
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 Assistant Finance & Accounts Officer in Level 6 as per 7th CPC on permanent absorption basis at ICAR-Central Institute of Fisheries Technology, Cochin – reg.

महोदय/Sir/ महोदय/ Madam,

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post &amp; Pay Level</th>
<th>Place of posting</th>
<th>No. of posts</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Upper Division Clerk Level 4 of 7th CPC</td>
<td>ICAR-CIFT, Cochin</td>
<td>04 UR</td>
<td>By transfer on permanent absorption of regular UDCs of ICAR Hqrs./Institutes.</td>
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<tr>
<td>2.</td>
<td>Assistant Finance &amp; Accounts Officer Level 6 of 7th CPC</td>
<td>ICAR-CIFT, Cochin</td>
<td>01 UR</td>
<td>By promotion of Junior Accounts Officer in Pay Band-2. Rs.9300-34800 + Grade Pay of Rs.4200 (Level 6 of 7th CPC) with three years of regular service in the grade from other Institutes/Headquarters of the Council on permanent absorption basis.</td>
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</tbody>
</table>

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 24.04.2019.
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,

शंलग्न/Encl:उपरोक्त/As above.

(P.J. Davis)
Sr. Administrative Officer
PROFORMA

APPLICATION FOR THE POST OF UPPER DIVISION CLERK/ASSISTANT FINANCE & ACCOUNTS
OFFICER ON PERMANENT ABSORPTION BASIS AT ICAR-CENTRAL INSTITUTE OF FISHERIES
TECHNOLOGY, COCHIN.

(Please state name of post)

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:

<table>
<thead>
<tr>
<th>Name of the Institute</th>
<th>Post held</th>
<th>Pay level</th>
<th>Period From</th>
<th>To</th>
<th>Nature of duties</th>
</tr>
</thead>
</table>

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