

Vacancies at Mangalore Research Centre of CMFRI, Mangalore

Sl. No.	Name of the post & Pay Band with Grade Pay	Number & reservation of vacancies	Qualification	Age limit
1.	Skilled Support Staff Pay Band-1: ₹ 5200-20200 + ₹1800/- (Grade Pay) plus usual allowances as admissible under rules	06 posts (2-UR) (1-OBC) (3-ST)	<u>Essential:-</u> Matriculation or equivalent pass (or) ITI pass	18 - 25 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 SC/ST/OBC/PH/Ex. Servicemen etc. as per the instructions issued by the Govt. of India from time to time.
- 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

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
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

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:

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/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 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. Application fee of ₹200/- (Rupees Two Hundred only) (Non-refundable) in the form of Demand Draft drawn in favour of ICAR Unit, CMFRI, Cochin should be enclosed along with the application. No other means of payment will be accepted. No fee for SC/ST/woman candidates.
7. 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, Mangalore Research Centre of CMFRI, Post Box No.244, Holge Bazar, Mangalore-575 001. The envelope containing the application must be superscribed as "APPLICATION FOR THE POST OF " _____ " at the left side corner of the envelope.
8. For each post, separate application form and separate fee are required.
9. Those already in Govt. Service (Central/State/Autonomous bodies) should forward their applications through proper channel.
10. 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.
11. 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.
12. **When called for written test/Interview, the candidate will have to appear at a place/date(s) to be notified in due course.**
13. The selected candidate will be governed under the new defined "Contributory Pension Scheme" and ICAR rules applicable from time to time.
14. 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.11 in the application form.
15. Applications received after due date for whatsoever reason including postal delay will not be considered.
16. All dispute/litigation, if any, in this regard will be subject to Cochin jurisdiction only.

DUTIES OF SKILLED SUPPORT STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/Unit.
- f) Assisting in routine office work like diary, despatch etc. including on computer.
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualification, if it exists.
- n) Driving of vehicles, if in possession of valid driving licence.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.