



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 28th February, 2022

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.

Sub: Filling up of Administrative Posts on deputation or transfer on 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 or transfer on permanent absorption basis from eligible candidates working in ICAR Hqrs./ ICAR's Institutes. The crucial date of eligibility i.e. as on 01.01.2022. The Particulars of the vacant posts are as given below:

Sl. No.	Name of the post	No. of Post	Essential requirement and eligibility
1	Personal Assistant Pay Level 6 (7 th CPC) (Pre-revised PB-2 Rs.9300-34800 + 4200/- (Grade Pay))	03 Posts (02 UR & 01 SC)	a) By deputation of regular Personal Assistant of ICAR Hqrs./ Institutes. b) By deputation of regular Stenographer Gr. III working in the Pay Level 4 (Pre-revised pay scale PB-1 Rs. 5200 – 20200 + Rs.2400/- GP) in an ICAR Hqrs./Institutes with ten (10) years of service. c) By transfer on permanent absorption of regular Personal Assistant of ICAR Hqrs./ Institutes
2	Upper Division Clerk Pay Level 6 (7 th CPC) (Pre revised PB-1 Rs.5200-20200+2400/- (Grade Pay))	01 Post (UR)	a) By deputation of regular Upper Division Clerk of ICAR Hqrs./ Institutes. b) By Deputation of regular Lower Division Clerk in the Pay Level 2 of 7 th CPC (Pre-revised PB1 Rs.5200-20200 + Rs.1900 GP) in an ICAR Hqrs./Institutes with eight (8) years of service. c) By transfer on permanent absorption of regular Upper Division Clerk of ICAR Hqrs./ Institutes

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.

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2. 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 21.03.2022.** 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 applications without assigning reason thereof.

3. In case, applications are received in large numbers, criteria as prescribed by ICAR vide its Circular No. F. 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 three (03) vacancies of Personal Assistant.

4. 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. Seniority of the candidates selected by recruitment on transfer basis against DR vacancies at ICAR – CIFE, Mumbai will be fixed at the bottom amongst all assistants who are/ shall be appointed against the vacancies of a Recruitment Year 2022 (1st Jan – 31st Dec., 2022).

5. 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 five/ eight/ ten years.
- ii. Vigilance Clearance & Integrity Certificate.
- iii. Certificate to the effect that no disciplinary proceedings are pending/ contemplated against the official.

Yours faithfully,



(G. G. Harakangi)
Chief Admn. Officer (SG)

Encl: Proforma

Copy to:-

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

PROFORMA

Application for the Post of Personal Assistant & Upper Division Clerk

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