

GOVERNMENT OF INDIA  
MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING  
DEPARTMENT OF FISHERIES  
CENTRAL INSTITUTE OF COASTAL ENGINEERING FOR FISHERY  
Opp. to ISRO Ors , Jalahalli, Bengaluru-560 013

संदर्भ सं./ Ref. No. A.35(17)/2019-CEF

**DEPUTATION ADVERTISEMENT**

Applications are invited for following posts in Central Institute of Coastal Engineering for Fishery, Department of Fisheries, Bengaluru to be filled on Deputation basis.

Sl No	Name of the Post	No. of Posts
1	Administrative Officer (General Central Service Group 'B' Gazetted Ministerial) in Pay Level 7 of the pay matrix (Rs.44,900 – 142,400)	1
2	Staff Car Driver Grade I (General Central Service Group 'C' Non Gazetted) in Pay Level 5 of the pay matrix (Rs.29,200 – 92,300)	1

**Administrative Officer :**

Eligibility for Deputation: Officers under the Central Government or State Government or Union territories:

- Holding analogous post on regular basis in the parent cadre or department; or
- With five years' service in the grade rendered after appointment thereto on regular basis in the level – 6 (Rs.35,400 – 1,12,400) or equivalent in the parent cadre or department; and
- Educational Qualification and Experience :
  - Degree from a recognized University
  - Two years' experience of administrative, accounts and establishment work in Government Office or in a public body.

**Staff Car Driver Grade I :**

Eligibility for Deputation: Officers under the Central Government or State Government :

- Holding analogous post in Level 5 (Rs.29,200 – 92,300) on regular basis in the parent cadre or department; or
- With five years regular service in Level 4 (Rs.25,500 – 81,100) in the pay matrix; or with combined service of thirteen years in Grade II, in Level – 4 (Rs.25,500 – 81,100) and in Ordinary Grade in Level 2 (Rs. 19,900 – 63,200) put together subject to passing trade test suitability to drive Light, Medium and Heavy 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 / Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of application.

The prescribed proforma for applying to the above posts is available on the website of CICEF (<https://www.cicef.gov.in>). Interested candidates may send their filled-in application complete in all respect through proper channel within 60 days from the date of advertisement in Employment News.



## BIO-DATA/CURRICULUM VITAE PROFORMA

1.	Name and address (in Block Letters)	
2.	Date of birth (in Christian era)	
3.	i) Date of entry into service	
	ii) Date of retirement under Central/ State Government rules	
4.	Educational Qualification	
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 of 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
5.1	Note: 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 Employment News.	
5.2	In the case of Degree and Post Graduate Qualification 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	
6.1	Note: 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/ Level in the Pay Matrix of the post held on regular basis	Name of Duties (in details) highlighting experience required for the post applied for

**\*Important:** Level in the Pay Matrix granted under MACPS are personal to the officer and therefore, should not be mentioned. Only Level in the Pay Matrix /Pay scale of the post held on regular basis to be mentioned. Details of MACPS with present Level in the Pay Matrix where such benefits have been drawn by the Candidate may be indicated as below:

Office/ Institution	Pay, Level in the Pay Matrix drawn under MACP Scheme	From	To

8.	Nature of present employment i.e., Adhoc 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.	
11.	Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Union Territories	
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 Level of the Pay Matrix	Total Emoluments

15. In cases 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 Allowance etc., (with break-up details)	Total Emoluments

16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regards to (i) additional academic qualification (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)	
16.B	Achievements:  The candidate is requested to indicate information with regards to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Office 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.  (Note: Enclose a separate sheet if the space is insufficient)	
17.	Please state whether you are applying for deputation (ISTC)/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 materials fact having a bearing on my selection has been suppressed/ withheld.

(Signature of 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 during the last 10 years is enclosed. (as the case may be)

countersigned

(Employer/cadre controlling authority with seal)