



भारतीय कृषि अनुसंधान परिषद  
Indian Council of Agricultural Research  
केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान  
Central Marine Fisheries Research Institute

(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)  
(Department of Agricultural Research and Education, Ministry of Agriculture and Farmers' Welfare, Govt. of India)  
पोस्ट बॉक्स सं. 1603, एरणाकुलम नोर्थ पी.ओ., कोच्ची - 682 018, केरल, भारत  
Post Box No. 1603, Ernakulam North P.O., Kochi - 682 018, Kerala, India  
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CMFRI Platinum Jubilee - Celebrating 70 years of Excellence in Research

F. No.13(1)/2020-Estt.

Dated: 20/05/2021

To

**All Directors/Project Directors of ICAR Research Institutes/NRCs/Project Directorates/ZCUs etc.**

Sub:- Filling up of one vacant post of **Private Secretary (Reserved for ST)** in the Pay Matrix Level-07: ₹44,900-1,42,400 at CMFRI Headquarters, Kochi **on deputation basis**- regarding.

Sir/Madam,

It is proposed to fill up one vacant post of **Private Secretary (Reserved for ST)** in the Pay Matrix Level-07: ₹44,900-1,42,400 at CMFRI Headquarters, Kochi, on deputation basis for a period of 3 years from Private Secretaries working in other ICAR Institutes on regular basis; or Personal Assistant (in the Pay Matrix Level-06: Rs. 35,400-1,12,400) with five years regular service or equivalent under ST category.

It is requested that the above vacancy may please be arranged to be circulated among the eligible and desirous candidates/employees working at your Institute/Establishment to enable them to apply for the same in the enclosed proforma. Application(s) along with up-to-date APAR dossiers should reach to this office within 30 days from the date of issue of this letter. It may be noted that applications of only such candidates are required to be forwarded who can be relieved immediately in the event of his/her selection.

While forwarding the application(s) a certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the candidate(s) may also be sent.

This is issued with the approval of the Director, CMFRI.

Yours faithfully,

Signature Not Verified

Digitally signed by K  
RAMADASAN  
Date: 2021.05.21 11:10:26 IST

(K. Ramadasan)  
ASSISTANT ADMINISTRATIVE OFFICER (ESTT.)

1. The Deputy Secretary (Admn.), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi – 110 001 for circulation amongst the eligible persons working at the Council's Headquarters.
2. The Under Secretary (Fy.), Indian Council of Agricultural Research, Krishi Anusandhan Bhavan, New Delhi – 110 012.

**PROFORMA**

**APPLICATION FOR THE POST OF PRIVATE SECRETARY (RESERVED FOR ST) AT CMFRI, KOCHI ON DEPUTATION BASIS**

1. Name of the Candidate :  
(in BLOCK LETTERS)
2. Name of the Institute where working at present :
3. Post held at present with the date of appointment indicating whether :  
on regular basis
4. Date of Birth :
5. Educational qualification giving :  
details of examination passed from matriculation onwards
6. Details of Technical/other qualifications, :  
if any,
7. Whether belongs to SC/ST/OBC/General) :
8. Service Details :

Name of the Institute	Post held	Scale of Pay	Period		Nature of Duties	Whether ad-hoc or on regular basis
			From	To		

9. Any other information/particulars :  
relevant to the service of the employee(s)

**DECLARATION**

I do hereby declare that all the particulars furnished by me in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected. I shall bound by the decision of the Director, CMFRI.

SIGNATURE OF THE CANDIDATE

**CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

1. The above particulars furnished by the candidate are correct as per office record.
2. It is certified that no vigilance/disciplinary case is pending/contemplated against the above candidate.

Date:

Signature of the Authorized Signatory with Seal