



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
 (भारतीय कृषि अनुसन्धान परिषद)
 (INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
 विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
 WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



फा.सं/No.F.I-4/2019-स्था Estt.

दिनांक/ Dated 06.02.2019

सेवा में / To

1. The Directors/Project Directors of all the ICAR Institutes/
National Research Centres/Project Directorates/NRCs.
2. The Director (Admn.), ICAR, Krishi Bhawan, New Delhi 110 001.

विषय/Sub: Filling up of vacant post of Upper Division Clerk in Level 4 and Personal Assistant in Level 6 as per 7th CPC on deputation/transfer on permanent absorption basis at ICAR-Central Institute of Fisheries Technology, Cochin – reg.

महोदय/Sir/ महोदया/Madam,

It is proposed to fill up the following post at ICAR-CIFT by deputation/transfer on permanent absorption basis:

Sl. No.	Name of the post & Pay Level	Place of posting	No. of posts	Eligibility
1.	Upper Division Clerk Level 4 of 7 th CPC	ICAR-CIFT, Cochin	04 UR	(a) By deputation of regular Upper Division Clerks of ICAR Institutes/Hqrs. The deputation shall be for a period of three (03) years. (b) Failing (a) above, by deputation of regular Lower Division Clerks of ICAR Hqrs./Institutes having at least 8 years regular service. The deputation shall be for a period not exceeding three (03) years. (c) Failing (a) & (b) above, by transfer on permanent absorption of regular UDCs of ICAR Hqrs./Institutes.

Contd...2

2.	Personal Assistant Level 6 of 7th CPC	ICAR-CIFT, Cochin	03 SC-1 UR-2	By deputation of Steno Gr. III working in other ICAR Institutes with 10 years of regular service in Steno Grade III in Level 4 (PB-1 Rs.5200-20200 + GP Rs.2400) or equivalent. The deputation shall be for a period not exceeding three (03) years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
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It is requested that the vacancy may kindly be circulated amongst the eligible and desirous candidates, if any, working at your Institute/organization and applications of eligible persons who fulfill the requisite eligibility conditions and who can be relieved immediately in the event of their selection may kindly be forwarded to this Institute in the Proforma appended along with their complete **CR dossiers** (duly attested copies) **for the last five years** so as to reach this Institute on **or before 08.03.2019**

A certificate to the effect that **no disciplinary/vigilance case is pending** or being contemplated against the candidate may also be sent while forwarding the application.

Incomplete applications(s) and those received without APAR dossiers/certificates as requested above will not be entertained.

Yours faithfully,

संलग्न/Encl:उपरोक्त/As above.

(पी.जे. डेविस/P.J. Davis)
वरिष्ठा प्रशासनिक अधिकारी
Sr. Administrative Officer

PROFORMA

APPLICATION FOR THE POST OF UPPER DIVISION CLERK/PERSONAL ASSISTANT (ON DEPUTATION/PERMANENT ABSORPTION BASIS) AT ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY, COCHIN.

(Please state whether applying for deputation/permanent absorption) :

1. Name of the Candidate (In Block letters) :
2. Name of the Institute where presently working :
3. Full postal address :

4. Date of appointment on regular basis in the Present post. :
5. Whether permanent/temporary :
6. Date of Birth :
7. Educational Qualification :
8. Whether belongs to SC/ST/OBC :
9. Service Details:

Name of the Institute	Post held	Pay level	Period		Nature of duties
			From	To	

10. Any other information relevant to the application:

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

Signature of the applicant

Date:

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 are found correct. Attested copies of last 5 years APARs enclosed. It is also certified that no vigilance/disciplinary action has been initiated or being contemplated against him/her.

Signature with seal