



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 : 30.07.2025

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 Post 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	Assistant Administrative Officer	Pay Level - 7 of 7 th CPC (Pre-revised PB-2 Rs. 9300-34800 + 4600/- (Grade Pay)	01 Post (UR)	<p>a) By Deputation amongst the officials of ICAR Headquarters of ICAR Institute of Central Government or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(i) Holding the analogous post on regular basis in parent cadre / department and eligible</p> <p align="center">or</p> <p>(ii) Having 5 years of regular services in Pay Level 6 (Rs.44900-142400) (Pre-revised Pay Band-2 Rs.9300-34800 with Grade pay of Rs.4200/-) in parent cadre / department.</p> <p>b) By Inter-Institutional Transfer holding analogous post of ICAR Hqrs./ Institutes on Permanent Absorption.</p>

The initial deputation period shall be one (1) year (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. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.
2. Preference in deputation will be given to the officials of ICAR System.
3. The maximum age limit for appointment on deputation shall 'not exceeding fifty-six years' on the closing date of receipt of application.
4. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/Gol and the parent Department agrees to the proposal of permanent absorption.

5. 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 22.08.2025.** 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.
6. 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.
7. Terms & Conditions for Inter-Institutional transfer shall be governed as laid down in the ICAR's letter no. Admn.7-1/2020-R&P dated 23rd August, 2023.
8. 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.
- 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,


(Sanjay Bokolia)
Joint Director (Admn)

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.

PROFORMA

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 /SAO / Director