

**F. No.4-6/2021 Admn-V**  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
Department of Fisheries

Chander Lok Building, Janpath  
New Delhi, Dated the 9<sup>th</sup> April, 2021

OFFICE MEMORANDUM

Sub: Amendment of Recruitment Rules for the post of Upper Division Clerk and Lower Division Clerk (Group `C`) in Central Institute of Coastal Engineering for Fishery (CICEF), 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 Upper Division Clerk and Lower Division Clerk (Group `C`) in CICEF, Bengaluru 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.



(S.K. Jha)

Deputy 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 CICEF, Bengaluru.
3. Director, CICEF, Bengaluru.

[To be published in the Gazette of India, part-II, section-3, sub-section(i)]

Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
(Department of Fisheries)

New Delhi, the , 2021

Notification

G.S.R. — In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Central Institute of Coastal Engineering for Fishery, Bangaluru (Upper Division Clerk-cum-Store keeper and Lower Division Clerk) Recruitment Rules, 2010 and the Central Institute of Coastal Engineering for Fishery, Bangaluru (Upper Division Clerk-cum-Store keeper ) Recruitment Rules, 2011, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Upper Division Clerk and Lower Division Clerk in Central Institute of Coastal Engineering for Fishery, Bangaluru under the Ministry of Fisheries, Animal Husbandry and Dairying, Department of Fisheries, namely: -

(1) Short title and commencement.- (1) These rules may be called the Central Institute of Coastal Engineering for Fishery, Bangaluru(Upper Division Clerk and Lower Division Clerk) (Group 'C') Recruitment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification, level in the pay matrix. - The number of said post, its classification and the level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit and other qualifications, etc. - The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualifications: - No Person, -

(i) who has entered into or contracted a marriage with a person having a spouse living or

(ii) who, having a spouse living, has entered into or contracted a marriage with any other person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other ground for so doing, exempt any person from the operation of this rule.

5. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Schedules Tribes, other Backward classes, ex-Serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Annexure I**

Name of the post.	Number of post.	Classification.	Level in the Pay Matrix.	Whether Selection post or non-selection post.	Age-limit for direct recruits.	
Upper Division Clerk	4* (2021) to * subject Variation dependent on work load	General Central Service Group 'C' Non-Gazetted/Ministerial	Level – 4 (Rs. 25,500 – 81,100)	Non-Selection	<p>Between 18 and 27 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p><b>Note 1:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands of Lakshadweep).</p> <p><b>Note2:</b> The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission</p>	
Educational and other qualification required for direct recruits.					7	
<p>Essential: Bachelor's degree from a recognized University.</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>1. Basic Knowledge in computer operations</li> <li>2. Experience in Administration, Accounts and Storekeeping.</li> </ol> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experiences are relaxable at the discretion of the Staff Selection Commission, for the reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>					No	<p>Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.</p> <p>8</p> <p>Period of probation, if any.</p> <p>9</p> <p>Two years for direct recruits. Nil : for promotees</p>

<p>Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.</p>	<p>In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation or absorption to be made.</p>
<p>25% by promotion failing which by direct recruitment. 75% by direct recruitment.</p>	<p>Departmental Lower Division Clerk in Level 20f pay matrix with eight years regular service in the grade.</p>
<p>Note. — Vacancies caused by the incumbents being away on deputation or long illness or study or under other circumstances for duration of one year or more may be filled on deputation basis from the officers of the Central Government. — (a) holding analogous posts on regular basis in the parent cadre or department; and (b) possessing the qualifications prescribed for direct recruit in column number 7.</p>	<p>Note: The Upper Division Clerk shall be looking after the stores for three years on rotation.</p>

<p>If a Departmental Promotion Committee exists, what is its composition?</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p>
<p>12</p> <p>Group 'C' Departmental Promotion Committee (for Promotion and confirmation) consisting of :- 1. Director, Central Institute of Coastal Engineering for Fishery, Bengaluru - Chairman 2. Deputy Director, Central Institute of Coastal Engineering for Fishery, Bengaluru - Member 3. Administrative Officer, Central Institute of Coastal Engineering for Fishery, Bengaluru - Member</p>	<p>13</p> <p>Not applicable</p>

**Annexure I**

Name of the post.	Number of post.	Classification.	Level in the Pay Matrix.	Whether Selection post or non-selection post.	Age-limit for direct recruits.
	1	2	3	4	5
Lower Division Clerk	2* (2021) * subject to variation dependent on work load	General Central Service Group 'C' Non-Gazetted Ministerial	Level - 2 (Rs. 19,900 - 63,200)	Non-selection	<p align="center">6</p> <p>Between 18 and 27 years (Relaxable for Government servants upto 40 years in accordance with their instructions or orders issued by the Central Government)</p> <p>Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangni Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands of Lakshadweep).</p> <p>Note 2: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission</p>
Educational and other qualification required for direct recruits.					<p>Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes.</p>
7					8
<p>(i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University</p> <p>(ii) A typing speed of 30 w.p.m in English or 25 w.p.m in Hindi on manual typewriter or</p> <p>A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. (35 w.p.m and 30 w.p.m correspond to 10,500 KDPH/9,000 KDPH on an average of 5 key depressions for each word)</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experiences are relaxable at the discretion of the Staff Selection Commission, for the reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>					9
Yes, to the extent indicated in Column. 10					Two years

<p>Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.</p> <p style="text-align: center;">10</p>	<p>In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation or absorption to be made.</p> <p style="text-align: center;">11</p>
<p>(i) 50 % by direct recruitment through Staff Selection Commission.  (ii) 50% of the vacancies shall be filled by promotion on seniority-cum-fitness basis from Group C Staff in Level - 1 of the pay matrix and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade failing by direct recruitment through Staff Selection Commission.</p> <p><b>Note.</b>—Vacancies caused by the incumbents being away on deputation or long illness or study or under other circumstances for duration of one year or more may be filled on deputation basis from the officers of the Central Government. —</p> <p>(a) holding analogous posts on regular basis in the parent cadre or department; and  (b) possessing the qualifications prescribed for direct recruit in column number 7.</p>	<p>As stated in Column 10.</p>
<p>If a Departmental Promotion Committee exists, what is its composition?</p> <p style="text-align: center;">12</p> <p>Group 'C' Departmental Promotion Committee (for Promotion and confirmation) consisting of :-  1. Director, Central Institute of Coastal Engineering for Fishery, Bengaluru - Chairman  2. Deputy Director, Central Institute of Coastal Engineering for Fishery, Bengaluru - Member  3. Administrative Officer, Central Institute of Coastal Engineering for Fishery, Bengaluru - Member</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p> <p style="text-align: center;">13</p> <p>Not applicable</p>

[F.No.4-06/2021-Admn.V]  
(Kham Khan Suan)  
Under Secretary to the Govt. of India