

## **CENTRAL MARINE FISHERIES RESEARCH INSTITUTE**

*(Indian Council of Agricultural Research)*  
Post Box No.1603, Ernakulam North P.O.  
Cochin - 682 018, Kerala State, India.

Advertisement No.Advt.01/Estt/2012

### **WANTED - ASSISTANT ADMINISTRATIVE OFFICER**

Applications are invited from the eligible candidates for filling up of one post of Assistant Administrative Officer (Unreserved) in the Pay Band-PB-2: ₹9300-34800/- plus Grade Pay ₹4600/- at Veraval Regional Centre of CMFRI, Bhidiya Plot, Near B.M.C. Fisheries, Veraval – 362 269.

**Essential :-** Graduation in any discipline from a recognized University with working knowledge of computer.

**Desirable :-**

1. Experience of administrative work in Central or State Government Deptt./Autonomous Bodies/Public Sector Undertakings in Grade Pay of ₹4200/- or equivalent.
2. MBA Degree.

**Age limit :-** 21 to 30 years. (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)  
The upper age is relaxable upto 45 yrs. in the case of serving regular employees of ICAR in the administrative (ministerial) category.

The applications completed in all respects along with a DD for ₹100/- drawn in favour of ICAR Unit, CMFRI, Cochin should reach the Director, Central Marine Fisheries Research Institute (CMFRI), Post Box No.1603, Ernakulam North P.O., Cochin - 682 018, Kerala **on or before 25-02-2012**. No fee for SC/ST candidates.

For details visit : [www.cmfri.org.in](http://www.cmfri.org.in)

Sl. No.	Name of the post & Pay Band with Grade Pay	No. of Vacancy & Reservation	Qualification	Age * limit
1.	Assistant Administrative Officer Pay Band PB-2: ₹9300-34800 + Grade Pay ₹4600/- plus usual allowances admissible to Central Govt. servants	01 (UR)	<u>Essential:-</u>  Graduation in any discipline from a recognized university with working knowledge of computer  <u>Desirable:-</u> 1. Experience of administrative work in Central or State Government Deptt./Autonomous Bodies/Public Sector Undertakings in Grade Pay of ₹4200/- or equivalent 2. MBA Degree	21 to 30 years as on 25.02.2012 (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. The upper age is relaxable upto 45 yrs. in the case of serving regular employees of ICAR in the administrative (ministerial) category.

**APPLICATION FORMAT**

Application for the post of ASSISTANT ADMINISTRATIVE OFFICER

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/SC/OBC  
PH/Ex-Servicemen etc. (attach proof)

:
7.

Are you a regular employee of  
Indian Council of Agricultural Research?  
(YES/NO) If yes, give details

:
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.

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 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/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 post as notified should ensure that they fulfill all the prescribed eligibility conditions.
5. A Written Test will be conducted to short list the candidates to be called for interview.
6. Application fee of ₹100/- (No fee for SC/ST candidates) in the form of Demand Draft in favour of ICAR Unit, CMFRI, Cochin may be enclosed along with application.
7. Prescribed application form may be down loaded from the Institute website **[www.cmfri.org.in](http://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 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 “ASSISTANT ADMINISTRATIVE OFFICER” 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 be liable to be posted any other Centre of CMFRI/ICAR 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/she is related to any employee of CMFRI/ICAR and, if so, write the name, designation, address and describe the nature of his/her relationship.
14. Applications received after the due date for whatsoever the reason including postal delays will not be considered.
15. The last date for receipt of the application is 25.02.2012
16. The advertisement is also available in the website of CMFRI ([www.cmfri.org.in](http://www.cmfri.org.in))

\*\*\*\*\*