



भा.क.अनु.प- केन्द्रीय मीठाजल जीवपालन अनुसंधान संस्थान  
I.C.A.R-Central Institute of Freshwater Aquaculture  
कौशल्यागंग, भुवनेश्वर-751002, ओड़ीशा  
Kausalyaganga, Bhubaneswar-751002, Odisha



No.3(1)/CIFA/Estt./2016-

Date: 15/01/2016

**Advertisement No.05/2016**

Applications are invited from the eligible candidates for recruitment of the following Lower Divisional Clerk (LDC) at Central Institute of Freshwater Aquaculture, Bhubaneswar under the administrative control of Indian Council of Agricultural Research, New Delhi.

Sl. No.	Name of the Post	Scale of pay	No. of Post
1	Lower Divisional Clerk (LDC)	PB-1, Rs.5200-20,200/- with Grade Pay Rs.1900/-	03 (three) nos.

Candidates are requested to see Institute website [www.cifa.in](http://www.cifa.in) and the forthcoming Employment News for more details regarding Age limit, Qualification, Application Format and other terms & conditions.

**DIRECTOR**



भा.कृ.अनु.प- केन्द्रीय मीठाजल जीवपालन अनुसंधान संस्थान  
I.C.A.R-Central Institute of Freshwater Aquaculture

कौशल्यांग, भुवनेश्वर-751002, ओड़ीशा  
Kausalyaganga, Bhubaneswar-751002, Odisha



No.3(1)/CIFA/Estt./2016-

Date: 15/01/2016

**Advertisement No.05/2016**

Applications are invited from eligible candidates for filling up the following posts at ICAR-CIFA, Kausalyaganga, BBSR (Odisha) under the administrative control of Indian Council of Agricultural

Sl. No.	Name of post	Scale of pay	No. of post & Reservation position	Age limit	Eligibility
1	Lower Divisional Clerk (LDC)	PB-1, Rs.5200 -20,200/- with Grade Pay Rs. 1900/-	01 (UR) 01 (SC) 01 (ST)	18-27 Years	<b>Essential Qualification:</b> (i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.w in English or 30 w.p.m. in Hindi on computer <i>(35 w.p.m. and 30 w.p.m correspond to 10500 KDPH on an average of 5 key depressions for each word )</i>

Research, New Delhi as per details given below.

**N. B.:** UR-Un Reserved, SC-Schedule Cast, ST-Schedule Tribe, OBC-Other Backward Class, Ex-SM- Ex-Servicemen, PWD-Person with Disabilities.

**Note:**

- The number of posts can be increased or decreased.
- The written examination will be held at Bhubaneswar. Detailed instruction will be communicated in the call letters.
- The selected candidates will be posted at ICAR-CIFA, Bhubaneswar, but may be posted at any of its Regional Research Centre as per the discretion of the Competent Authority.

**The Syllabus of the written examination and other details are as under:-**

**Lower Division Clerk (LDC)**

The written will be of 200 marks and of objective type and the duration of the test will be two hours as detailed below and there will be no interview:

<b>Paper/ Section</b>	<b>Subject</b>	<b>Maximum Marks/Questions</b>	<b>Total duration / Timing for candidates</b>
1	General Intelligence	50	2 Hours
2	General English (Basic Knowledge)	50	
3	Numerical Aptitude (Basic Arithmetic skill)	50	
4	General Awareness	50	
	<b>Total: (01 mark for each question)</b>	<b>200</b>	

- (i) Questions will be objective Type Multiple Choice, set both in Hindi and English.
- (ii) There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

**General Instructions:**

1. The Application strictly in the prescribed format and complete in all respect should reach “*The Director, ICAR-Central Institute of Freshwater Aquaculture, Kausalyaganga, Bhubaneswar-751002, Odisha*” by post within 30 (Thirty) days from the date of publication of this advertisement (to be calculated from the first day of the week) in the Employment News. Application received after due date for any reason including postal delay will be summarily rejected without any reference. The application format for submitting application is available in the Institute website [www.cifa.in](http://www.cifa.in) . Application not in the prescribed format will be rejected.
2. **Scale of pay:** For the post of Lower Divisional Clerk, PB-1, Rs.5200 -20,200/- with Grade Pay Rs.1900/-
3. **Age limit:** 18-27 years, the crucial date for determining the age limit of the candidates will be the closing date for receipt of applications. Relaxation in age in respect of SC/ST/OBC shall be allowed as per Govt. of India Rules and 45 years for the regular employees of ICAR the Group C Staff in the Grade Pay of Rs.1800/- and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service.
4. Incomplete application in any respect shall be summarily rejected without any reference. The applications received after due date as well as before publication of this advertisement will not be entertained.
5. Candidate must submit along with each complete application a **Crossed Demand Draft drawn on any scheduled bank for Rs.200/- (Rupees two hundred only)** as application fee (non-refundable) drawn in favour of "ICAR Unit CIFA" payable at SBI, Kausalyaganga (Code No.8874). The name of the candidate and the post applied for should be mentioned on the backside of the Demand Draft. No fee for SC/ST/PWD/Ex-Servicemen/Women candidates.
6. The post is Non-Government but covered under New Pension Scheme as introduced by Govt. of India w.e.f. 01.01.2004 and as applicable to ICAR Society, mutatis mutandis and as amended and modified from time to time.
7. In case of candidate in employment already, the application should be routed through proper channel. A copy of “**No objection certificate**” from their present employer must be attached with the application, without which the candidature shall not be considered.
8. **The candidate invariably should submit a declaration (Sl.No.15 of the Application format) stating whether he/she is related to any employee of ICAR-CIFA/ICAR. If, yes, the name & designation with**

**address of the employee and the nature of relationship against the Application format must be mentioned.**

9. Mere fulfillment of eligibility criteria does not confer any right to be called for written test.
10. **The envelope should be super scribed in bold letters “ADVERTISEMENT No.05/2016, RESERVATION POSITION (UR/SC/ST/OBC)\_\_\_\_\_ AND NAME OF THE POST\_\_\_\_\_”**
11. **This notification and updated / information if any will be available on the ICAR-CIFA website [www.cifa.in](http://www.cifa.in) only.**
12. Application not accompanied by the prescribed fee as per requirement or incomplete or defective or unsigned or without declaration or not in the prescribed format or without attested copies of their certificate i.e. without proof of qualification, age, caste certificate etc. shall be summarily rejected without any reference.
13. Canvassing in any form shall lead to disqualification.

**वरिष्ठ प्रशासनिक अधिकारी  
Sr. Administrative Officer**

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## APPLICATION FORMAT

**Affix latest  
passport size Self  
attested  
photograph**

- Advt. No.** : 05/2016  
**Application for the post of** : .....
- 1. Name of the applicants(in block letters)** : .....
- 2. Fathers/Husband's Name** : .....
- 3. Date of Birth** : .....
- 4. Age as on Closing date** : .....
- 5. Nationality** : .....
- 6. Religion** : .....
- 7. Sex (Male/Female)** : .....
- 8. Present Address** : .....
- .....
- .....
- .....
- 9. Permanent Address** : .....
- .....
- .....
- .....
- 10. Whether belongs to UR/SC/ST/OBC/PWD/Ex-SM:**.....  
If yes, please enclose copy of the certificate issued by Appropriate Authority (self- attested).
- 11. Educational Qualification/ Technical/Professional qualification :**

Sl. No	Name of Exam	Univ./Board	Subject	Year of passing	Grade/Div. & %of marks in aggregate
1					
2					
3					
4					

**12.Experience :**

Name of Employer	Designation	Pay Scale/Salary/ Consolidated Remuneration Drawn	Period		Nature of Duties/ Works
			From	To	

**13. Details of Application fees:**

Demand Draft No.	Date	Issuing Bank	Amount

**14. Any other information relevant to the candidature, .....**

.....

**15. Whether any of his/her relative is employed in any of ICAR –CIFA or in any other ICAR Institute /Lab/including ICAR Hqrs.(if yes, furnish the name/designation/place of the person and describe his/her relationship):**

Name of Relative	Designation	Place	Relation with Applicant	Remarks

**Declaration**

I solemnly 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 incorrect/incomplete or ineligible being detected at any time before or after selection/interview, my candidature/appointment is/will liable to be rejected/dismissed outright and I shall be bound by the decision of the Director, ICAR-Central Institute of Freshwater Aquaculture, Bhubaneswar.

Place: .....

Date: .....

**Signature of Candidate**