



ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : www.cife.edu.in



F. No. 18(1)/2021/Estt.

Dated 12th March, 2021

To,

1. The Director/Project Director/ All the ICAR Institute/Directorate/Bureau/ NRC's.
2. The Director (Admn.), ICAR Head Quarter, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110 001.

Subject: Filling up the following Administrative Posts on deputation/ permanent absorption basis at ICAR – CIFE, Mumbai – reg.

Sir,

It is proposed to fill up the following vacant Administrative Posts at ICAR – CIFE on deputation/ transfer & permanent absorption basis from eligible candidates working in ICAR Hqrs./ ICAR's Institutes. The Particulars of the vacant posts are as given below:

Sl. No.	Name of the post	No. of Post	Scale of Pay	Essential requirement and eligibility
1.	Personal Assistant	02	Pay Level 6 (Pre-revised PB 2 Rs.9300-34800 + 4200/- (GP))	Candidates holding analogous posts in ICAR Institutes/ Hqrs. by transfer/ permanent absorption OR By deputation of Steno Gr. III working in other ICAR Institutes with ten (10) years of regular service in Level-4 as per 7 th CPC (PB1 of Rs. 5200-20200+2400 (GP) – Pre-revised) or equivalent. (The period of deputation shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application)
2.	Lower Division Clerk	13	Pay Level 2 (Pre-revised PB 1 Rs. 5200-20200 + 1900 (GP))	Candidates holding analogous posts in ICAR Institutes/ Hqrs. by transfer/ permanent absorption OR Skilled Supporting Staff having educational qualification 10 + 2 or equivalent.
3.	Skilled Support Staff	05	Pay Level 1 (Pre-revised PB 1 Rs. 5200-20200 + 1800 (GP))	Candidates holding the analogous post by transfer/ permanent absorption i.e. Skilled Support Staff on substantive basis in Pay Level 1 in ICAR System.

:: 2 ::

It is requested that the above vacancies may be circulated amongst the eligible and desirous candidates, if any, working at your Institute/ Establishment. Applications of eligible candidates who fulfill the requisite eligibility conditions and who can be relieved immediately in the event of their selection. Application may kindly be forwarded to this Institute in proforma appended along with copy of their complete APAR dossiers for last five years in case of promotional posts and for last three years in case of transfer basis, so as to reach at this Institute on or before **15.04.2021**.

Application of only such candidates may please be forwarded who can be relieved immediately on the event of their selection for appointment. A certificate to the effect that no Disciplinary/ Vigilance case is pending or being contemplated against the candidate may also be sent.

Incomplete application(s) and those received without APAR dossiers & certificate and without through proper channel will not be entertained.

Yours faithfully,



(P. J. Davis)

Sr. Administrative Officer

Encl: Proforma

Copy to:-

1. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi – 110 001 for information please.
2. The Incharge ICT Cell to upload the said documents on ICAR – CIFE website and also in e-office.

PROFORMA

Application for the Post of Personal Assistant/ Lower Division Clerk/ Skilled Support Staff

1. Name of the Candidate : _____
2. Name of the Institute : _____
3. Postal Address with Email ID and Phone No. : _____

4. Date of appointment to the Present Post : _____
5. Date of Joining in ICAR Services : _____
6. Date of Birth : _____
7. Education Qualification : _____
8. Whether belongs to SC/ST/OBC/ General : _____
9. Service Particulars : _____

Name of the Institute	Post held	Scale of Pay	Period		Nature of duties	Whether Adhoc or on regular basis
			From	To		

10. Any other information/ particulars relevant to the service of the applicant : _____

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

Signature of the Applicant

CERTIFICATE TO BE FURNISHED BY THE HEAD OFFICE

Certified that the information furnished by the aforesaid applicant has been verified from the office/ service records and found correct.

Head of Office/ AO/ Director