

Sl. No.	Name of the post & Pay Band with Grade Pay	No. of Vacancy & Reservation	Qualification	Age * limit
1.	Lower Division Clerk Pay Band PB-1: ₹5200-20200 + Grade Pay ₹1900/- plus usual allowances admissible to Central Govt. servants	01 (UR) 01 (OBC)	<u>Essential:-</u> (i) 12 th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)	18 to 27 years as on last date of receipt of application

*Upper age limit is relaxable by 05 years for SC/ST, 03 years for OBC and 10 years for PH candidate and for Ex-Servicemen as per the Government of India rules. No upper age limit for ICAR employees.

General instructions for the candidates

1. The crucial date for determining the age limit of candidates will be the closing date for receipt of applications.
2. The candidates are required to submit attested copies of certificates in support of their claims regarding Age, Educational qualifications, SC/ST/OBC/PH/Ex-Serviceman etc. along with their application.
3. Mere eligibility will not vest any right on any candidate for being called for written test/interview. The decision of the Competent Authority in CMFRI in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/written test/interview etc. Canvassing in any manner would entail disqualification of the candidature.
4. The candidates applying for the posts as notified should ensure that they fulfill all the prescribed eligibility conditions.
5. The Institute has the right to fix criteria for screening the application so as to reduce the number of candidates to be called for written test/interview.
6. Application fee of Rs.50/- in the form of Demand Draft in favour of ICAR Unit, CMFRI, Cochin may be enclosed along with application. No fee for SC/ST candidates.
7. Prescribed application form may be down loaded from the Institute website **www.cmfri.org.in**. The filled application form, duly signed and affixed with a recent passport size photograph along with attested copies of certificates in support of claims regarding age, educational qualifications, SC/ST/OBC/PH/Ex-Serviceman etc. should be sent to the Scientist-in-Charge, Mandapam Regional Centre of CMFRI, Marine Fisheries P.O., Mandapam Camp, Ramanathapuram District –623 520. The envelope containing the application must be superscribed as “APPLICATION FOR THE POST OF “ LOWER DIVISION CLERK” at the left side corner of the envelope.
8. Those already in Govt. Service (Central/State/Autonomous bodies) should forward their applications through proper channel.
9. Incomplete applications or applications without latest Photograph, Signature and attested copies of Certificates received after the last date are liable to be rejected.
10. At present the place of posting is as indicated in the advertisement. However, the selected candidates may liable to be posted either at the Centre concerned or any other Centre of CMFRI located all over India.
11. When called for written test/Interview, the candidate will have to appear at a place/date(s) to be notified in due course.
12. The selected candidate is governed under the new defined “Contributory Pension Scheme” and governed by ICAR rules applicable from time to time.
13. Applicant must submit a declaration as to whether he is related to any employees of CMFRI/ICAR and, if so, write the name, designation, address and describe the nature of his/her relationship.

14. Applications received after due date for whatsoever the reason including postal delays will not be considered.
15. The last date for receipt of the application is 30 days from the date of publication of the advertisement in the News Paper.
16. The advertisement is also available in the website of CMFRI (www.cmfri.org.in)

APPLICATION FORMAT

Application for the post of

1. Name in Full (in block letters) :
2. Address :
3. Nationality :
4. Age and date of birth :
5. Gender (Male/Female) :
6. Whether belongs to SC/ST/OBC/
PH/Ex-Servicemen etc. (attach proof) :
7. Are you a regular employee of
Indian Council of Agricultural Research?
(YES/NO) :
8. Educational/Technical Qualifications :

Recent photograph of the candidate

Sl. No.	Name of Examination	University/Board	Year of Passing	Grade/Divn. & percentage of marks in aggregate	Subject Passed

9. Experience (Particulars of all
Previous and present employment) if any :

Sl. No.	Name of Employer (indicate Private/Autonomous Body/Government)	Designation	Pay Scale/ Salary	Period		Remarks
				From	To	

10. Particulars of fee remitted, DD No. &
Amount :
11. State whether any relative is working
at CMFRI/ICAR
If yes, write the name, designation &
address of the employee and
describe the nature of his/her relationship :

DECLARATION

I do hereby declare that all the statements made 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 and I shall bound by the decision of the employer.

Signature of candidate

Place:

Date: