



F. No. 14-1/2011-Estt.

Dated: 19.03.2019

To

The Directors/Project Directors of ICAR Research Institutes/NRCS Project Directorates/ZCUs etc/ICAR Hqrs.

Sub:- Filling up of vacant posts of Upper Division Clerk (UR) in the Pay Matrix Level -4 ₹25500-81100/- on deputation basis/transfer on permanent absorption basis at CMFRI Hqrs./Regional/Research Centres of CMFRI - regarding.

Ref: This Office letter of even number dated 02.03.2019.

Sir/Madam,

It is proposed to fill up the vacant post of Upper Division Clerk at this Institute on deputation basis/transfer on permanent absorption basis as detailed below :-

Name of the Post	No. of Posts	Pay Matrix Level	Eligibility	Period
Upper Division Clerk 3-Kochi	10 (UR)	Pay Matrix Level -4 ₹25500-81100/- (Pre-revised PB-1 : ₹5200- 20200 + Grade Pay ₹2400/-)	By Deputation/ transfer on permanent absorption of Regular Upper Division Clerk (Pay Matrix Level -4 ₹25500-81100/-) at ICAR Hqrs./Institutes and by Deputation of Lower Division Clerk (Pay Matrix Level -2 ₹ 19900-63200/-) at ICAR Hqrs./Institutes having at least 8 years regular service.	The deputation shall be for a period not exceeding 3 years.
1-Mandapam RC (Tamil Nadu)				
1-Mumbai RC (Maharashtra)				
1-Karwar RC (Karnataka)				
1- Mangalore RC (Karnataka)				
1- Visakhapatnam (Andhra Pradesh)				
1-Madras RC (Tamil Nadu)				
1-Digha RC (West Bengal)				

It is requested that the vacancies may kindly be circulated amongst the eligible and desirous candidates, if any, working at your Institute/Establishment 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 copy of their complete APAR dossiers for last five years so as to reach this Institute on or before **03.04.2019**. A Certificate to the effect that no disciplinary/vigilance case is pending and/or being contemplated against the candidate may also be sent.

Incomplete application(s) and those received without CR dossiers and/ certificate as requested above will not be entertained.

Yours faithfully,

  
(K. RAMADASAN)

ASSISTANT ADMINISTRATIVE OFFICER (ESTT.)

**PROFORMA**

**APPLICATION FOR THE POST OF UPPER DIVISION CLERK at .....**  
**ON DEPUTATION BASIS/TRANSFER ON PERMANENT ABSORPTION BASIS**

1. Name of the Candidate :  
(block capitals)
2. Name of the Institute where working now :
3. Full postal address :
4. Post held at present with the date of appointment indicating whether on regular basis :
5. Date of Birth :
6. Educational qualification giving details of examination passed from matriculation onwards :
7. Details of Technical/other qualifications, if any, also details of the Departmental Examination, if any passed :
8. Whether belong to SC/ST/Neither :
9. Service Details :

Name of the Institute	Post Held	Scale of Pay	Period		Nature of Duties	Whether ad-hoc 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 the Office**

Certified that the information furnished by the aforesaid applicant has been verified from the office/service records and found correct.

Date:

Signature with Seal