## List of Candidates for the post of Assistant

SI. N o.	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

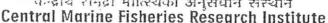
SI.		
No.	Name	Present place of posting
1.	Smt. Unniresmi C.U	Kochi
2.	Smt. Nandana P.R.	Kochi
3.	Smt. Athira T.G.	Kochi
4.	Smt. Deepa R.	Kochi
5.	Smt. Preethi Udayabhanu	Kochi
6.	Shri Augustine Sipson N.A.	Kochi
7.	Shri Vipinkumar K.K.	Kochi
8.	Shri. Vysakhan P.	Kochi
9.	Smt. Sruthy S.	Kochi
10.	Smt. 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

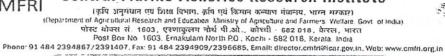
40.	Shri Yenni Prasad Babu	Visakhapatnam
41.	Shri Abdul Hakeem M.M.	Calicut
42.	Shri Ajith Mattappadan	Calicut
43.	Smt. S. Divya Bharathy	Mandapam





#### गर भय कृषि अनुराधान परिषद Indian Council of Agricultural Research वेन्द्रीय रामद्री माल्स्थिकी अनुसंधान संस्थान





@Schedus 1749 Glorious Vears of Marine Fisheries & Mariculture Research -

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.

	20 an 10 10 10 10 10 10 10 10 10 10 10 10 10			and the same of th
Sl. No	Name of the post	Number of vacancies	Reserv ation	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	3 Nos.	UR-1	Upper Division Clerks who are having 6
	Pay Matrix Level-6:		SC-1	years of regular service in the grade as on
	Rs.35,400-1,12,400		ST-1	01.04.2025
2.	Lower Division	2 Nos.	UR-2	Group-C staff in the Pay Level-1 and who
	Clerk			possess 12 <sup>th</sup> Class or equivalent
	Pay Matrix Level-2:			qualification from a recognized Board or
	Rs.19,900-63,200			University and have rendered 3 years
			, ,	regular service in the grade as on
l		l	l	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.

> Mera.K.N. (Meera K.N.) Administrative Officer

#### Distribution:-

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

For circulation among the eligible staff of **CMFRI** 

# SCHEME OF EXAMINATION FOR ASSISTANT

## Written Papers

Paper No.	Subject	Maximum Marks	Tome allowed
- I	Noting Drafting & Precis Writing	100	02 hours
11	Office Procedure and Practice generally and also specifically with reference to ICAR	100	02 hours
111	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

<u>Syllabus</u>						
Paper-I	Noting Drafting & Precis Writing: In addition to the question requiring candidates to prepare notes and drafts on specific problems, passages will be					
Daniel VI	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:					
	<ul> <li>i) Manual of office procedure current at the time of notification.</li> <li>ii) Notes on office procedure issued by the Institute of Secretariate Training</li> </ul>					
	ii) Notes on office procedure issued by the Institute of Secretariate Training and Management.					
	(;;;) Manual C					
	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					
D	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					
	<ul><li>ii) The Central Civil Services (Pension) Rules, 1972.</li><li>iii) The Central Civil Services (Conduct) Rules, 1964.</li></ul>					
	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.					
2 2	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
1	Short Essay	100	1 ½ Hours
11	General English	50	1 Hour
III	General Knowledge including Georgraphy of India	50	, 1 Hour

### Syllabus:-

Paper-I	:	An Essay to be written on any one of the several
Short Essay		specified subjects.
Paper-II	;	Candidates will be tested in simple composition,
General English		applied grammar and Elementary Tabulation (to
		test candidate's ability in the art of compiling,
		arranging and presenting data in tabular form)
Paper-III	:	Knowledge of current events and of such-
General Knowledge including		matters of every day observation and experience
Georgraphy of India		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
1		include questions on Geography of India.

Merit of the candidates shall be arrived while calculating total marks obtained, <u>out</u> of maximum marks of 200.

Note-1: Note-2:	Candidates are allowed the option to answer either in English or Hindi.  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 (Devanagri) 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.

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#### 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 yar 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 (9x3) = 27 marks will be added with the written marks.
- 2.  $\Lambda$ PARs graded between 6 and short of 8 will be given a score of 7 and (7x3) = 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 (5x3) = 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, <u>out</u> 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 (Devanagri) 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.

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