

List of Candidates for the post of Assistant

Sl. No.	Name	Present place of posting
1.	Shri L. Pydiraju	Visakhapatnam
2.	Smt. Kaladevi M.P.	Vizhinjam
3.	Smt. Remya T.R.	Kochi
4.	Shri Sreekumar S.	Kochi

List of Candidates for the post of Lower Division Clerk

Sl. No.	Name	Present place of posting
1.	Smt. Unniresmi C.U	Kochi
2.	Smt. Nandana P.R.	Kochi
3.	Smt. Athira T.G.	Kochi
4.	Smt. Deepa R.	Kochi
5.	Smt. Preethi Udayabhanu	Kochi
6.	Shri Augustine Sipson N.A.	Kochi
7.	Shri Vipinkumar K.K.	Kochi
8.	Shri. Vysakhan P.	Kochi
9.	Smt. Sruthy S.	Kochi
10.	Smt. Niranjana A	Chennai
11.	Shri R. Yuvaraj	Chennai
12.	Smt. Divya K.A.	Kochi
13.	Shri Sujith R.	Kochi
14.	Smt. Pushpa K.	Mangalore
15.	Shri Dharmaraju L.B.	Mangalore
16.	Shri Naveen Raju K.G. Naik	Mangalore
17.	Smt. Binitha Babu	Kochi
18.	Shri Thobias P. Antony	Kochi
19.	Smt. Sreelakshmi S.	Vizhinjam
20.	Smt. Krishnapriya P.M.	Vizhinjam
21.	Smt. Shalini O.	Vizhinjam
22.	Shri Akhil A.R.	Vizhinjam
23.	Shri Sibin P. Babu	Kochi
24.	Smt. Hima P.H.	Kochi
25.	Smt. Anaswara K.B.	Kochi
26.	Shri Ravikumar T.T.	Mandapam
27.	Shri Gadhiya Noormamad Alibhai	Veraval
28.	Shri B. Saravanakumar	Mandapam
29.	Shri Raja Sekar R.	Chennai
30.	Shri K. Prabhakaran	Chennai
31.	Shri T. Balaraman	Chennai
32.	Smt. Remya E.A.	Kochi
33.	Smt. Reshma K.S.	Kochi
34.	Shri Jimosh Mohan C.M.	KVK, Narakkal
35.	Shri Ratheesh M.	Kochi
36.	Shri P. Venkatesh	Visakhapatnam
37.	Shri V. Ravikanth	Visakhapatnam
38.	Shri Venkateswarlu Vuyyala	Visakhapatnam
39.	Shri Potala Bhaskara Rao	Visakhapatnam

40.	Shri Yenni Prasad Babu	Visakhapatnam
41.	Shri Abdul Hakeem M.M.	Calicut
42.	Shri Ajith Mattappadan	Calicut
43.	Smt. S. Divya Bharathy	Mandapam



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

(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)
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Central Marine Fisheries Research Institute

F.No.7(1)/2025-Estt-II

Dated: 02.04.2025

CIRCULAR

Sub: Limited Departmental Competitive Examination - 2025 at CMFRI – regarding.

Applications from the eligible employees for filling up of the vacant posts of Assistant and Lower Division Clerk by way of Limited Departmental Competitive Examination are invited in the prescribe format, from the intending candidates who fulfil the required eligibility as mentioned below. The last date of receipt of applications in the prescribed format is **01.05.2025**.

Sl. No	Name of the post	Number of vacancies	Reservation	Eligibility Criteria for appearing for LDCE as per the RR notified by ICAR's O.M. Number 11-2/2022-R&P dated 07.06.2023.
1.	Assistant Pay Matrix Level-6: Rs.35,400-1,12,400	3 Nos.	UR- 1 SC-1 ST-1	Upper Division Clerks who are having 6 years of regular service in the grade as on 01.04.2025
2.	Lower Division Clerk Pay Matrix Level-2: Rs.19,900-63,200	2 Nos.	UR-2	Group-C staff in the Pay Level-1 and who possess 12 th Class or equivalent qualification from a recognized Board or University and have rendered 3 years regular service in the grade as on 01.04.2025.

The scheme of examination, syllabus of examination and format of application are given in Annexure -I, II, III respectively. Candidates are advised to submit their application in the prescribed format only. The duly filled application form may be submitted to the Assistant Administrative Officer, Establishment II, CMFRI, Kochi.

This is a competitive examination and not a qualifying examination. Merely getting the passing marks in the examination does not make the candidate entitle for appointment to the above mentioned posts.

All the candidates are, therefore, advised to keep themselves ready for the examination at a short notice and no request for extension of time will be entertained. The exact date, time and venue will be intimated separately in due course of time. Applications received after the stipulated date or incomplete in any respect, will not be entertained.

Meera K.N.

(Meera K.N.)

Administrative Officer

Distribution:-

1. All HODs/Sections-in-Charge, CMFRI, Kochi
2. All Heads/SICs, Regional Centres/Stations of CMFRI.
3. The Scientist-in-Charge, AKMU, CMFRI, Kochi – The Circular may please be uploaded in the CMFRI web-site.
4. Notice Board

For circulation among the eligible staff of CMFRI

SCHEME OF EXAMINATION FOR ASSISTANT**Written Papers**

Paper No.	Subject	Maximum Marks	Time allowed
I	Noting Drafting & Precis Writing	100	02 hours
II	Office Procedure and Practice generally and also specifically with reference to ICAR	100	02 hours
III	General Knowledge of the Constitution of India and machinery of Government practice and procedure in Parliament	100	02 hours
IV	General Financial & Service Rules	100	02 hours

Syllabus

Paper-I	Noting Drafting & Precis Writing: In addition to the question requiring candidates to prepare notes and drafts on specific problems, passages will be set for draft for summary or precis.
Paper-II	Office Procedure and Practice generally and also specifically with reference to ICAR: This is intended to be an intensive and detailed test in methods and produce for work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally, some guidelines on the subject can be obtained from :- i) Manual of office procedure current at the time of notification. ii) Notes on office procedure issued by the Institute of Secretariate Training and Management. iii) Manual of administrative instructions compiled by Shri P.V. Hariharsankaran.
Paper-III	General Knowledge of the Constitution of India and machinery of Government practice and procedure in Parliament: Knowledge of the following will be expected:- i) The main principles of the Constitution of India. ii) Rules of procedure and conduct of business in the Lok Sabha and Rajya Sabha & iii) the organization of the Machinery of Govt. of India-Designation and allocation of subjects between Ministries and Departments and Attached and Subordinate offices and their relation inter-se.
Paper-IV	General Financial & Service Rules: The following books are recommended:- i) Fundamental and Supplementary Rules (AGP&TS) compilation or Chaudhari's compilation. ii) The Central Civil Services (Pension) Rules, 1972. iii) The Central Civil Services (Conduct) Rules, 1964. iv) The Central Civil Service (Classification, Control and appeal) Rules, 1965. v) Compilation of the General Financial Rules. vi) Delegation of Powers in ICAR (OD Gar's compilation). vii) Rules and Bye-laws of the ICAR. viii) ARS backlog brought out by the ICAR. ix) Handbooks of Technical Services brought out by the ICAR. x) Revised Leave Rules.

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERK**Written Papers**

Part	Subject	Max. Marks	Time allowed
I	Short Essay	100	1 ½ Hours
II	General English	50	1 Hour
III	General Knowledge including Geography of India	50	1 Hour

Syllabus :-

Paper-I Short Essay	:	An Essay to be written on any one of the several specified subjects.
Paper-II General English	:	Candidates will be tested in simple composition, applied grammar and Elementary Tabulation (to test candidate's ability in the art of compiling, arranging and presenting data in tabular form)
Paper-III General Knowledge including Geography of India	:	Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include questions on Geography of India.

Merit of the candidates shall be arrived while calculating total marks obtained, **out of maximum marks of 200.**

- Note-1: Candidates are allowed the option to answer either in English or Hindi.
- Note-2: The option will be for a complete paper and not for different question in the same paper
- Note-3: Candidates desirous of exercising the option to answer the aforeside paper in Hindi (Devanagari) or in English should indicate clearly in the application form otherwise, it would be presumed that they would answer the Paper in English.
- Note-4: The option exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.
- Note-5: Question paper will be supplied both in English and Hindi
- Note-6: No credit will be given for an answer written in a language other than the one opted by the candidate.

Calculation procedure of APARs for last five years:-

The APARs of last five years will be considered taken into account for the candidates who qualify the written part of the exam. The marks allotted for APARs of last five years are 150 (30 for each year APAR) and calculation of marks of APARs will be done as follows:-

1. APARs graded between 8 and 10 will be given a score of 9 for the purpose of calculation of score for empanelment/promotion and $(9 \times 3) = 27$ marks will be added with the written marks.
2. APARs graded between 6 and short of 8 will be given a score of 7 and $(7 \times 3) = 21$ marks will be added with the written marks.
3. APARs graded between 4 and short of 6 will be given a score of 5 and $(5 \times 3) = 15$ marks will be added with the written marks.
4. APARs graded below 4 will be given a score of "Zero".

Merit of the candidates shall be arrived while calculating total marks obtained, **out of maximum marks of 550 (i.e. 400 for written + 150 APAR).**

- Note-1: Candidates are allowed the option to answer either in English or Hindi.
- Note-2: The option will be for a complete paper and not for different question in the same paper
- Note-3: Candidates desirous of exercising the option to answer the aforeside paper in Hindi (Devanagiri) or in English should indicate clearly in the application form otherwise, it would be presumed that they would answer the Paper in English.
- Note-4: The option exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.
- Note-5: Question paper will be supplied both in English and Hindi
- Note-6: No credit will be given for an answer written in a language other than the one opted by the candidate.
