

| Sl. No. | Name of the post & Pay Band with Grade Pay | Number & reservation of vacancies | Qualification | Age limit |
|---------|--|--|--|---------------|
| 1. | Stenographer Grade-III Pay Band-1: ₹ 5200-20200 + ₹2400/- (Grade Pay) plus usual allowances as admissible under rules | 01 post (Reserved for SC) | <p><u>Essential:-</u></p> <p>12th Class or equivalent qualification from a recognized Board or University</p> <p><u>Professional Efficiency:-</u></p> <p>The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on computer</p> <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Graduation from a Recognized University 2. Diploma in Computer Application 3. At least one year experience in office work and proficiency in reading, writing and speaking of local language | 18 – 32 years |

- The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications.
- Relaxation in age shall be allowed to PH/Ex. Servicemen etc. as per the instructions issued by the Govt. of India from time to time.
- The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.
- Last date for receipt of application: 30 days from the date of publication of this advertisement in the **Employment News** (to be calculated from the first day of the week).

APPLICATION FORMAT

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (RESERVED FOR SC) AT CMFRI, COCHIN

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/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
Passport size
photograph
of the
candidate

| Sl. No. | Name of Examination | University/Board | Year of Passing | Grade/Divn. & percentage of marks in aggregate | Subject Passed |
|---------|---------------------|------------------|-----------------|--|----------------|
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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. 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 :
11. Medium for written test
(Please indicate tick mark) : English /Hindi
12. Medium for professional efficiency test
(Please indicate tick mark) : English /Hindi

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:

GENERAL INSTRUCTIONS FOR THE CANDIDATES

1. The crucial date for determining the age limit of the candidates will be the closing date for receipt of applications. **The last date for receipt of the application is 30 days from the date of publication of this advertisement in the Employment News (to be calculated from the first day of the week).**
2. The candidates are required to submit attested copies of certificates in support of their claims regarding age, educational qualifications, SC/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/professional efficiency test 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 as on the closing date for receipt of applications.
5. The Director, CMFRI 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. 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/PH/Ex-Serviceman etc. should be sent to the Director, Central Marine Fisheries Research Institute (CMFRI), Post Box No.1603, Ernakulam North P.O., Cochin-682 018, Kerala. The envelope containing the application must be superscribed as "APPLICATION FOR THE POST OF "STENOGRAPHER GRADE-III" at the left side corner of the envelope.
7. Those already in Govt. Service (Central/State/Autonomous bodies) should forward their applications through proper channel.
8. Incomplete applications or applications without latest Photograph, Signature and attested copies of Certificates and applications received after the last date are liable to be rejected.
9. 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.
10. **When called for written test/professional efficiency test, the candidate will have to appear at a place/date(s) to be notified in due course.**
11. The selected candidate will be governed under the new defined "Contributory Pension Scheme" and ICAR rules applicable from time to time.
12. 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 against Sl.No.10 in the application form.
13. Applications received after due date for whatsoever reason including postal delay will not be considered.
14. All dispute/litigation, if any, in this regard will be subject to Cochin jurisdiction only.
