purchase of life saving jackets.
  - b. Supply of safety equipment to the boat owners under the Centrally Sponsored Scheme.
  - c. Bio-metric cards.
  - d. On-line registration under M.S. Act
  - e. Issue of temporary I-cards.
  - f. Scheme of relief for Phayan Cyclone victims.
36. Fishing ban.
37. Court matter.
38. Government files.
39. Gratuitous relief to the victim's calamity.
40. Matter pertaining to Coast Guard, Goa Naval Area, Vasco.
41. Other Miscellaneous Works.
42. Stocking of the Ponds
43. Arranging for collection of seed from various places
44. Sampling of Fish, Shrimp and water
45. Matters related to vehicle attached to the farm
46. Matters related to the pumps i.e. procurement, repairs etc.
47. Maintenance of office premises at farm
48. Maintain the water quality in the farm
49. Maintain/repair the bunds and fencing
50. Conduct harvest of the coconut trees
51. Pond preparation of the farm
52. Arrange feed for the fish/shrimp seeds stocked
53. Payment of Electricity, Water bills etc.
54. Conduct short term training courses, demonstration of Aquaculture to entrepreneurs.
55. Deliver lectures.
56. Conduct auction of coconuts and fish.
57. Maintenance of the farm
58. Maintenance of the office premises
59. Arrangement of Feed for brooders and seed

60. Maintenance of Hatchery, Happs etc.
61. Maintain of water quality in the ponds
62. Maintaining the Health of the fish fingerlings
63. Breeding of the Indian Major coups
64. Arranging the Hormonal infections
65. Inspecting the brooders
66. Maintenance of Generator
67. Maintenance and procurement of air blowers
68. Procurement of dragnet, happas and Hatching material
69. Maintain of water pipe line from Reservoir to Hatchery
70. Construction of new nurseries etc.
71. Sale of Fish-seed to farmers
72. Stocking of Reservoir and other fresh water bodies
73. Implementation of the NFDB scheme of stocking Reservoir
74. Procurement of funds from NFDB
75. Demonstration of cape culture in Kerim Reservoir
76. Maintenance of the demonstration canoe in the Reservoir
77. Maintenance of the outboard Motor
78. Leasing of the Reservoir and other Fresh Water Bodies
79. Scrutiny of application.
80. Impart technical advice to the Fish Shrimp Farmers.
81. Arrange for inspection of farms.
82. Files pertaining to the District Coastal Aquaculture committees.
83. Files pertaining to the State Coastal Aquaculture committees.
84. Arrange for meeting of the District level Coastal Aquaculture Committees.
85. Arrange for meeting of the State level Coastal Aquaculture Committees.
86. Send complete applications to the Coastal Aquaculture committee for grant of License to the Fish Shrimp Farmers.
87. Move proposals under RKVY scheme to procure fund.
88. Conduct study tours to farmers and fishermen outside the state.
89. Implementation of open sea cape culture under the RKVY.
90. Motivate and create self-help groups of fishermen.
91. Co-ordinate between the CMFRI and Fishermen.
92. The implementation of the Open Sea Cape Culture.
93. Processing cases of Registration/Transfer of fishing vessels/Canoes.
94. Processing cases of permission to sell, change of engine/dimension of vessel/canoes etc.
95. Processing case of incorporation of details of change of engine, dimension, name of vessel/canoes etc.
96. Duty of Sagar Kavach.
97. Patrolling duty, checking illegal fishing.
98. Violations of fishing vessel.
99. Implementation of schemes.
  - a) Subsidy for purchase of life saving jackets.
  - b) Bio-metric Cards.
  - c) Issue of temporary I-cards.
  - d) Scheme of relief for Phayan Cyclone victims.
  - e) Financial assistance for the purchase of canoes/nets/outboard motor.
  - f) Cases of Kerosene subsidy.
  - g) Cases of Group Insurance Scheme.
  - h) Cases of Saving Cum Relief Fund.
100. Fishing Ban.
101. Cases of Gratuitous relief to the Victims calamity.
102. Matter pertaining to the Coast Guard.
103. Issue of Net Licence.
104. Issue of Vessel Licence.
105. Inspection of Net, Vessels, Canoes etc.
106. Collection of Revenue.
107. Processing cases of Registration/Transfer of fishing vessels/Canoes
108. Processing cases of permission to sell, change of engine/dimension of vessel/canoes etc.
109. Processing case of incorporation of details of change of engine, dimension, name of vessel/canoes etc.
110. Duty of Sagar Kavach.
111. Patrolling duty, checking illegal fishing.
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114. Fishing Ban.
  115. Cases of Gratuitous relief to the Victims calamity.
  116. Matter pertaining to the Coast Guard.
  117. Issue of Net Licence.
  118. Issue of Vessel Licence.
  119. Inspection of Net, Vessels, Canoes etc.
  120. Collection of Revenue.
  121. Kerosene Subsidy.
  122. Housing cases.
  123. Corpus Fund scheme.
  124. Coastal Aquaculture.
  125. Matter pertaining to National Fisheries Development Board(NFDB).
  126. Rashtriya Krishi Vikas Yojana (RKVY).
  127. Any other duties assigned by the Director of Fisheries and Dy. Director of Fisheries.

**Duties for the post of Bosun**

1. To operate fishing vessel for fishing/patrolling
2. Overall in charge of all the crew posted on the vessel.
3. Responsible to maintain attendance of the crew to upkeep the vessel in good condition.
4. Any other matter as directed by the Director.

**Duties for the post of Office Superintendent**

1. Allotment of day to day correspondence/files etc to the officials of the Administration section.
2. Overall in-charge of the Administration section & Central Registry.
3. All RTI cases pertaining to Establishment Branch.
4. Audit matters of this Department.
5. Implementation of CSS/CAA Rule.
6. Publication / Amendment of all RR's for all existing / new posts of this Department.
7. Preparation of Assessment of Administrative report Work related to suspension and termination of the officials Group "C" employees.

Any other work assigned by the Director of Fisheries, Dy. Director of Fisheries/Head of Office from time to time.

**Duties for the post of Head Clerk:**

1. Supervisory Work.
2. Pension cases
3. Audit
4. Assembly Question
5. Matters related to Work-study unit.
6. Dealing with the circulars.
7. Maintenance of Attendance of the staff/Movement register.
8. Matters related to confirmation of the staff and seniority list.
9. Other matters related to EBR.

**Duties for the post of Fisheries Officer (Group "C" post), Department of Fisheries**

1. Supervision at the Jetties for allotting the duties of the staff.
2. Shall scrutinize the day to day report for sending it to the Head Office.
3. To provide technical guidance to the fishermen in respect of fishing gears and fishing operations so as to increase the fish production.
4. Inspection of fishing boats.
5. Registration of fishing vessels, canoes and different type of gears in the respective blocks.
6. Registration of nets, transfer of nets and cancellation of nets.
7. Collection of the revenue towards the net licenses registration of canoes and fishing boats.

8. Implementation of different schemes such as OBM, Nets, Insulated boxes, canoes, Mechanized vessels and Group Insurance scheme.
9. Performing duties of Authorized officer.
10. Any other work assigned by the Dy. Director of Fisheries and Director of Fisheries from time to time.

**Duties for the post of Engine Driver**

1. In charge of operation of engine of fishing boat.
2. Maintenance and repair of engine of fishing boat.
3. Overall hauling of the engine.
4. Maintaining the log book.
5. Overall work related to the engine of the Department vessel.

**Duties for the post of Mechanic Grade I(Diesel) (Group “C” post),**

1. To attend the repair work of the engine and maintenance of the departmental vessels at the jetty (offshore).
2. To arrange for getting fabrication work required to be done from outside giving specification of the parts required for maintaining the engine.
3. Any other work assigned by the Dy. Director of Fisheries and Director of Fisheries from time to time.

**Duties for the post of U.D.C.**

1. To maintain service book and leave accounts.
2. Dealing with the correspondence.
3. Drafting of the letters.
4. Maintenance of files, registers, etc.
5. Other related works allotted by the officer in charge.

**Duties for the post of Store Keeper**

1. Purchase and repairs of various wooden / steel furniture, telephone sets, rubber stamps, various electrical items and other materials, consumer materials and various stationaries.
2. Purchase of Digital Photocopier machines, computers, laptops and its related peripherals pertaining to this Department.
3. Purchase of Water cooler to this Department.
4. Purchase of Printer cartridge / including refilling of cartridge / ribbons, wooden steel name boards etc.
5. Purchase / maintenance of Air Conditions and fire extinguishers.
6. Purchase of uniform cloth for the use of Drivers and other class IV staff and other miscellaneous equipments items etc.
7. Maintenance of dead stock register, consumable register and all respective registers from time to time.
8. Disposal of old/wooden/steel furniture etc on auction and verification of store from time to time.
9. All other required purchases of this Department.

Any other work assigned by the Director of Fisheries, Dy. Director of Fisheries/Head of Office from time to time.

**Duties for the post of Junior Stenographer:**

1. To take down dictation and type the same.
2. To maintain A.C.R. of the staff.
3. Any other work assigned by the Head Clerk, Office Supdt., Dy. Director of Fisheries and Director of Fisheries from time to time.

**Duties for the post of Mechanical Instructor (Group “C” post) at Fishermen Training Centre, Ela-Dhauji, Old-Goa.**

1. To organize six months training course to the fisher youth of Goa.
2. To invite applications for the course from the applicant by publishing it on local newspaper.
3. To approach various Grampanchayats to make awareness about the course.
4. To deliver lectures and conduct practicals in workshops.
5. To correct the assignment given to the trainees whether they practically perform in correct direction as per assigned work.
6. To organize field trips along with the trainees to different Jetties of the Department and ports of the coastal areas.
7. To organize safety trainings and safety measures and firefighting equipments at Inspectorate of Factories and Boilers at Altinho, Panaji.
8. Arrange to organize personal visit of Health Deptt. Doctor to guide the trainees on first aid and safety equipments.
9. Arrange to organize visit along with the trainees to different centers like Science and Technology, N.I.O. to impart sophisticated trainings on modern Technology.
10. Arrange to organize visit to the Light House along with the trainees at Aguada to impart trainings on signals and to learn more details about the coastal signals.
11. To organize short term trainings to different college students like Carmel College, Chowgule College etc.
12. Any other work assigned by the Director of Fisheries and Dy. Director of Fisheries from time to time.

**Duties for the post of Fisheries Surveyor (Group “C” post), Department of Fisheries**

1. They will work round the clock on the Jetties in three different shifts.
2. They will inspect each vessel before venturing for venturing.
3. They will also verify the vessels after returning back to the Jetty.
4. They will keep the records of vessels, crew members of the vessels, safety equipments, arrival and departure time of vessel etc.
5. They will issue token to fishing vessel for venturing into the sea for fish.
6. They will collect the token and keep the records of the vessel after returning to the shore.
7. The duties will be mainly of field nature covering visits to the fishing villages /fish landing centres.
8. Collection of Fisheries Statistics.
9. Assisting the Fisheries Officer, stationed at block development offices for discharging the official duties as and when required.
10. Inspection of nets.
11. Any other work assigned by the Dy. Director of Fisheries and Director of Fisheries from time to time.

**Duties for the post of L.D.C.**

1. To look after typing works.
2. Maintenance of office registers.
3. Receiving correspondence/Tapal.
4. Maintenance of inward and outward registers.
5. To computerize the report given by the Fisheries Surveyor.
6. To issue token or passes to the fishing vessel venturing into the sea and to collect the same after returning of the vessel.
7. Any other work allotted by the officer in charge.

**Duties for the post of Wireless Operator (Group “C’ post) in the Directorate of Fisheries**

1. To operate wireless set at VHF Tower.
2. To receive and send the messages.
3. To maintain register of the messages.
4. To look after upkeep of all the wireless sets and VHF Tower.
5. To receive the weather report from the Meteorological Department and inform the various fishermen societies for taking precautionary measures.

Any other work assigned by the Dy. Director of Fisheries and Director of Fisheries from time to time.

**Duties for the post of Messenger**

1. To pass the messages from distressed board and any other messages.
2. Similar duties of Peon.

**Duties for the post of Junior Deckhand**

1. To board the fishing vessels for fishing operation and to operate the different gears.
2. To load and unload the fish catch, diesel, oil, and water.
3. Maintenance of the departmental fishing vessel in hygienic condition and clean.
4. Perform watch and ward duties on fishing vessels.
5. To repair the departmental fishing nets to be operated on the fishing vessel.

**Duties for the post of Driver (Group "C" post), Department of Fisheries**

1. Maintenance of log book of the vehicle from time to time.
2. Maintenance of other registers if any.
3. Following /observing the traffic Rules& Regulation from time to time.
4. Attending the calls of the Officer/Officials from time to time.
5. Washing of the vehicle every week.
6. Producing of vehicle to the authorized dealer for servicing from time to time
7. Obeying the orders of superiors whenever required to do so.
8. Wearing of uniform regularly.
9. Maintenance of vehicle from time to time.
10. Checking of air of the tires from to time.
11. Monitor fuel quota and should not exceed the allotted fuel quota for the vehicle.
12. Any other work assigned by the Director/Dy. Director including other officials from time to time.

**Duties for the post of Peon (Group "D" post),Department of Fisheries**

1. Daily opening and closing of the office.
2. Everyday cleaning of tables including other furniture.
3. Attending calls of superiors from time to time.
4. Assisting superiors while conducting meetings/Workshops/Seminars etc.
5. Operating of Xerox machine whenever required to do so.
6. Operating of Gestetner copier machine whenever required to do so.
7. Daily Distribution of Tapal to the various sections from time to time.
8. Posting of outward Tapal to the Post Office from time to time.
9. Distribution of letters to the Secretariat and other Govt. Departments from time to time.
10. Daily wearing of uniform.
11. Attending office work i.e. filing of letters, including other office work from time to time.
12. Attending Inward and Outward work during the absence of Outward and Inward Clerk.
13. Any other work assigned by the Director, Dy. Director, Office Supdt. and Head Clerk.
14. Daily opening and closing of the office.
15. Everyday cleaning of tables including other furniture.
16. Attending calls of superiors from time to time.
17. Assisting superiors while conducting meetings/Workshops/Seminars etc.
18. Operating of Xerox machine whenever required to do so.
19. Operating of Gestetner copier machine whenever required to do so.
20. Daily Distribution of Tapal to the various sections from time to time.
21. Posting of outward Tapal to the Post Office from time to time.
22. Distribution of letters to the Secretariat and other Govt. Departments from time to time.
23. Daily wearing of uniform.
24. Attending office work i.e. filing of letters, including other office work from time to time.
25. Attending Inward and Outward work during the absence of Outward and Inward Clerk.
26. Any other work assigned by the Director, Dy. Director, Office Supdt. and Head Clerk.