

F.No.3-16/2017-Admn-V
Government of India
Ministry of Agriculture
Department of Animal Husbandry Dairying & Fisheries

Krishi Bhavan, New Delhi

Dated: 31st July 2017

To,

1. All Ministries/Departments of Government of India,
2. Chief Secretaries of All State Govts/UT Administrations.,
3. Indian Council of Agricultural Research
4. Commissioners/Secretaries dealing with Fisheries Departments of all State Govts.

Subject: Recruitment to one post of "Senior Administrative Officer" in Level 10 of the Pay Matrix (i.e. in the pre-revised pay band -3 Rs.15600-39100 with Grade pay of Rs.5400/- in Central Institute of Fisheries Nautical and Engineering Training, Cochin, a subordinate office of the Department of Animal Husbandry Dairying and Fisheries, on **deputation (including short term contract)**- regarding.

Sir,

I am directed to say that one post of "Senior Administrative officer" " in Level 10 of the Pay Matrix (i.e. in the pre-revised pay band -3 Rs.15600-39100 with Grade pay of Rs.5400/-) in Central Institute of Fisheries Nautical and Engineering Training, Cochin is proposed to be filled up on **deputation basis** (including short term contract) from amongst the Officers of the Central Government or State Governments or Union Territories or Public Sector undertakings or Universities or Recognized Research Institutions or Councils or Semi Government or Statutory or Autonomous organization:-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with three years regular service in the grade rendered after appointment thereto on regular basis in the Pay Band-2 of Rs.9300-34800 with Grade Pay of Rs.4600 or equivalent in the parent Cadre or Department; and
- (b) possessing three years experience in administration, accounts and establishment work in a supervisory capacity in the parent cadre or department.

Note 1: The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist 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 organization or 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 for receipt of applications.

Note 3 : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

Job description: Function as Head of Office with the Administrative, Financial and Statutory powers as laid in CCS (CCA) Rules, DFPR and GFRs and controlling officer of non-gazetted establishment of the Institute. Assisting the Director in the Administrative Management of the Institute. Co-ordinating and Supervising of all



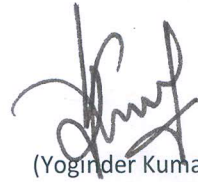
Administrative, Stores and Accounts matters. Administrative functions include recruitment, promotion, posting, pay fixations, seniority and leave matters. Appointing Authority and Disciplinary Authority of Group C employees. Responsible for attending to cases with Central Administrative Tribunal, High Court, Labour Commissioner etc. Drawing and Disbursing Officer. Consolidation of various reports in Accounts. Member-Secretary of the Departmental Promotion Committee. Any other duties assigned by the superiors.

The place of posting will be at CIFNET, H.Qtrs. Kochi.

2. The pay of the official selected will be governed by the provisions laid down in the Department of Personnel and Training's O.M.No.6/8/2009-Estt(pay II) dated 17th June 2010.as amended from time to time.

3. Applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the Director, Central Institute of Fisheries Nautical and Engineering Training, Foreshore Road, Cochin -682 016 within a period of 60 days from the date of publication of this advertisement in the Employment News alongwith copies of upto date ACRs for the last five years, duly attested by an officer of the level of Under Secretary or above, vigilance clearance and integrity certificate. Cadre controlling authority may also kindly ensure that while forwarding the application they should verify and certify that the particulars furnished by the officer are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.

4. Applications received after the due date or without ACRs or otherwise found incomplete will not be considered.



(Yoginder Kumar)

Under Secretary to the Government of India
Tel. No.23097014

Copy to:

1. Director of Fisheries of all States/UT's
2. All Sections/Units/Desks of Department of AHD & F
3. Director, CIFNET, Cochin with the request that the above circular may please be circulated to all concerned and got advertised in the Employment News at the earliest.
4. Director General, FSI, Mumbai
5. Director, CICEF, Bangalore.
6. Director, NIFPHATT, Cochin.
7. Director, NIC with the request to upload this circular on the website of this department.



(Yoginder Kumar)

Under Secretary to the Government of India
Tel. No.23097014

PROFORMA

- 1 Name & Address
- 2 Date of Birth(in Christian era)
- 3 Date of entry into Govt. Service
- 4 Date of Retirement
- 5 Educational Qualifications:-
Whether educational and other qualification required for the post are satisfied.(If nay qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Affix recent passport size photograph

Qualifications/Experience required

Qualifications/Experience possessed by the officer

Essential
Desirable

6. Experience & Details of Service:

Office/Instt /Orgn.	Post held	From	To	Pay Band/Scale of pay	Nature of apptt. i.e. whether regular/adhoc/deputation	Nature of duties performed
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- 7. Name of post held substantively, if any and the pay band/scale of pay thereof:
- 8. Present pay and date from which it is drawn(Pay Band in which drawn also to be indicated.
- 9. Whether belongs to SC/ST/OBC:
- 10. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- 11. Whether the officer satisfied all the conditions prescribed for the post viz. qualification, experience and service in analogous posts.
- 12. Remarks if any.

Date:

Signature of the candidate.

Countersigned....
Address....
(Employer)

CERTIFICATE TO BE RECORDED BY THE EMPLOYER WHILE FORWARDING THE APPLICATION.

Certified that the particulars filled by Shri..... Designation.....have been verified and found correct. It is also certified that no vigilance case is pending or contemplated against Shri.... and his integrity is beyond doubt. Character Roll is enclosed.

SIGNATURE OF THE EMPLOYING AUTHORITY