



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

(University under Sec. 3 of UGC Act),
Indian Council of Agricultural Research

Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061
Tel. No. 022-26361446/7/8, Website : <https://www.cife.edu.in>



F. No.23(1)2023/Estt

Dated 19th October 2023

OFFICE NOTE

Please find enclosed herewith the Notice (in detailed) alongwith the proforma for Walk-in-Interview for Young Professional YP-I (3 Nos. – Finance, Establishment & Purchase Section) on contract basis to upload in the Institute website.

P. Behl
19/10/2023
(Poonam Behl)
Administrative Officer

Encl: - As above

Copy to:-

1. Incharge, ICT
2. Director Cell
3. CAO(SG)/Comptroller
4. webmaster@cife.edu.in



भा.कृ.अ.प. - केन्द्रीय मात्स्यकी शिक्षा संस्थान
ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
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F. No. 10(1)2023/Estt

Dated 19th October 2023

WALK-IN INTERVIEW

A Walk-in-Interview will be held for engaging Young Professional I at ICAR-CIFE, Mumbai on purely contractual and temporary basis. The eligibility criteria and other terms and conditions are as under:

Sr. No.	Name of the Post	No. of Post	Minimum Essential Qualification	Date & Time of Interview
1.	Young Professional - I (YP - I) <u>Audit & Accounts Section</u>	1 No. (one)	B.Com/ BBA/ BBS (with minimum 60% marks) from a recognized University with minimum one year of experience in relevant field. <u>Desirable:</u> (a) Knowledge of Final Accounts, Drafting of letter/notes, (b) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoint, Tally, etc.) (c) Knowledge of ERP/PFMS	03.11.2023 at 11.00 a.m.
2.	Young Professional - I (YP - I) <u>Establishment Section</u>	1 No. (one)	Graduates from a recognized University. <u>Desirable:</u> (a) Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoint, Tally, etc.) (b) Knowledge of ERP/PFMS, office automation packages like E-Office, e-HRMS, SPARROW and other miscellaneous work of Establishment Section and good communication skill to coordinate with the staff	08.11.2023 at 11.00 a.m.

3.	Young Professional - I (YP - I) Purchase Section	1 no. (one)	Graduates from a recognized University Desirable: Knowledge and experience in (a) (a) ERP – MIS & FMS, E-Office, Purchase through Government e-market Place (GeM Portal) (b) Tender E-procurement through NIC CPP Portal (c) Knowledge of IT applications and computer skills (MS Word, Excel, PowerPoint, Tally, etc.)	09.11.2023 at 11.00 a.m.
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Place of Walk-in Interview: ICAR - CIFE, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai - 400061.

Date of Interview: As indicated above

Reporting time: 09:30 am to 10.30 am

Interview time: 11.00 am to 05:30 pm

Terms & Conditions:

1. **The engagement will not constitute a regular job or appointment of any nature in the ICAR.** The selected candidates will not have any right for claiming pay scale or absorption against any regular post being vacant on a later date at this Institute.
2. **Maximum duration of engagement :** The initial engagement of Young Professional I will be for one year which is extendable for two more years (01 year at a time) subject to requirement of services of the Young Professional in the organization and satisfactory performance of the candidate after evaluation by Director, ICAR - CIFE, Mumbai. Thus maximum duration of engagement of Young Professional – I in the Institute cannot exceed three years (1+1+1).
3. **Emoluments:** A consolidated amount of Rs.25,000/- (Rupees Twenty Five Thousand only) p.m. will be paid to the selected Young Professional - I (YP - I).
4. **Age limit:** 21 to 45 years with relaxation as per rules for reserved candidates. (5 years in case of SC/ST candidates if he/she is carrying original certificate).
5. The Young Professional-I will have to work in the respective sections i.e. Finance, Establishment and Purchase Section of the Institute.
6. Candidates who are already employed in any Organizations should produce "No Objection Certificate" from the present employer.
7. **No T.A./D.A. will be paid for appearing the Walk-in-Interview.**
8. Candidates reporting late will not be allowed to appear for the interview. In case, the interview is delayed due to number of candidates or any office exigencies, the candidates should come well prepared with their lunch box. If required depending upon the number of candidates, the interview may also be extended to the next working day in exceptional cases. Changes, if any in the date and timing of interview will be uploaded on the Institute's web-site.

9. Interested candidates fulfilling the above qualifications and experience may appear for the Interview along with the following documents:
 - i) Duly filled application form (as per the format annexed). A valid Mobile number and E-mail ID must be entered in the prescribed application form.
 - ii) All the original certificates from Matriculation onwards. The candidates should at least hold a Provisional Certificate of the desired qualification whose marksheet are awaited (website results/awaiting for results candidates will not be considered).
 - iii) One set of photocopies of certificates duly self-attested.
 - iv) One set of photocopies of all experience certificates, testimonials etc. Experience as a Trainee will not be considered.
 - v) **No Objection Certificate from the present employer is must, if the candidate is already working in any Government organization.**
 - vi) **Valid Caste Certificate in case of reserved category, if any**
10. **Candidates must also bring all the original experience/testimonials in support of age, qualifications, experiences etc.** Candidates are necessarily required to produce original certificates/documents at the time of interview/joining for verification, which will be returned to them.
11. **Selection Procedure: For each requirement/position of YP-I shall be shortlisted based on their qualifying academic performance and shortlisted candidates will undergo a panel interview. If necessary, written tests and assignments may also be conducted. Candidates having more than one eligible qualification shall have to choose only one for selection process.**
12. T.A./D.A. will be admissible to YP for undertaking domestic tour for official work as per ICAR Rules.
13. The **Professional tax or any other tax** liable to be deducted as per the prevailing rules will be deducted at source before effecting payment of monthly salary.
14. The selected candidate will have to maintain punctuality and office discipline. The **working hours** for the Young Professional – I will be same as regular employees of ICAR (i.e. 09:00 AM to 5:30 PM) with holidays on Saturday and Sunday. However, the Young Professional – I may have to work even beyond office hours or on Saturdays and Sundays in case of exigencies of official duties. **No additional remuneration shall be paid for any extra hours/days.** Unauthorized absence from the work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
15. **Leave entitlement :** The YP are eligible for 08 days leave in calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazette holidays during the spell of leaves should not be counted against the admissible leaves. **The un-availed leaves will not be carried forward to next calendar year.** In addition to this YP may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The compensatory leaves can be accumulated only up to 05 days at a time and the YP may be allowed to avail the same within 03 months.
16. The Young Professional - I (YP - I) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-I).

17. During the term of engagement the YP – I shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP-I without notice.
18. The selected candidate will be required to produce medical fitness certificate from a Government / Municipal Hospital and character antecedent from Gazetted Officer before joining.
19. Concealing of facts or canvassing in any form shall lead to disqualification or termination of such candidates.
20. The decision of Director, ICAR-CIFE, Mumbai will be final and binding in all respects. The Director reserves the right to terminate the Young Professional– I without assigning any reasons, even before the completion of the duration for which no appeal thereof shall be made.

P. Subedi
19/12/2023
Administrative Officer

ANNEXURE – I

I,
Shri/Ms./Mrs. _____ S/o /
D/o. Shri _____ will comply with the
Official Secrets Act, 1923, as amended from time to time and will not disclose any
information/data acquired by me during my engagement to any unauthorized person(s). I
will not, except with the prior sanction/approval of Competent Authority in the ICAR, or in
the bona fide discharge of my duties, publish a book or a compilation of articles or
participate in media broadcast or contribute an article or write a letter to any newspaper(s)
or periodical(s) either in my own name or anonymously or pseudonymously in the name
of any other person if such book, article, broadcast or letter relates to subject matter
pertaining to official business of ICAR-CIFE, Mumbai.

Signature:

Name:

Address:

Mobile No.:

Email:

APPLICATION FORM FOR YOUNG PROFESSIONAL-I (YP-I)

(To be filled in by the Candidate in his/her own neat handwriting)

Affix latest
passport size
photograph

1	Name of the Candidate (In Block Letters)	:			
2	Father's / Husband's Name	:			
3	Date of Birth	:			
4	Age as on 02.11.2023	:			
5	Gender (Male / Female)	:			
6	Nationality	:			
7	Whether SC/ST/OBC/General (Original certificate to be produced for verification)	:			
8 Educational Qualification (Matriculation onwards) :					
Sl. No	Name of the Examination Passed	Subject Passed	University/ Board	Year of Passing	Grade/Division & % of marks in aggregate
9.	Any other qualifications				
10. Employment Experience (Experience as a Trainee will not be considered)					

Sl. No	Organization	Post held	Period served
11	Address for correspondence with PIN Code	:	
12	Contact No. with STD Code, Mobile No. and Email Id	Tel. No. Mobile No: Email Id	
13	Name of the employee working at CIFE/ICAR, if any related to the candidate		
14	Have you been convicted by a Court of Law? Is there any legal case filed against you in a Court of Law? If yes, provide details		

DECLARATION

I hereby declare that the information given in the above application form is true and correct to the best of my knowledge and belief.

**Signature of the
Candidate**

Date :

Place: