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F.No. Prom.-11(1)/2019-Adm.II(e-120099)/ 966 Dated 28th October, 2026

NOTIFICATION

Applications are invited from eligible candidates within the ICAR-CIFRI, Barrackpore and its Regional Centres/Stations for filling-up 01 (One) post (01-Unreserved) of **Assistant Administrative Officer** in the Pay Level-7 under Limited Departmental Competitive Examination quota.

2. **Eligibility:** An Assistant working at CIFRI (HQ) or its RRC/RRS and having at least three years regular service in the grade as on 1st January, 2026 are eligible to apply.
3. Therefore, all the candidates who fulfil the eligibility as per rules and willing to appear in the aforesaid examination may apply in the format attached herewith for the same through proper channel. The application should be submitted by or before 27.11.2026 through proper channel. Applications received incomplete/unsigned and/or after due date will not be entertained.
4. The place of posting of selected candidate would be ICAR- CIFRI, Barrackpore. However, the final decision will be taken by the Director, ICAR- CIFRI, Barrackpore.
5. The copy of syllabus and scheme of examination is attached herewith.
6. This is issued with the approval of the Competent Authority.

29/10/26

(Biswajit Barua)
AO & Head of Office

Enclosure:

1. Circular
2. Application pro-forma
3. Declaration
4. Pattern of examination & Syllabus

Copy to:

1. All Heads/Controlling officers/PI/Co-PI of Divisions / Sections / Cells/ Units of ICAR-CIFRI, Barrackpore and its Regional Centres / Research Stations.
2. Director's cell for kind information to Director, ICAR-CIFRI, Barrackpore
3. The Chief Finance & Accounts Officer, ICAR-CIFRI, Barrackpore.
4. Drawing & Disbursing Officer, ICAR-CIFRI, Barrackpore.
5. The Vigilance Officer, ICAR-CIFRI, Barrackpore.
6. The Secretary, IJSC, ICAR-CIFRI, Barrackpore.
7. The In-charge, PME Cell, ICAR-CIFRI, Barrackpore.
8. The In-charge, AKMU, ICAR-CIFRI, Barrackpore with request to upload on website of ICAR-CIFRI.
9. Notice board (s)
10. Guard File

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F.No. Prom.-11(1)/2019-Adm.II(e-120099)/ 967 Dated 28th October, 2026

CIRCULAR

Subject: Rules for Limited Departmental Competitive Examination (LDCE) for eligibility to the 01 post of Assistant Administrative Officer at ICAR-CIFRI Hqr.

Details of eligibility conditions for LDCE promotion to the post of Assistant Administrative Officer in ICAR-CIFRI in Level-7 (Rs.44900-142400) are as under:

Any employee of the Administration of CIFRI Institute holding the post carrying the Level - 6 (i.e. Assistant Post) for the 03 years on regular basis as on 1st January, 2026 will be eligible for LDCE for the post of Assistant Administrative Officer.

The aggregate qualifying marks in the examination shall be 40% in each paper for candidates belonging to UR/OBC and 35% for candidates belonging to SC/ST category.

The successful candidates in the examination will be eligible for promotion to the post of Assistant Administrative Officer in Level - 7 of Pay Matrix at ICAR -CIFRI Headquarters on the recommendations of Departmental Promotion Committee (DPC) duly constituted by the competent authority subject to availability of vacancies. No other benefit such as an advance increment etc. will be given to qualified candidates of Limited Departmental Examination.

This is a competitive examination and not a qualifying examination. Merely getting the passing marks in the LDCE does not make them entitled for appointment to the post of Assistant Administrative Officer.

The Institute will not provide any cyclostyled notes or training etc. to the candidates for this Examination.

This is issued with the approval of the Director, ICAR-CIFRI, Barrackpore.

29/10/26

(Biswajit Barua)
AO & Head of Office

Application form (Proforma attached)

{Application form for 01 (One) post of Asstt. Admn. Officer (AAO) at ICAR-CIFRI, Barrackpore under LDCE}.

To

The Director,
ICAR-CIFRI,
Barrackpore,700120

(Through proper channel)

Sub: Application for the post of Asstt. Admn. Officer under LDCE - regd.

Sir,

With reference to CIFRI's notification No. ..... dated ....., I am willing to appear in the Limited Departmental Competitive Examination for the post(s) of Asstt. Administrative Officer in the Pay Level-7 under LDCE.

2. Further, it is also to be mentioned that I will answer all the paper in **English/Hindi**.

{Please tick the appropriate language either English or Hindi (Devanagari)**}**

Yours faithfully,

Signature:
Name:
Designation as on date:
Place of posting as on date:

Date:
Place:

29/10/26

DECLARATION TO BE SIGNED BY THE CANDIDATE

I ..... hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

(Signature of the Candidate)

Date .....
Email id (official): .....
Mobile No: .....

29/10/25

Pattern of Examination

1. The examination shall be conducted according to the following plan:
   - **Part I:** Written examination carrying a maximum of 500 marks in the subjects as shown in para 2 below.
   - **Part II:** Evaluation of record of service/APAR of the candidates (150 marks). There shall be a minimum of 40% (forty percent) marks in the evaluation of record of service. Therefore, such candidates who obtain less than. 40% (forty percent) marks in the evaluation of record of service will not be considered for ranking.

2. The subjects in which the candidates will be required to take the written examination, will be as follows:

Paper No.	Subject
01	Noting, drafting and Precis writing
02	Office procedure and practice generally and also specifically with reference to the ICAR.
03	General knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
04	General Financial and Service Rules
05	General Studies (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

Note:- The paper on General Studies will consist of objective type questions only.

3. Syllabus for the examination will be as shown in the schedule.

4. Candidates are allowed the option to answer either in English or Hindi (Devanagri).

   Note 1. The option will be the same for all the papers mentioned above and not for different papers or different questions in the same paper.

   Note 2. Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagri) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

   Note 3: Candidates exercising the option to answer the paper in Hindi (Devanagri) may, if they so desire, give English version within brackets of the description of the technical terms, if any in addition to the Hindi version.

5. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
6. The Agricultural Scientists Recruitment Board/ICAR have the discretion to fix qualifying marks in any or all the subjects of the examination.
7. Marks will not be allotted for mere superficial knowledge.

29/10/26

8. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

Syllabus of the Examination

Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued upto the date of notification of this examination.

1. Noting, Drafting and Precis writing

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or précis.

2. Office Procedure and Practice

This is intended to be an intensive and detailed test in methods and procedure of work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally. Some guidance on the subject can be obtained from:

(i) Manual of Office Procedure current at the time of Notification.
(ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.

3. General knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament.

(i) The main principles of the Constitution of India.
(ii) Rules of procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
(iii) The organization of the machinery of Government of India- designation and allocation of subjects between Ministries and Departments and attached and Subordinate offices and their relation inter-se.

4. General Financial and Service Rules

(i) Fundamental and Supplementary Rules.
(ii) The Central Civil Services pension Rules, 1972.
(iii) The Central Civil Services (Conduct) Rules, 1964.
(iv) The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
(v) Compilation of the General Financial Rules.
(vi) Delegation of Powers in I.C.A.R.
(vii) Rules and Bye-laws of the I.C.A.R.
(viii) A.R.S. Booklet Brought out by I.C.A.R.
(ix) Handbook of Technical Services brought out by Indian Council of Agricultural Research.
(x) CCS(Leave) Rules, 1972.

5. General Studies

The objective paper covers contemporary subjects of importance, testing general awareness of Five-Year Plans, Community Development Schemes, and national/international current affairs. Candidates are evaluated on intelligent understanding rather than detailed textbook memorization.

29/10/12