



ICAR- CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061
Tel. No. 022-26361446/7/8, Website :[https:// www.cife.edu.in](https://www.cife.edu.in)



F. No. 18(2)/2024/Estt.

Dated : 20.12.2024

To,

1. The Director/Project Director/All the ICAR Institute/Directorate/Bureau/NRC's.
2. All Central Governments or State Governments or Union Territories or Autonomous Bodies or PSUs Institutes.
3. The Director (Admn.), ICAR Head Quarter, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110 001.

Sub: Filling up of Administrative Posts at ICAR-CIFE, Mumbai – regarding.

Sir,

It is proposed to fill up the following vacant Administrative Posts at ICAR-Central Institute of Fisheries Education, Mumbai and its Regional Centers by deputation or transfer on permanent absorption basis from amongst all ICAR's Institutes having completed minimum tenure of three years of regular service after initial appointment on the crucial date of eligibility i.e. as on 1st January, 2024. The particulars of the post and other details given below :

Sl. No.	Name of the Post	Scale of Pay	No. of Vacant Posts	Essential requirement and eligibility
1	Upper Division Clerk	Pay Level 6 of 7 th CPC (Pre-revised PB-1 Rs. 5200-20200 + 2400/- (Grade Pay))	02 Posts (UR)	a) By Deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs (i) Holding the analogous post on regular basis (ii) Having eight years of regular services in Pay Level 2 (Rs.19900-63200) (Pre-revised pay scale PB-1 Rs. 5200 – 20200 + Rs. 1900/- GP) in parent cadre / department. (iii) By Inter-Institutional Transfer holding analogous post of ICAR Hqrs./ Institutes.
2	Lower Division Clerk	Pay Level 2 of 7 th CPC (Pre-revised PB 1 Rs. 5200-20200 + 1900/- (GP))	07 Posts (UR-3, OBC-2, SC-1 & EWS-1)	Candidate holding analogous posts i.e. LDCs on substantive basis in Pay Level 2 (Rs.19900-63200) (Pre-revised pay scale PB-1 Rs.5200–20200+Rs.1900/- GP) of ICAR Hqrs. / Institutes for Inter-Institutional Transfer on permanent Absorption Candidates from the Central Government /State Government / Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period desiring transfer & possess the educational qualification 12 th Class or equivalent qualification from a recognized board or University.
3	Multi-Tasking Staff	Pay Level 1 of 7 th CPC (Pre-revised PB 1 Rs. 5200-20200 + 1800/- (GP))	29 Posts (UR-5, OBC-10, SC-4, ST-5 & EWS 5)	Candidates holding analogous posts of ICAR Hqrs. / Institutes for Inter-Institutional Transfer on permanent Absorption. Candidates from the Central Government / State Government / Central Autonomous Bodies / Statutory Bodies / PSUs, who have confirmed in their parent organization after successfully completing probation period desiring transfer and possess the educational qualification Matriculation from a recognized board or equivalent.

The initial deputation period shall be two (2) years (may be further extended one (1) year at a time further for three (3) years maximum). The Director, ICAR-CIFE, Mumbai may revert the decision at any time based on the performance

1. Eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure A) in duplicate to the undersigned. **The last date of receipt of applications is 15.01.2025.** Applications received after the last date or otherwise incomplete including advance copies of the application are not likely to be considered. The Director, ICAR-CIFE, however, will reserve the right to accept/reject the application(s) without assigning reason(s) thereof.

2. In case, applications are received in large numbers, criteria as prescribed by ICAR vide its Circular No. Admn.7-1/2020-R&P dated 25.11.2020 shall be applied and / or any other criteria formulated by the Selection Committee of ICAR-CIFE (in case of transfer sought on the same ground) for selecting the candidate for the above vacancies.

3. Terms & Conditions for Inter-Institutional transfer shall be governed as laid down in the ICAR's Circular(s) No. 33-8/2016-Estt.I dated 15th / 19th September, 2016 & F.No. Admn.7-1/2020-R&P dated 25.11.2020.

4. It is requested that the above vacancies may be circulated widely and the applications of willing candidates having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of their selection may be forwarded.

The following documents may also please be sent along with the application :

- I. Attested copies of the APAR dossiers for the last three (03) years i.e. 2021-2022 to 2023-2024.
- II. Vigilance Clearance & Integrity Certificate.
- III. A statement of major / minor penalty, if any, imposed on the applicant during the last three years.

Yours faithfully,

(K.L. Meena)
Chief Admn. Officer (SG)

Encl. : Proforma.

Copy to :

1. The Under Secretary (R&P), ICAR, Krishi Bhawan, New Delhi-110 001 for information.
2. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110 001 for information.
3. The Under Secretary (FS), ICAR, Krishi Bhawan, New Delhi-110 001 for information.
4. The Incharge ICT Cell to upload the said documents on ICAR-CIFE website.
5. Guard file.

Application for the post of _____

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 OF 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