



F.No.9(3)/Admn./2018/Estt.I / 2248

Dated 13.01.2023

To

The Directors /Project Directors of ICAR Research Institutes
Project Directorates/ NRCs /ATARISs

Sub: Filling up the vacant posts of "Personal Assistant / Assistant / Upper Division Clerk (UDC) on deputation basis" or "transfer basis" at ICAR-CIFA, Bhubaneswar and its KVK / RRCs -reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under Administrative Category on deputation or transfer basis at ICAR-CIFA, Bhubaneswar and its KVK / RRCs from amongst the eligible candidates working at ICAR Institute /Project Directorate / NRCs / ATARIS etc.

Sl. No	Name of the Post	Vacancies	Eligibility Conditions for Deputation / Transfer of permanent absorption basis
1	Personal Assistant	02 (UR), 01 (SC) at ICAR-CIFA Hqrs	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 7 th CPC. The deputation shall be for a period of three years initially which may be extended as per rule. (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 per revised pay scale (PB-1, 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	02 (UR) at ICAR-CIFA Hqrs	By deputation of Upper Division Clerks of the ICAR Institutes in the level 04 of 7 th CPC (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 one year.
3	Upper Division Clerk	03(UR) 01 (SC) At ICAR-CIFA, Hqrs. / RRCs	By Deputation of regular Upper Division clerk of ICAR Institute / Hqrs. The deputation shall be for a period of three years initially which may be extended as per rule. (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 24th October 2018 & F. NO. Admn.7-1/2020-R&P dated 25th November 2020 as well as other instructions on the matter as issued by GoI / 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 pr 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 / he existing pay may be protected. Only the colour scanned copies of documents are to be forwarded on email ID: 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 relived 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

- 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 **13.02.2023** 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.

More 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,


Asst. Administrative Officer (E-1)
ICAR-CIFA, BHUBANESWAR

Encl: Format for submitting the application
Copy for information:-

1. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110 001
2. The Deputy Secretary (Fy Division), ICAR, Krishi Bhawan, New Delhi-110 002
3. I/C Computer Cell for uploading the circular on CIFA website.
4. PS to Director for information
5. Notice Board

PROFORMA

ICAR – CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE, BHUBANESWAR

APPLICATION FOR THE POST OF _____ IN THE LEVEL _____ ON DEPUTATION BASIS / INTER-INSTITUTIONAL TRANSFER BASIS AT ICAR-CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE, BHUBANESWAR OR KVK/ RRCs.

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			
2	Name of the Applicant					
3	Mode of Application	Deputation / Inter-Institutional Transfer Basis				
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	Service Details (starting from initial appointment)	Name of the ICAR Institute	Name of the post	Pay Level	Period From To	Nature of Duties
16	Grounds on which the deputation / Inter-Institutional transfer / Permanent absorption basis has been applied for	1. Spouse ground (Whether employed in ICAR / State Govt. / Central Govt. / Autonomous Body /PSUs. If yes, please attach copy of self-attested ID Proff 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 document. 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 place at the bottom of the concerned cadre and I will have to start afresh my services in the grade from the date of joining in the transferred institute.

Signature of the applicant with date

For use of forwarding officer

1. It is certified that particulars furnished by the applicant have been verified from the Service Book/ record(s) and found correct.
2. It is certified that no vigilance case is pending against or contemplated against the applicant.
3. It is certified that in the last five years, no penalties / following penalties have been imposed against the applicant
4. It is confirmed that in case of selection of the applicant, he / she may be relived within 15 days of receiving the order
5. The following documents are also attached along with application
 - a) Appointment order of the present post issued by their respective institute
 - b) APAR dossiers for the last five years
 - c) Vigilance Clearance Certificate and Integrity Certificate
 - d) 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