

434/C

Fwd: Recruitment for filling up of 02 posts of "Upper Division Clerk" (Group "C" Non-Gazetted, Ministerial) in level 4 of the pay matrix in CIFNET, on Deputation basis - Reg.

Shri Dharmendra <csdelhi@nic.in>

Mon, 07 Jul 2025 4:52:09 PM +0530

To "Sh Anil Kumar Singh" <secservices@nic.in>



From: cifnethq@yahoo.com

To: "sec png" <sec.png@gov.in>, "Secretary Meity" <secretary@meity.gov.in>, "Dr M Ravichandran" <secretary@moes.gov.in>, mohitsatyadeep@isro.gov.in, asoffice@isro.gov.in, "Secy to the President" <secy.president@rb.nic.in>, "A.M.Jha" <jha.am@nic.in>, "Secretary, Planning Commission" <secy.pcm@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Ajay Gupta" <js-ajaygupta@gov.in>, "single padmini" <single.padmini@gov.in>, "AMIT YADAV" <secywel@nic.in>, chairman@dae.gov.in, acs-home@rajasthan.gov.in, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "chief secretary" <cs-uttarakhand@nic.in>, chiefsecyuk@gmail.com, "Chief Secretary Punjab" <cs@punjab.gov.in>, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Shri Manoj Ahuja" <csori@nic.in>, cs-ori@nic.in, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, cs@tn.gov.in, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "cs-tripura" <cs-tripura@nic.in>, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, "Dr. V Candavelou IAS" <cs-goat@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-manipur" <cs-manipur@nic.in>, chiefsecretary@gujarat.gov.in, cs@karnataka.gov.in, "Shri Dharmendra" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S, Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "cs pondicherry" <cs.pondicherry@nic.in>, "Additional Secretary" <pers-dd@nic.in>, "Praful Patel" <lk-admin@nic.in>, "Sijo Varghese" <zd.kochi@fsi.gov.in>, "Director General FISHERY SURVEY OF INDIA" <dg@fsi.gov.in>, "Director General FSI" <dg-fsi-mah@nic.in>, "Tiburtius A" <zd.chennai@fsi.gov.in>, "Zonal Director, Visakhapatnam FISHERY SURVEY OF INDIA" <zd.vizag@fsi.gov.in>, "Zonal Director, Mormugao FISHERY SURVEY OF INDIA" <zd.goa@fsi.gov.in>, "Director NIO" <director@nio.res.in>, "Sunil Kumar Singh" <sunil@nio.res.in>, "Jyothibabu R" <rjyothibabu@nio.res.in>, "Priyank Kishore, IAS" <collector-dnh@ddd.gov.in>, "Collector Diu" <collector-diu-dd@nic.in>, sect-cmo-goat@nic.in, "Secretary RlyBoard RailwayBoard" <secyrb@rb.railnet.gov.in>

Sent: Monday, July 7, 2025 4:37:21 PM

Subject: Recruitment for filling up of 02 posts of "Upper Division Clerk" (Group "C" Non-Gazetted, Ministerial) in level 4 of the pay matrix in CIFNET, on Deputation basis - Reg.

m. yogan
6/8.7.25
Sh. Yogesh
DSH (CS)
Santhosh Datt
spi. secy (secy)

महोदय/Sir,

कृपया उपर्युक्त विषय से संबंधित पत्र आवश्यक कार्रवाई के लिए संलग्न है।

Kindly find the attachment on the subject cited above for necessary action .

सादर/With Regards,

निदेशक/Director
सिफनेट/CIFNET

--

Regards
O/o The Chief Secretary, Delhi

1 Attachment(s)

UDC-deputation_0001.pdf
3.7 MB

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E-mail : cifnet@nic.in
cifnethq@yahoo.com



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भारत सरकार
GOVERNMENT OF INDIA
मत्स्यपालन, पशुपालन और डेयरी मंत्रालय - मत्स्यपालन विभाग
MINISTRY OF FISHERIES, ANIMAL HUSBANDRY & DAIRYING - DEPT. OF FISHERIES
केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान
CENTRAL INSTITUTE OF FISHERIES NAUTICAL AND ENGINEERING TRAINING
फाईन आर्ट्स एवन्यू, कोच्ची (केरल) - 682016 | FINE ARTS AVENUE, KOCHI (KERALA) - 682016



F. No: 13-16/2024-Adm

Date: 26-06-2025

To
✓

All Ministries / Departments of Government of India

Sub: Recruitment for filling up of two posts of "Upper Division Clerk" (Group 'C' Non-Gazetted, Ministerial) in Level 4 of the Pay Matrix (Rs. 25500-81100) in Central Institute of Fisheries Nautical and Engineering Training (CIFNET), a subordinate office of the Department of Fisheries, on Deputation basis - reg.

Sir,

Please find enclosed a notification for filling up of two posts of "Upper Division Clerk" at this Institute to be filled on deputation method. It is requested that the vacancy notification may kindly be circulated among the eligible staff members of your Department and applications enclosed herewith in the prescribed proforma with recent passport size photograph and other relevant documents may be forwarded to this office within 60 days from the date of publication of the vacancy in the Employment News.

Yours faithfully


DIRECTOR

Encl: as above

431/c

By E-mail

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फा. सं: 13-16/2024-प्रशा.

दिनांक: 26-06-2025

सेवा में,

भारत सरकार के सभी मंत्रालय/विभाग।

विषय: मत्स्यपालन विभाग के अधीनस्थ केंद्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट) में वेतन मैट्रिक्स स्तर 4 (रु. 25500-81100) के 'उच्च श्रेणी लिपिक' (समूह 'ग' अराजपत्रित, अनुसचिवीय) के दो पदों को प्रतिनियुक्ति आधार पर भरने के संबंध में।

महोदय,

कृपया इस संस्थान में, वेतन मैट्रिक्स स्तर 4 (रु. 25500-81100) के "उच्च श्रेणी लिपिक" दो पदों पद को प्रतिनियुक्ति आधार पर भरने से संबंधित अधिसूचना देखें। सविनय अनुरोध है कि इस पत्र के साथ संलग्न रिक्ति अधिसूचना आपके विभाग के अर्हक कर्मचारियों के बीच परिचालित करें। रोजगार समाचार में इस रिक्ति अधिसूचना के प्रकाशन की तारीख से लेकर 60 दिनों के अंदर इस पद के लिए निर्धारित प्रपत्र में प्राप्त आवेदन, आवश्यक दस्तावेजों और हाल में ही ली गई पासपोर्ट साइज की फोटो सहित इस कार्यालय को अग्रेषित करने की कृपा करें।

भवदीय,

निदेशक

संलग्न: यथोक्त

430/c

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MINISTRY OF FISHERIES, ANIMAL HUSBANDRY & DAIRYING - DEPT. OF FISHERIES
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फा. सं: 13-16/2024-प्रशा.

दिनांक: 26-06-2025

सेवा में,

भारत सरकार के सभी मंत्रालय / विभाग

विषय: मत्स्यपालन विभाग के अधीनस्थ केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट) में वेतन मैट्रिक्स स्तर 4 (रु. 25500-81100) के 'उच्च श्रेणी लिपिक' (समूह 'ग' अराजपत्रित, अनुसचिवीय) के दो पदों को प्रतिनियुक्ति आधार पर भरने के संबंध में।

महोदय,

मुझे सूचित करना है कि कोच्ची स्थित केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट) में वेतन मैट्रिक्स स्तर 4 में "उच्च श्रेणी लिपिक", (समूह 'ग' अराजपत्रित, अनुसचिवीय) के दो पद केंद्र सरकार के अधिकारियों में से, प्रतिनियुक्ति आधार पर भरे जाने का प्रस्ताव है।

- जो नियमित आधार पर सदृश पद धारण कर रहे हैं; या
- जिन्होंने अवर श्रेणी लिपिक की श्रेणी में आठ वर्ष या समतुल्य नियमित सेवा की हो।


- टिप्पणी:
- पोषक पद के ऐसे विभागीय अधिकारी, जो पदोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।
 - इसी प्रकार, प्रतिनियुक्त व्यक्ति पदोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।
 - प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, सामान्यतः तीन वर्ष से अधिक नहीं होगी।
 - प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा, आवेदन प्राप्त करने की अंतिम तिथि तक 56 वर्ष से अधिक नहीं होगी।

नौकरी का विवरण:

जिस अनुभाग में वे तैनात हैं अर्थात् प्रशासन, लेखा, भंडार और प्रशिक्षण अनुभाग, वहां डीलिंग असिस्टेंट का कार्य करना। प्रशासन, लेखा, भंडार और प्रशिक्षण के मामलों से संबंधित कार्यों में कार्यालय अधीक्षक/प्रशासनिक अधिकारी/वरिष्ठ प्रशासनिक अधिकारी की सहायता करना। संबंधित अनुभाग में सभी संबंधित फाइलों और रजिस्ट्रों का रखरखाव और निपटान करना अर्थात् भर्ती, पदोन्नति, भर्ती नियमों के संशोधन/निर्माण, प्रशिक्षण, अदालती मामले, प्रशिक्षण मामले, बजट तैयार करना, व्यय/प्राप्तियों का समाधान, कैश बुक, वेतन बिल, चिकित्सा

के दावे, सीबी, एचएसए, ओटीए, टीए, एलटीसी, सीईए, जीपीएफ, स्टोर रजिस्टर और अन्य रिकॉर्ड का रखरखाव। सामानों की खरीद और संबंधित पत्राचार आदि में प्रभारी अधिकारी (भंडा) की सहायता करना। पत्राचार/प्रस्ताव/पत्र आदि के मसौदे तैयार करना। फाइलों की रिकॉर्डिंग और चंटाई करना। सभी संबंधित टंकण कार्य करना। संस्थान की आवश्यकतानुसार वरिष्ठ अधिकारियों द्वारा सौंपे गए अन्य कार्य करना।

1. नियुक्ति का स्थान कोच्ची स्थित सिफनेट मुख्यालय होगा, लेकिन कार्यालय की आवश्यकता के अनुसार सिफनेट के किसी भी 02 इकाइयों (अर्थात् चेन्नई या विशाखपटनम) में नियुक्ति की संभावना है।
2. चयनित अधिकारी का वेतन कार्मिक एवं प्रशिक्षण विभाग के 17 जून, 2010 के कार्यालय ज्ञापन संख्या 6/8/2009-स्था.(वेतन II) में निर्धारित प्रावधानों के अनुसार होगा, जिसे समय-समय पर संशोधित किया जाता है।
3. पात्र अधिकारियों के आवेदन पत्र संलग्न प्रपत्र में, रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से 60 दिनों के भीतर उचित माध्यम से, निदेशक, केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान, फोरशोर रोड, कोच्ची - 682 016 को भेजे जा सकते हैं। साथ ही, पिछले पांच वर्षों की अद्यतन वार्षिक गोपनीय रिपोर्ट / वार्षिक निष्पादन मूल्यांकन रिपोर्ट की प्रतियां, जो अवर सचिव या उससे ऊपर के स्तर के अधिकारी द्वारा सत्यापित हों, सतर्कता अनापत्ति और सत्यनिष्ठा प्रमाण-पत्र भी साथ में भेजें। संवर्ग नियंत्रण प्राधिकारी कृपया यह भी सुनिश्चित करें कि आवेदन अग्रेषित करते समय वे यह सत्यापित और प्रमाणित कर लें कि अधिकारी द्वारा दिए गए विवरण सही हैं। यह भी प्रमाणित किया जाए कि अधिकारी पर उनकी सेवा के पिछले 10 वर्षों के दौरान कोई बड़ा या छोटा दंड अधिरोपित नहीं किया गया है।
4. निर्धारित तिथि के बाद प्राप्त या वार्षिक गोपनीय रिपोर्ट / वार्षिक निष्पादन मूल्यांकन रिपोर्ट के बिना या अन्यथा अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा।


निदेशक

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MINISTRY OF FISHERIES, ANIMAL HUSBANDRY & DAIRYING - DEPT. OF FISHERIES
केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान
CENTRAL INSTITUTE OF FISHERIES NAUTICAL AND ENGINEERING TRAINING
फाईन आर्ट्स एवन्यू, कोच्ची (केरल) - 682016 | FINE ARTS AVENUE, KOCHI (KERALA) - 682016



F. No: 13-16/2024-Adm

Date: 26-06-2025

To,

All Ministries / Departments of Government of India

Sub: Recruitment for filling up of two posts of "Upper Division Clerk", (Group 'C' Non-Gazetted, Ministerial) in Level 4 (Rs. 25500-81100) of the Pay Matrix in Central Institute of Fisheries Nautical and Engineering Training (CIFNET), a subordinate office of the Department of Fisheries, on deputation basis - reg.

Sir,

I am to say that two posts of "Upper Division Clerk", (Group 'C' Non-Gazetted, Ministerial) in Level 4 of the Pay Matrix in Central Institute of Fisheries Nautical and Engineering Training (CIFNET), are proposed to be filled on deputation method from amongst the Officers of the Central Government.

- (i) holding analogous post on regular basis; or
- (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.

- 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.
2) Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.
3) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization of department of the Central Government shall ordinarily not exceed three years.
4) The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Job description:

Dealing Assistant in the section in which he/she is posted Viz. Administration, Accounts, Stores, and Training Section. Assist the Office superintendent/Administrative officer/Senior Administrative Officer in respect of works related with administration, Accounts, Stores and Training matters. Maintenance and dealing of all the connected files and registers in the respective section i.e. the files connected with the recruitment, promotion, amendment/framing of recruitment rules, training, court matters, training matters, preparation of budget, reconciliation of expenditure/ receipts, cash books, salary bills, Medical claims, CBs, HSA, OTA, TA, LTC, CEA, GPF, maintenance of store registers and other records to assist the officer in charge (Stores) in procurement of stores and related

correspondences etc. Drafting of communications / proposals / letters etc. Recording and weeding of files. All connected typing works. Any other duties assigned by the superiors as per the requirements of the Institute.

1. The place of posting will be at CIFNET H.Qtrs, Kochi but likely to be posted in any of the 02 Units of CIFNET (i.e. at Chennai or Visakhapatnam) as per office requirement.
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 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 along with copies of update ACRs/APARs 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/APARs or otherwise found incomplete will not be considered.


DIRECTOR

BIO-DATA CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.5.2 In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

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7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay, where such benefits have been drawn by the Candidate may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			

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10. If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)(Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		

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# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date: _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

