

सेवा में / To

 The Under Secretary (Admn.), ICAR  
 All Directors/ Project Director of ICAR Research Institute/ NRCs/ZCUs

 विषय / Sub: Filling up the following Administrative posts on Deputation/ Absorption basis  
 ICAR-CIBA, Chennai – reg.

Sir/Madam,

 It is proposed to fill up the following vacant posts under Administrative category on **Deputation/ Absorption basis** from eligible candidates working in ICAR Headquarters/ ICAR Institutes. The particulars of posts/ eligibility etc. are detailed below:

Sl.No	Name of the post/Category/ Place of posting	No. of vacancy	Scale of Pay	Eligibility
1	Assistant Administrative Officer Hqrs., CIBA, Chennai (Only on deputation)	2 (SC-1& UR-1)	Pay Level-7 Pre-revised Rs.9300-34800/- + GP Rs. 4600	By Deputation of regular AAO's of ICAR Hqrs./ICAR Institutes. OR By deputation of regular Assistant of ICAR Hqrs./ICAR Institutes having at least <b>5 years</b> regular service
2	Assistant (2 posts KRC, Kakdwip, West Bengal, 1 post NGRC, Navsari, Gujarat, 8 posts Hqrs.) (Deputation/ Absorption basis)	11 (SC-2 UR -8 & OBC-1)	Pay Level-6 Pre-revised Rs.9300-34800/- + GP Rs. 4200/-	By Deputation of regular Assistant of ICAR Hqrs./ICAR Institutes. OR By deputation of regular UDC of ICAR Hqrs./ICAR Institutes having at least <b>10 years</b> regular service OR Failing above by transfer on permanent absorption of regular Assistant of ICAR Hqrs./ Institutes.
3	Personal Assistant (NGRC, Gujarat) (Deputation/ Absorption basis)	1 (UR)	Pay Level-6 Pre-revised Rs.9300-34800/- + GP Rs. 4200/-	By Deputation of regular Personal Assistant of ICAR Hqrs./ICAR Institutes. OR By deputation of regular Steno Gr.III of ICAR Hqrs./ICAR Institutes having at least <b>10 years</b> regular service OR Failing above by transfer on permanent absorption of regular Personal Assistant of ICAR Hqrs./ Institutes.

4	Lower Division Clerk (3 post Hqrs., 1 (PH) post NGRC) Deputation/ Absorption basis	4 (SC-1 (SC/PH- 1) & UR-2)	Pay Level-2 Pre-revised Rs.5200-20200+ GP Rs.1900	By Deputation of regular LDC of ICAR Hqrs./ICAR Institutes. OR BY promotion of SSS of ICAR Hqrs./Institutes having minimum educational qualification of 10 +2 or equivalent and have rendered 3 years of regular service. In this regard, persons so promoted will be required to qualify in a typing test within a period on one year from the date of their appointment failing which no Annual Increment shall be allowed until he/she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules. OR Failing above by transfer on permanent absorption of regular LDC of ICAR Hqrs./ Institutes.
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The deputation is for a period of one year and may be extended as per requirement and DOPT guidelines.

It is requested that the above vacancy may kindly be circulated widely and the application of suitable and desirous candidate who fulfil the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with his/ her upto date CR Dossiers for the last five years (2015-16 to 2019-20). So as to reach the undersigned on or before **07<sup>th</sup>, August 2021**. Application of only such candidate may please be forwarded who can be relived immediately on the event of his/ her selection for the appointment. A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and certificates as desired above will not be entertained.

तदीय /Yours faithfully,

प्रशासनिक अधिकारी  
**ADMINISTRATIVE OFFICER**

Encl: Proforma

Copy to: Incharge AKMU to upload on the Institute's website

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)  
#75, संथोम हाई रोड, एम. आर. सी. नगर, चेन्नई - 600028, तमिलनाडु, भारत



**APPLICATION FOR APPLYING TO THE POST OF .....**

**(ON DEPUTATION/ TRANSFER ON PERMANENT ABSORPTION BASIS)**

1. Name of the candidate
2. Name of the ICAR Institute where candidate is working at present
3. Date of Birth and age
4. Educational and other qualification
5. Present post held on regular basis with date of appointment
6. Sex: M/F
7. Marital Status
8. Category: SC/ST/OBC/UR  
**(Scan copy of certificate to be attached)**
9. Father/Husband Name
10. Address for Correspondence
11. Phone No.
12. E-mail Address
13. Brief description of the service including the present post

<b>Post held</b>	<b>Scale of Pay</b>	<b>Period</b>	<b>Office</b>	<b>Name of duties</b>

14. Date of confirmation/ post held substantively
15. Any other information/ particulars relevant to the service of the employee

**DECLARATION**

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form are true to the best of my knowledge and belief.

Signature of the candidate

Date:

Place:

**CERTIFICATE BY THE HEAD OF OFFICE**

Certified that the particulars furnished above have been verified from the Service Boob and found correct. Attested copies of last 05 (Five) years APAR's enclosed.

Signature with stamp of the Head of Office