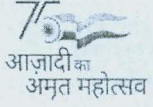


Fax : 0484 - 2370879  
E-mail : cifnet@nic.in  
cifnethq@yahoo.com

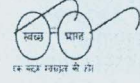


Phone : 0484 - 2351610, 2351493, 2351790  
After Office : 0484 - 2351610  
Director(Per) : 0484 - 2351107



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) | FINE ARTS AVENUE, KOCHI (KERALA) - 682016



F.No: 13-04/2024-Adm/402

By Secy DOP

Dated: 04-07-2024

To/

The Chief Secretary  
Chief Secretary's Office  
Government of Rajasthan,  
Secretariat,  
Jaipur-302005

Co  
30/7/24

मुख्य सचिव कार्यालय  
राजस्थान, जयपुर  
CSO/2024/3318361  
31/07/2024

Sub: Recruitment to one post of “**Library and Information Assistant**” in Level 6 of the Pay Matrix (Rs. 35400-112400) in Central Institute of Fisheries Nautical and Engineering Training Unit, Chennai a subordinate office of the Department of Fisheries, **on deputation** (including short term contract) - reg.

Sir,

Please find enclosed a notification for filling up of one post of “**Library and Information Assistant**” of this Institute at Chennai Unit to be filled on “**Deputation**” (including short term contract). 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

Fax : 0484 - 2370879  
E-mail : cifnet@nic.in  
cifnethq@yahoo.com



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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) | FINE ARTS AVENUE, KOCHI (KERALA) - 682016



फा सं: 13-04/2024-ए.डी एम

दिनांक: 04-07-2024

सेवा में,

सूची के अनुसार

विषय: मत्स्यपालन विभाग के अधीनस्थ केन्द्रीय मत्स्य नौचालन एवं इंजीनियरी प्रशिक्षण संस्थान (सिफनेट), के चेन्नै इकाई में वेतन मैट्रिक्स स्तर 6 (रु. 35400-112400) के 'पुस्तकालय एवं सूचना सहायक' के एक पद को प्रतिनियुक्ति (अल्पकालिक संविदा सहित) आधार पर भरने के संबंध में।

महोदय,

कृपया इस संस्थान के चेन्नै इकाई में, वेतन मैट्रिक्स स्तर 6 (रु. 35400-112400) के 'पुस्तकालय एवं सूचना सहायक' के एक पद को प्रतिनियुक्ति (अल्पकालिक संविदा सहित) आधार पर भरने से संबंधित अधिसूचना देख लें। 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,

मिदेशक

संलग्न: यथोक्त



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E-mail : cifnet@nic.in  
cifnethq@yahoo.com

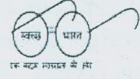


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भारत सरकार  
GOVERNMENT OF INDIA

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) | FINE ARTS AVENUE, KOCHI (KERALA) - 682016



F.No: 13-04/2024-Adm

Dated: 04-07-2024

To✓

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

Subject: Recruitment to one post of "Library and Information Assistant" in Level 6 of the Pay Matrix (Rs. 35400 - 112400) - in Central Institute of Fisheries Nautical and Engineering Training Unit Chennai, a subordinate office of the Department of Fisheries, on **deputation basis (including short term contract)** - regarding.

Sir,

One post of "Library and Information Assistant" in Level 6 of the Pay Matrix (Rs. 35400 - 112400) in Central Institute of Fisheries Nautical and Engineering Training Unit, Chennai is proposed to be filled up on **deputation basis** (including short term contract) from amongst the Officers under the Central Government or State Governments or Union Territories or Public Sector undertakings or Universities or Recognized Research Institutes or Autonomous bodies or Statutory organizations:-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or  
(ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in pay matrix level - 5 (Rs.29200-92300) or equivalent in the parent Cadre or Department; and
- (b) possessing the following educational qualification and experience:

**Essential:**

- (1) Bachelor Degree in Library Science or library and information science of a recognized University or Institute.
- (2) Two years experience in a library under the Central or State Government or Union Territories or autonomous organization or public sector undertaking or University or recognized research or educational institution.

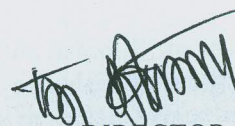
**Desirable:**

Diploma in Computer application from a recognized University or Institute.

**Note:** Period of deputation (including short term contract) including period of deputation (including short-term contract) 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. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of the receipt of applications.

**Job description:** Upkeep and maintenance of all the books and documents in the Library. Procurement of books as per requirement. Maintain proper records by computerisation of all the documents, books and technical references. Look after the issuing of books to main and ancillary courses trainees and post-institutional trainees. Reference and referral services to all the library users. Extension of library services to general visitors and visitors from various Institutions. Assisting Officer-incharge (I&P)/Library in their duties. Preparation of Annual Report, Annual Plan, Bulletin, RFD, Periodical reports, Organising periodical review meetings, Correspondences of exhibition programmes. Any other duties assigned by the superiors as per the requirements of the Institute.

1. The place of posting will be at CIFNET Unit, Chennai.
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 up to date ACRs 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 or otherwise found incomplete will not be considered.

  
DIRECTOR



## 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.			



(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

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(Employer/ Cadre Controlling Authority with Seal)