



भा.कृ.अनु.प- केन्द्रीय मीठाजल जीवपालन अनुसंधान संस्थान  
I.C.A.R.-Central Institute of Freshwater Aquaculture

कौशल्यागंगा, भुवनेश्वर-751002, ओडीशा / Kausalyaganga, Bhubaneswar-751002, Odisha  
Phones: +91-674-2465421 / 2465446 / 2465430 • Fax: +91-674-2465407  
EMail: director.cifa@icar.gov.in / sao.cifa@icar.gov.in • http://www.cifa.in



F. No. 9(3)/Admn/2018/Estt.I / 1240

Dated: 22<sup>nd</sup> July, 2021

To:

All Directors / Project Directors of ICAR Institutes /  
Project Directorate / NRCs / ATARIs.

**Sub: Filling up the vacant posts of "Assistant / Personal Assistant / Upper Division Clerk (UDC) on deputation basis" or "transfer basis" at ICAR-CIFA, Bhubaneswar AND/ OR at its KVK/ R.R.C.s at Rahara (WB)/ Bengaluru (Kar)/ Vijayawada (AP) / Bathinda (Pb)- reg.**

Madam/ Sir,

It is proposed to fill up the following vacant posts under Administrative Category on deputation or transfer basis" at ICAR-CIFA, Bhubaneswar AND/ OR at its KVK/ R.R.C.s at Rahara (WB)/ Bengaluru (Kar)/ Vijayawada (AP) / Bathinda (Pb) from amongst the eligible candidates working at ICAR Institutes / Project Directorate/ NRCs / ATARIs., etc :

Sl. No.	Name of the post	Vacancies	Eligibility Conditions for Deputation/ Transfer of permanent absorption basis
1	Personal Assistant	01 (UR) at ICAR CIFA HQrs. Bhubaneswar	By deputation/ transfer on permanent absorption of Officials holding analogous post i.e., Personal Assistant at any ICAR Institute in the grade Level – 6 of 7th CPC. The deputation shall be for a period not exceeding three years.  (OR)  By deputation of Steno Gr.III working in other ICAR Institutes on regular basis with ten years regular service in the Steno Gr.III pre revised pay scale (PB-I, Rs.5200-20200 with Grade Pay of Rs.2400).  <i>May be absorbed permanently based on satisfactory performance and Director's approval</i>
2	Assistant	04 - UR 02 - SC at ICAR CIFA HQrs. Bhubaneswar	By transfer of Officials holding analogous post i.e., Assistant of the ICAR Institutes in the grade Level –6 of 7th CPC.  (OR)  By deputation of Upper Division Clerks of the ICAR Institutes in the level 04 of 7thCPC (Pre-revised PB 5200-20200+GP 2400/-) having at least 10 years of regular service in the grade. The deputation shall be for a period not exceeding three years.  <i>May be absorbed permanently based on satisfactory performance and Director's approval</i>
3	Upper Division Clerk	03 (UR) One each at RRCs at Vijayawada, Bathinda & Bengaluru	By deputation of regular Upper Division Clerk of ICAR Institute/ Hqrs. The deputation shall be for a period not exceeding three years.  (OR)  By deputation of regular Lower Division Clerks of ICAR Hqrs./ Institutes having at least 8 years regular services. The deputation shall be for period not exceeding three years.  (OR)  By transfer on permanent absorption of regular UDC of ICAR Hqrs/Institute.  <i>May be absorbed permanently based on satisfactory performance and Director's approval</i>

While submitting the application of willing candidates, he/she/ may be kept in the mind the ICAR guidelines / instructions {vide F.No. 33-8/2016-Estt.I dated 19th September, 2016; F.No. Admn.33-8/2016-Estt.I (R&P) dated 24<sup>th</sup> October 2018 & F.No. Admn.7-1/2020-R&P dated 25<sup>th</sup> November 2020 as well as other instructions on the matter as issued by Gol/ ICAR from time to time}, that the part of service rendered by the transferred employee prior to his transfer after availing the last assessment / promotion in the parent Institute shall not be counted for the purpose of his/her promotion/assessment in the transferred Institute. For becoming eligible for promotion / assessment he/she has to render the prescribed year of service as per rule in the new Institute. The employee shall lose the service rendered in the parent Institute and he / she has to start afresh his / her service in the transferred Institute being placed at the bottom of the concerned cadre. However, his / her existing pay may be protected. Only the colour scanned copies of documents are to be forwarded on email ID: [aaocifaestt1@gmail.com](mailto:aaocifaestt1@gmail.com). The hard copies of documents in r/o selected candidates may be sought for record after completion of selection process.

It is requested that the above vacancies may please be circulated amongst the eligible employees of your institute and regional stations and necessary particulars of such candidates who are willing to apply for the post and can be immediately relieved, may be forwarded in the prescribed proforma along with the following records, through Proper Channel (by duly signed and scanned digital copies (limited to 15 MB) at [e1.cifa@icar.gov.in](mailto:e1.cifa@icar.gov.in):

- (i) Colour scanned copies of APARs for last five years duly attested.
- (ii) Colour scanned copies of certificate to the effect that no disciplinary proceeding are pending / contemplated against the official.
- (iii) Colour scanned copy of undertaking of candidate that in the event of his transfer, he /she will be placed at the bottom of the concerned cadre and he / she has to start afresh his / her services from the date of his / her joining in the transferred Institute.

The last date of receipt of application is **21.08.2021**. Incomplete applications and those received after prescribed date or without APARs and certificates as desired above or not through Proper Channel will not be entertained.

Mere application does not guaranty the acceptance of application and posting at ICAR-CIFA OR it's RRCs/ KVK. The Director, ICAR-CIFA, Bhubaneswar reserves all rights regarding placement, posting, acceptance, rejection etc. The decision for acceptance/rejection shall be of The Director, ICAR-CIFA, Bhubaneswar and his decision for acceptance/rejection shall be final and binding. No justification, litigation etc. shall be entertained in this regard.

This issues with the approval of the Competent Authority of this Institute.

Yours faithfully,

  
**Asstt. Administrative Officer (Estt-1)**  
ICAR-CIFA, BHUBANESWAR

**Encl: Format for submitting the application**

Copy for information:-

- I. The Under Secretary (Admn.), ICAR, Krishi Bhavan New Delhi-110 001
- II. The Dy. Secretary (Fy. Division), ICAR, KAB-II, New Delhi- 110 012
- III. I/C Computer Cell for uploading the circular on CIFA website.



**PROFORMA**

**APPLICATION FOR THE POST OF ..... IN LEVEL-..... ON DEPUTATION BASIS / INTER-INSTITUTIONAL TRANSFER BASIS AT ICAR-CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE, BHUBANESWAR OR KVK/R.R.C.S AT RAHARA (WB)/ BENGALURU (KAR)/ VIJAYAWADA (AP) / BATHINDA (PB)**

Sl. No	Particulars																					
1.	Name of the Post applied for (Please tick " ✓ " at appropriate box)	<input type="checkbox"/> Personal Assistant  <input type="checkbox"/> Assistant  <input type="checkbox"/> Upper Division Clerk at RRC of CIFA, Bathinda (Punjab)  <input type="checkbox"/> Upper Division Clerk at RRC of CIFA, Bengaluru (Kar)  <input type="checkbox"/> Upper Division Clerk at RRC of CIFA, Vijayawada (AP)																				
2.	Name of the Applicant																					
3.	Mode of application	<b>Deputation / Inter- Institutional Transfer Basis</b>																				
4.	Name of the Institute in which presently working																					
5.	Date of Birth & Age as on closing date																					
6.	Gender																					
7.	Category i.e. SC / ST / OBC / UR																					
8.	Corresponding Address																					
9.	Permanent Address																					
10.	Mobile No.																					
11.	E-mail ID																					
12.	Date of Initial appointment in the ICAR Service																					
13.	Date of entry into the present post/ grade																					
14.	Details of previous transfer (if any)																					
15.	<b>Service Details (starting from initial appointment)</b>	<table border="1"> <thead> <tr> <th rowspan="2">Name of the ICAR Institute</th> <th rowspan="2">Name of the Post</th> <th rowspan="2">Pay Level</th> <th colspan="2">Period</th> <th rowspan="2">Nature of Duties</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of the ICAR Institute	Name of the Post	Pay Level	Period		Nature of Duties	From	To												
Name of the ICAR Institute	Name of the Post	Pay Level				Period			Nature of Duties													
			From	To																		
16.	Grounds on which the deputation / inter-institutional transfer basis has been applied for:	1. Spouse ground (Whether employed in ICAR/ Stage Govt./ Central Govt. / Autonomous Body / PSUs. If yes, please attach copy of self-attested ID Proof issued by spouse's department/office 2. Medical ground (self or spouse) 3. Other, if any (Give details) (Please specify- Max in 100 words and attach necessary documents, if any)																				

**Declaration by the Applicant**

I do hereby declare and clarify that the information furnished by me is correct and true to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall be abide by the decision of the Director-ICAR-CIFA, Bhubaneswar. I, further, undertake that in the event of transfer, I will be placed at the bottom of the concerned cadre and I will have to start afresh my services in that grade from the date of joining in the transferred Institute.

**Signature of applicant with date**

**For Use of Forwarding Officer**

- It is certified that particulars furnished by the applicant have been verified from the Service Book/ record(s) and found correct.
- It is certified that no vigilance case is pending against or contemplated against the applicant.
- It is certified that in the last five years, no penalties/ following penalties have been imposed against the applicant:
- It is confirmed that in case of selection of the applicant, he/she may be relieved within 15 days of receiving the order.
- The following documents are also attached along with application.
  - Appointment order of the present post issued by their respective Institute.
  - APAR dossiers for the last five years.
  - Vigilance Clearance Certificate and Integrity Certificate.
  - A statement of major/minor penalty, if any, imposed on the applicant during the last five years.

**Signature with Seal  
Name & Designation  
of the Head of Office**