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R. 58946644

SPEED POST

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ERB-4

भारत सरकार

GOVERNMENT OF INDIA

मत्स्यपालन, पशुपालन और डेयरी मंत्रालय - मत्स्यपालन विभाग

MINISTRY OF FISHERIES, ANIMAL HUSBANDRY & DAIRYING - DEPT. OF FISHERIES

केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान

CENTRAL INSTITUTE OF FISHERIES NAUTICAL AND ENGINEERING TRAINING

फाईन आर्ट्स एवन्यू, कोच्ची (केरल) - 682016 | FINE ARTS AVENUE, KOCHI (KERALA) - 682016



फा. सं: 13-01/2023-प्रशा.

दिनांक: 20-02-2025

सेवा में,

सूची के अनुसार

विषय: मत्स्यपालन विभाग के अधीनस्थ केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट) में वेतन मैट्रिक्स स्तर 5 (रु. 29200-92300) के "स्टाफ कार चालक (श्रेणी - I)" (समूह 'ग' अराजपत्रित, अननुसचिवीय) के एक पद को प्रतिनियुक्ति आधार पर भरने के संबंध में।

महोदय,

कृपया इस संस्थान में, वेतन मैट्रिक्स स्तर 5 (रु. 29200-92300) के "स्टाफ कार चालक (श्रेणी - I)" के एक पद को प्रतिनियुक्ति आधार पर भरने से संबंधित अधिसूचना देखें। सविनय अनुरोध है कि इस पत्र के साथ संलग्न रिक्ति अधिसूचना आपके विभाग के अर्हक कर्मचारियों के बीच परिचालित करें। रोजगार समाचार में इस रिक्ति अधिसूचना के प्रकाशन की तारीख से लेकर 60 दिनों के अंदर इस पद के लिए निर्धारित प्रपत्र में प्राप्त आवेदन, आवश्यक दस्तावेजों और हाल में ही ली गई पासपोर्ट साइज की फोटो सहित इस कार्यालय को अग्रेषित करने की कृपा करें।

भवदीय,

निदेशक

संलग्न: यथोक्त

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F. No: 13-01/2023-Adm.

Date: 20-02-2025

To

As per list enclosed

Sub: Recruitment to one post of **"Staff Car Driver (Grade - I)"** (Group 'C' Non-Gazetted, Non-Ministerial) in Level 5 of the Pay Matrix (Rs. 29200-92300) in Central Institute of Fisheries Nautical and Engineering Training (CIFNET), a subordinate office of the Department of Fisheries, on **Deputation** - reg.

Sir,

Please find enclosed a notification for filling up of one post of **"Staff Car Driver (Grade - I)"** at this Institute to be filled on deputation method. It is requested that the vacancy notification may kindly be circulated among the eligible staff members of your Department and applications enclosed herewith in the prescribed proforma with recent passport size photograph and other relevant documents may be forwarded to this office within 60 days from the date of publication of the vacancy in the Employment News.

Yours faithfully

  
DIRECTOR

Encl: as above

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F. No: 13-01/2023-Adm.

Date: 20-02-2025

To,

1. All Ministries / Departments of Government of India,
2. Chief Secretaries of All State Govts / UT Administrations.
3. Commissioners / Secretaries dealing with Fisheries Departments of all State Govts.

Subject: Recruitment to one post of **"Staff Car Driver (Grade-I)"**, (Group 'C' Non-Gazetted, Non-Ministerial) in Level 5 (Rs. 29200-92300) of the Pay Matrix in Central Institute of Fisheries Nautical and Engineering Training (CIFNET), a subordinate office of the Department of Fisheries, **on deputation** - regarding.

Sir,

I am to say that one post of **"Staff Car Driver (Grade-I)"**, (Group 'C' Non-Gazetted, Non-Ministerial) in Level 5 of the Pay Matrix in Central Institute of Fisheries Nautical and Engineering Training (CIFNET), is proposed to be filled on **deputation method** from amongst the Officials under the Central Government or State Governments.

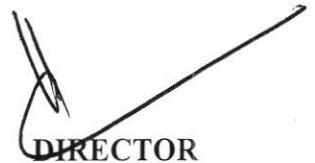
- (i) holding analogous post on regular basis in the parent cadre or Department;  
OR
- (ii) with five years regular service in the post of Staff Car Driver (Grade - II) in the Pay Band 1, Rs. 5200-20200 plus Grade Pay Rs. 2400 subject to passing of a Trade Test.  
OR
- (iii) Staff Car Driver (Ordinary Grade) in the Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1900 with thirteen years regular service in the grade and subject to passing of trade test to drive heavy motor vehicles.

Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

### **Job description:**

Proper upkeep of the departmental car / vehicles in its running condition. Function under the control of Senior Administrative Officer / Administrative Officer / Vehicle Officer. Driving of the departmental car for official purpose. Maintaining the records relating to movement of the vehicles, fitness of the vehicles, Registration Certificates etc. Minor repairs of the vehicle. Maintenance of log book. Any other duties assigned by the superiors as per the requirements of the Institute.

1. The place of posting will be at CIFNET unit at Visakhapatnam, but likely to be posted in any of the 03 centers of CIFNET (i.e. at Chennai or Kochi) as per office requirement.
2. The pay of the official selected will be governed by the provisions laid down in the Department of Personnel and Training's O.M. No.6/8/2009-Estt(pay II) dated 17<sup>th</sup> June 2010 as amended from time to time.
3. Applications from eligible officers in the enclosed proforma (in duplicate) may be forwarded through proper channel to the Director, Central Institute of Fisheries Nautical and Engineering Training, Foreshore Road, Cochin - 682 016 within a period of 60 days from the date of publication of this advertisement in the Employment News along with copies of update ACRs/APARs for the last five years, duly attested by an officer of the level of Under Secretary or above, vigilance clearance and integrity certificate. Cadre controlling authority may also kindly ensure that while forwarding the application they should verify and certify that the particulars furnished by the officer are correct. It may also be certified that no major or minor penalty was imposed on the officer during the last 10 years of his service.
4. Applications received after the due date or without ACRs/APARs or otherwise found incomplete will not be considered.



**DIRECTOR**

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फा. सं: 13-01/2023-प्रशा.

दिनांक: 20-02-2025

सेवा में,



1. भारत सरकार के सभी मंत्रालय / विभाग,
2. सभी राज्य सरकारों / संघ राज्य क्षेत्र प्रशासनों के मुख्य सचिव.
3. सभी राज्य सरकारों के मात्स्यिकी विभागों से संबंधित आयुक्त / सचिव।

विषय: मत्स्यपालन विभाग के अधीनस्थ केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट) में वेतन मैट्रिक्स स्तर 5 (रु. 29200-92300) के 'स्टाफ कार चालक (श्रेणी - I)' (समूह 'ग' अराजपत्रित, अननुसचिवीय) के एक पद को प्रतिनियुक्ति आधार पर भरने के संबंध में।

महोदय,

मुझे सूचित करना है कि विशाखपटनम स्थित केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट), में वेतन मैट्रिक्स स्तर 5 में "स्टाफ कार चालक (श्रेणी - I)", (समूह 'ग' अराजपत्रित, अननुसचिवीय) का एक पद केंद्र सरकार या राज्य सरकारों के अधीनस्थ पदाधिकारियों में से, प्रतिनियुक्ति आधार पर भरे जाने का प्रस्ताव है।

- (i) जो मूल कैडर या विभाग में नियमित आधार पर सदृश पद धारण किया हुआ है; या
- (ii) जिन्होंने वेतन बैंड 1, 5200-20200 रु. और ग्रेड वेतन 2400 रु. में, स्टाफ कार चालक (श्रेणी - II) के पद पर पांच साल की नियमित सेवा की हो और बशर्ते कि वे व्यवसायिक परीक्षा उत्तीर्ण करें। या
- (iii) स्टाफ कार चालक (साधारण श्रेणी) वेतन बैंड-1, 5200-20200 रु. और ग्रेड वेतन 1900 रु. में, ऐसा स्टाफ कार चालक (साधारण श्रेणी) जिसने उस श्रेणी में तेरह वर्ष नियमित सेवा की हो और भारी मोटरयान चलाने के लिए व्यवसायिक परीक्षा उत्तीर्ण करें।

टिप्पण: प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि भी है, सामान्यतया तीन वर्ष से अधिक नहीं होगी।

## नौकरी का विवरण:

विभागीय कार / वाहनों का चालू हालत में उचित रखरखाव। वरिष्ठ प्रशासनिक अधिकारी / प्रशासनिक अधिकारी / वाहन अधिकारी के नियंत्रण में कार्य करना। सरकारी प्रयोजनों के लिए विभागीय कार चलाना। वाहनों की आवाजाही, वाहनों की क्षमता, पंजीकरण प्रमाणपत्र आदि से संबंधित अभिलेखों का रखरखाव करना। वाहन की छोटी-मोटी मरम्मत करना। लॉग बुक का रखरखाव। संस्थान की आवश्यकताओं के अनुसार वरिष्ठ पदाधिकारियों द्वारा सौंपे गए अन्य कर्तव्य।

1. नियुक्ति का स्थान विशाखपटनम स्थित सिफनेट इकाई होगा, लेकिन कार्यालय की आवश्यकता के अनुसार सिफनेट के किसी भी 03 केन्द्र (अर्थात् चेन्नई या कोच्ची) में नियुक्ति की संभावना है।
2. चयनित अधिकारी का वेतन कार्मिक एवं प्रशिक्षण विभाग के दिनांकित 17 जून 2010 के कार्यालय ज्ञापन संख्या 6/8/2009-स्था.(वेतन II) में निर्धारित प्रावधानों के अनुसार होगा, जिसे समय-समय पर संशोधित किया जाता है।
3. पात्र अधिकारियों के आवेदन पत्र संलग्न प्रपत्र (दो प्रतियों में) में निदेशक, केन्द्रीय मत्स्य नौवहन एवं इंजीनियरी प्रशिक्षण संस्थान, फोरशोर रोड, कोच्ची - 682 016 को रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से 60 दिनों के भीतर उचित माध्यम से भेजे जा सकते हैं। साथ ही, पिछले पांच वर्षों की अद्यतन वार्षिक गोपनीय रिपोर्ट / वार्षिक निष्पादन मूल्यांकन रिपोर्ट की प्रतियां, जो अवर सचिव या उससे ऊपर के स्तर के अधिकारी द्वारा सत्यापित हों, सतर्कता अनापत्ति और सत्यनिष्ठा प्रमाण-पत्र भी साथ में भेजें। संवर्ग नियंत्रण प्राधिकारी कृपया यह भी सुनिश्चित करें कि आवेदन अग्रेषित करते समय वे यह सत्यापित और प्रमाणित कर लें कि अधिकारी द्वारा दिए गए विवरण सही हैं। यह भी प्रमाणित किया जाए कि अधिकारी पर उसकी सेवा के पिछले 10 वर्षों के दौरान कोई बड़ा या छोटा दंड अधिरोपित नहीं किया गया है।
4. निर्धारित तिथि के बाद प्राप्त या वार्षिक गोपनीय रिपोर्ट / वार्षिक निष्पादन मूल्यांकन रिपोर्ट के बिना या अन्यथा अपूर्ण पाए गए आवेदनों पर विचार नहीं किया जाएगा।

  
निदेशक

**BIO-DATA CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.5.2 In the case of Degree and Post Graduate Qualifications Elective] main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	



7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay, where such benefits have been drawn by the Candidate may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			



9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization		
10. If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments
<b>16.A Additional information,</b> if any, relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)(Note: Enclose a separate sheet, if the space is insufficient)		
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and;		

(iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

### **Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

#### **2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)