



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University)
Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061
Tel. No. 022-26361446/7/8, Website : <https://www.cife.edu.in>



F.No.10(2)/2025/Estt.

Dated 14th October 2025

Circular

It is proposed to hold Limited Departmental Competitive Examination for filling up two post of Upper Division Clerk (UR) in the Level-4 (pre-revised PB-1 Rs.5200-20200 + Rs.2400 (GP)) falling under "Limited Departmental Quota" from the eligible Lower Division Clerks of the Institute and its Centres having Five years regular service in the Level-2 (pre-revised PB-1 Rs.5200-20200 + Rs.1900 (GP)) as on 01.01.2025. The prescribed syllabus and subject for the Written Test as circulated by the Council vide letter No.33(7)/2012-Estt.I dated 27th November 2012 is as under:-

Subject	Maximum Marks	Time
Paper-I (Objective Type) (a) General Awareness (100 Questions) (b) Comprehension and writing Ability of English Language (100 Questions)	200 Marks	2 hours
Paper-II (Conventional Type) Noting, Drafting and Office Procedure	100 Marks	2 hours

Candidates are allowed the option to answer the Paper-II on Noting, Drafting and Office Procedure either in English or Hindi. Question paper in respect of Paper-I (a) and Paper-II will be supplied both in English and Hindi.

Interested LDCs of ICAR-CIFE Headquarters and its Centres, who are eligible to appear in the aforesaid examination, may send their applications in the prescribed Application Form (Proforma enclosed) through proper channel so as to reach the undersigned latest by **7th November 2025**.

The exact date, time and venue of the examination will be intimated to the candidates along with their allotted Roll Numbers in the Admission Certificate in due course.

(Signature)
14/10/2025
(Navin Kumar)

Sr. Administrative Officer

Distribution:

1. All LDCs at ICAR-CIFE Headquarters and its Centres.
2. Director Cell and Joint Director Cell, CIFE, Mumbai
3. All Head's and OIC's Regional Centres
4. Comptroller/ JD (OL)/ Law Officer, CIFE, Mumbai
5. SAO/SFAO/ AO/ AAOs/ AFAO/ PS to JD(Admn.), CIFE, Mumbai
6. Secretary, IJSC, CIFE, Mumbai
7. webmaster@cife.edu.in
8. Guard file.



Syllabus of the Examination

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

Paper – I

- (a) **General Awareness** – Questions will be aimed at testing the candidates General Awareness of the environment around him and its application to society, Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politics and Scientific research.
- (b) **Comprehension and Writing Ability of English Language** – Questions will be designed to test the candidates understanding and knowledge of English language, vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also.

Paper – II

- (a) **Noting Drafting and Office Procedure** – The paper on Noting, Drafting and Office Procedure will be designed to test the candidates' knowledge of office procedure in the Secretariat and Attached Offices and in general, their ability to write and understand notes and drafts, Rules and Bye Laws of ICAR, Audit Manual and Delegation of Powers.



**Limited Departmental Competitive Examination – 2025 for Recruitment to the post
of Upper Division Clerk at ICAR-CIFE, Mumbai**

APPLICATION FORM

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

1. Name of the candidate : _____
2. Designation : _____
3. Father/Husband's Name : _____
4. Date of Birth (DD-MM-YYYY format) : _____
5. Educational Qualification : _____
6. Date of continuous and regular Appointment to the post of LDC : _____
7. Medium for answering Question Papers (Write in words either English or Hindi) : _____
8. Present place of posting (Name of Section/Centre where working) : _____
9. Category to which belongs : _____
10. Any other information : _____

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: _____

Tel.No.: _____

Mobile No.: _____

Date: _____

FOR USE BY THE ESTABLISHMENT DIVISION, ICAR-CIFE MUMBAI

Certified that:

1. Shri /Smt. /Kumari _____ is having five years regular and continuous service in the grade of Lower Division Clerk as on 1st January 2025 and is eligible for appearing in the Limited Departmental Competitive Examination for the post of Upper Division Clerk.
2. He / She belong to _____ category.
3. There are no circumstances rendering him / her unsuitable for promotion to the post of Upper Division Clerk.
4. He / She is clear from vigilance/disciplinary angle.

(Vijaypal Bijaraniya)
Administrative Officer
ICAR-CIFE, Mumbai