

**F. No.3-12/2021 Admn-V**  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Fisheries

Chander Lok Building, Janpath  
New Delhi, Dated the 19<sup>th</sup> February 2021

OFFICE MEMORANDUM

Sub: Amendment of Recruitment Rules for the post of Administrative Officer in Central Institute of Fisheries Nautical & Engineering Training (CIFNET), a subordinate office under administrative control of this Department – Reg.

The undersigned is directed to inform that a proposal for amendment of RRs for the post of Administrative Officer (Group `B` Gazetted) in CIFNET, Kochi, a subordinate office is under consideration in Department of Fisheries. The proposed amendments in RRs (Annexure – I) is uploaded at the official website of Department of Fisheries (<http://dof.gov.in>) with the request that all stakeholder may offer their suggestions/objections on the proposed amendments to Under Secretary(A), Department of Fisheries, Chander Lok building, Janpath, New Delhi-1. or e-mail at [fisheryadmn@yahoo.co.in](mailto:fisheryadmn@yahoo.co.in) within 30 days of issue of this OM.



(Kham Khan Suan)

Under Secretary to the Government of India

Ph: 011-23310351

Distribution:

1. NIC with a request to upload the proposed amendments along with this OM at above mentioned link.
2. All stakeholders to the post in CIFNET.
3. Director, CIFNET, Kochi.

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RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER (Typed on 11/2/2021)

ANNEXURE-I

1	2	3	4	5	6	7	8	9	10	11	12	13
Name of post	Number of posts	Classification	Level in the pay matrix	Whether selection post or non-selection post	Age limit for direct recruits	Education and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.			
Administrative Officer	03 * (2017) to subject variation dependant on workload	General Central Service Group 'B' Gazetted Ministerial	Pay matrix level-7	Selection	Not applicable	Not applicable	Not applicable	Not applicable	By Promotion failing which by deputation	<p><b>Promotion</b></p> <p>Office Superintendent or Stenographer Grade I in the level 06 of pay matrix with 05 years regular service in the grade rendered after appointment thereto on a regular basis and having successfully completed one week training in Administration or Establishment or financial matters from the Institute of Secretarial Training and Management or government recognized institution.</p> <p><b>Note :</b></p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation (including short term contract):</b></p> <p>Officers of the central Government or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Councils or Semi Government or Statutory or Autonomous organizations</p>	<p>Group 'B' DPC (for considering Promotion and confirmation):</p> <p>1. Director, CIFNET; Chairman</p> <p>2. Under Secretary (Fisheries), Department of Fisheries;</p> <p>3. Chief Instructor (Fishing Technology), CIFNET; Member</p> <p>4. Senior Administrative Officer, CIFNET Member</p>	<p>Circumstances in which UPSC is to be consulted in making recruitment.</p> <p>Consultation with UPSC is not necessary.</p>

a) holding analogous post on regular basis in the parent cadre or department; or

ii) with 05 years regular service in the grade rendered after appointment thereto on a regular basis in the pay matrix level -6 or equivalent in the parent cadre or department; and

(b) possessing two years experience in administration, accounts and establishment matters in a supervisory capacity in a Government department or undertaking

**Note 1:**

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:**

Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex cadre post held immediately preceding this appointment in the same or some other organizations of Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years, as on the closing date of receipt of applications.

