

## JOB CHART OF SENIOR FISHERIES TECHNICAL ASSISTANT(SFTA)

The Senior Fisheries Technical Assistant is the Primary Technical Supervisor and he is to attend to the various duties as enumerated below:

1. Each SFTA shall be assigned with 30% to 40% G.P. of the block for all round development in Fisheries Sector.
2. He/ She will be in charge of block in absence of Assistant Fisheries Officer when and where necessary.
3. He/ She will cover his G.P. area in every fortnight by field visit of minimum 4 days in a week.
4. He/she will organize and select progressive fish farmers from the G.P. from socio-economic group of fish farmers including women with due importance respective people's with to fishermen community in consultation representative under active guidance of Higher Authority
5. He/ She will ensure fishermen villagers to organize the Primary Fishermen Cooperative Society in his G.P. area and management of lease of **sairats** settled on lease basis, its fish production, guide the Secretary for maintenance of the records of PFCS such as Cash Books, Fish production register, Monthly meetings and also will attend the Annual General Body Meeting and Managing Committee Meeting
6. He/ She will transmit the feedback on fishery technology, input requirements to the farmers & others for fish production, and ensure grass root level publicity.
7. He /She will conduct field survey with respect to fisheries resources and keep case records in his / her G.P. area and assist to the higher officers.
8. He/ She will give all the feedback to the higher authority in shape of MPR and QPR in time.
9. He /She will study the fisheries activities of his G.P. and acquaint him/herself with different fish farming situations and make a benchmark survey of the category of farmers, water logging area utilization, production and productivity statistics, type of aquaculture pattern followed, input supply arrangements etc. and keep the data in his/her basic information register and transmit a copy of the same to the Higher Authority. The basic information so collected will be updated from time to time.
10. He/ She will encourage/promote purchase and use of quality fish seeds, medicine, artificial feed, etc. by the fish farmers for optimum fish production
11. He/ She will maintain and carry a record of the events of work done by him/ her during the field visit and shall also record the observations and problems of fish farmers including feedback in the register. He / She will obtain signature of the farmers whom he met during the field visit.

12. He/ She will promote use of modern technology and modern equipments and also collect applications from the eligible farmers for different developmental schemes in fisheries sector.
13. He/ She will do enumeration work of fishermen population, crafts & gears, socioeconomic aspects, whenever necessary.
14. He/ She will collect soil and water sample of the ponds for analysis and keep records thereof to follow up the recommendation in the farmer's field.
15. He/ She will be actively involved in respect of sanction & finance of loan proposals on different Government sponsored schemes of the Fisheries & ARD Department, National Food Security Mission, Convergence Schemes of Water Resources/ Mission Shakti/ Agriculture & FE/ Forest, Environment & CC/ Revenue & DM/ Panchayatiraj & DW or any other Department of State/Central Government and motivate the farmers for timely repayment in his area.
16. He /She will maintain effective coordination with the officials of allied sectors like Panchayat Raj & DW, Agriculture & FE, Horticulture, ARD, Cooperation, Mission Shakti, Corporations/PSUs of Odisha/ Union Government and Commercial banks and take their assistance to solve the problems of fish farmers. He/ she shall bring issues if any to the notice of higher authorities whenever required.
17. He/ She will implement various steps to increase fish production among the fish farmers.
18. He/ She will attend G.P. meeting, Gram Sabha, Palli Sabha regularly and apprise the fisheries development Plan and Programmes to PRI members and General public.
19. He/ She will motivate the fish farmers/farm women for constituting Self Help Groups/Primary Fishermen Cooperative Societies (PFCS)/Fish Farmer Producers Organization/Companies (FFPOs/ FPCs), Producer Groups (PGs)/ Joint Liability Groups(JLGs) etc. and also promote ATMA activities.
20. He/ She will attend fish harvesting programme in G.P. area as entrusted by higher officers.
21. He/ She will collect the information from GP area on various points as per instruction of higher authorities in connection with natural calamities like flood, cyclone, drought and fish diseases etc.
22. He/ She should never stop to achieve higher percentage of success in his goal of fish productivity, input use, adoption skills and practices by the fish farmers, fishermen/women and youths with ultimate aim of building self confidence within and without and more economic returns to the farm community his area.
23. He/ She will assist the farmers in use of modern technologies available from ICAR Institutes like CIFA and CIFRI and Krishi Vigyan Kendras(KVK)etc..
- 24.He / She will cover minimum 15 days tour and make 5 days night halts in a month.

25. He/ She will update him/herself with use of Information & Communication Technological tools/websites/mobile apps/Social/Digital media in public interest and assist fish farmers/fishers in making online application in GO SUGAM portal/update data in DSS/FARMS portal after receiving proper training. He/ She will also attend various review meetings either in person or through Video Conference whenever necessary.

#### IN THE FARM:

1. He/ She will allot duty to the JFTAs, watchman, attendant and other supporting staff posted to his farm.
2. He/She will follow the tank records, attendance register and the duty roster card of his subordinates.
3. He will be in charge of stock and store of the farm and be responsible for safe custody and properly maintain stock, store and cash in the farm.
4. He/she will maintain all the technical programmes as prescribed for his farm in respect of Nursery, rearing and stocking tanks and follow meticulously.
5. He / She will work under the direct guidance of the farm-in-charge in technical aspects.
6. He/ She will maintain nursery tanks, rearing tanks and stocking tanks of the Govt./ OPDC/ FISHFED farms for production, disposal and stocking of spawn, Rearing and harvesting/sale of fry /fingerlings and fish.
7. He/ She will collect plankton samples from the tanks.
8. He/ She will apply all types of technical skills connected with induced breeding programme in the farm or outside as assigned by the competent authority.
9. He/ She is to maintain feeding chart daily for brood fish, fry & fingerlings in the farm tanks.
10. He/ She will actively look into Broodstock management.
11. He is to do relevant work connected with technical skill in departmental fry distribution.
12. He should do the mending work of nets if necessary.
13. He/ She will be in charge of fish farms in absence of AFO or any other higher designated Officer of the farm.
14. . He/ She will submit all report returns to the. D.L.O regarding production of spawn, fry, fingerling and fish etc. from time to time and attend all review meetings.
15. He/ She will ensure the cleanness and safety of the farm.
16. He/ She will display the stock and rate chart in the farm.
17. He/ She will deposit all sale proceeds regularly in time as per the instruction of D.F.O.
18. He/ She will-be responsible to make the sale centre open as per the schedule time and distribution fish seeds to the farmers.
19. He/ She will do work in connection with technical skills as Group Leader in the farm as farm-in-charge.

## BRACKISHWATER SECTOR:

1. He / She will collect applications from Brackishwater fish farmers for registration under Coastal Aquaculture Authority of India (CAAI).
2. He/ She will collect application for Brackishwater fish farmers for culture of L. vannamei.
3. He / She will assist the farmers in Brackishwater fish culture in use of modern technologies available from premier Institutes like CIBA and MPEDA.
4. He / She will check the implementation of guidelines of CAAI in B.W. farms.
5. He/ She will assist the survey work of Govt. lands for Brackish water aquaculture whenever required.

## MARINE SECTOR:

1. He / She will work under the control of Addl. Fisheries Officer(M).
2. He / She will visit PMFCS for promotion of Saving-cum-Relief/Livelihood and Nutritional support schemes and ensure their proper implementation.
3. He / She will assist Addl.FO (ME) unit in achieving target under different GoO & GoI marine schemes implemented in the State.
4. He / She will assist Addl.FO (ME) unit in patrolling under OMFRA.
5. He / She will assist ADFO (ME) unit in registration of vessels, renewal of license and collection of fees.
6. He/ She will assist Addl.FO (ME) unit in developing marketing infrastructure through Govt. schemes.
7. He / She will facilitate formation of women SHGs in marine areas and assist them under Govt. scheme
8. He / She will be in-charge of stock and store of the office whenever assigned.
9. He/ She will collect catch statistics data from different fishing harbour / Fish Landing Centers.
10. He/ She will manage activities in the fishery harbor / Fish Landing Centers developed by Fisheries & ARD Deptt..
11. He/ She will conduct minimum 15 days tour to Marine villages in a month.
12. He/ She will undertake any other work in public exigencies whenever and wherever necessary as per instructions from higher authorities.