



आई.सी.ए.आर. - केन्द्रीय अन्तर्स्थलीय मात्स्यकी अनुसंधान संस्थान

बैरकपुर, कोलकाता -700 120, पश्चिम बंगाल

ICAR -CENTRAL INLAND FISHERIES RESEARCH INSTITUTE  
Barrackpore, Kolkata -700 120, West Bengal

☎ 033-2592-1190/91 ☎ 033-2545-1063, ई-मेल/e-mail : cifridirectorcell@gmail.com



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### CIRCULAR

It may be noted that throughout the year scientists belonging to various scientific discipline / specialization send applications for appearing in Competitive Entrance Examination to pursue Ph.D programme at different Universities / Institutes of the country and abroad. Receiving of applications duly forwarded by the respective Heads of the Division / Officer-In-Charges of the Regional Research Centre, processing it, thereby finalizing the same through recommendations of the Higher Study Committee and approval of the Competent Authority of the Institute is a prolonged process which involves time and manpower.

In order to systematize the process, the scientists are advised to send their request application for pursuing Ph.D programme within **31<sup>st</sup> March** of the respective year. It may also be noted that each scientist may send single application in a calendar year clearly mentioning the following details:

- Name of the University (s) / Institute (s) from where he proposes higher study.
- Tentative date / month of notification / advertisement of Ph. D programme.
- Tentative date / month of Competitive Entrance Examination.
- Tentative date / month of result of Competitive Entrance Examination.
- Tentative date / month of commencement of classes, if selected.

Scientists are also advised not to send multiple applications in a calendar year for pursuing Ph.D programme, as repetitive request will not be considered in this regard.

This is issued with the approval of the Competent Authority.

(RAJEEV LAL)

CHIEF ADMINISTRATIVE OFFICER

- All Heads of Division/Officer-in-Charges/In-Charges of Section/ Cell / Unit at Headquarter and Regional Research Centres of ICAR-CIFRI, Barrackpore for information with the request for wide circulation among the Scientists working under them.
- ACTO, Director's Cell, ICAR-CIFRI, Barrackpore for kind information to the Director.
- Notice Boards.