

भा.क.अनु.प. - केन्द्रीय शुष्क बागवानी संस्थान

ICAR - Central Institute for Arid Horticulture

Sriganganagar Highway, Beechwal Indl. Area Post Office, Bikaner (Raj.)-334006

F.No. 05 (ii)02/R/A-I/PA/16 1194 - 1196

Dated: 08/02/2017

To

1. The Directors/Project Directors of ICAR Research Institute/Project Directorates/NRCs/ATARIs.
2. The Deputy Secretary (Admn), ICAR, Krishi Bhavan, New Delhi - 110001.
3. The Deputy Secretary (HS), ICAR, Krishi Anusandhan Bhavan, Pusa, New Delhi - 110 012

Subject: - Filling up vacant post of Personal Assistant in the Level-6 in Pay Matrix of VII CPC by **deputation of regular Stenographer Grade-III of ICAR Institutes.**

Sir/Madam,

It is proposed to fill up the vacant post of Personal Assistant in the Level-6 in Pay Matrix of VII CPC under ICAR-CIAH, Bikaner by deputation basis. The particulars of post/eligibility etc., are detailed below: -

Sl. No.	Name of the post	Number of vacancy and Place of posting	Method of appointment & Eligibility
1	Personal Assistant	One post (Un-Reserved) at ICAR-CIAH, Bikaner Regional Station CHES, Vejalpur, Godhra (Gujarat) Note: - Post after filling liable to be transferred at Institute Hq. ICAR-CIAH Bikaner	By deputation of Steno Gr.III working in other ICAR Institutes on regular basis. The candidate should have ten years regular service in the Steno Gr.III (Level-4 in Pay Matrix of VII CPC). The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

It is requested that the vacancy may kindly be circulated among all the eligible and desirous candidates working at your Institute. The applications of candidates who fulfill the requisite eligibility conditions and who can be relieved immediately, in the event of their selection, may kindly be forwarded to this Institute in the proforma appended along with their up-to-date APAR dossiers for the last five years so as to reach this Institute on or before 16-03-2017.

P.T.O.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be sent while forwarding the application. Incomplete application and those received without APAR dossiers/certificates as desired above will not be entertained.

Encl. As Above

Yours faithfully

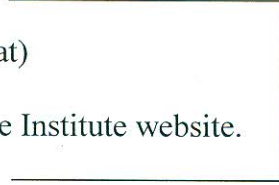


(Kuldeep Pandey)

Asstt. Admn. Officer
& I/c Administrative Officer

Copy to: -

1. Head, CHES, Vejalpur, Godhra (Gujarat)
2. PC, KVK-Panchmahal, CHES, Vejalpur, Godhra (Gujarat)
3. All the Divisions/Sections at ICAR-CIAH, Bikaner
4. I/c AKMU - with the request to upload the circular on the Institute website.
5. Vigilance Officer - ICAR-CIAH, Bikaner
6. Notice Board (Office/Farm)



by email

PROFORMA

Application for the post of **Personal Assistant** (on deputation basis) under ICAR-CIAH, Bikaner.

S.No.	Particulars				
1	Name of the Candidate (in block letters)				
2	Name of the Institute where presently working & Full postal address				
3	Date of appointment on regular basis in the present post				
4	Whether permanent/temporary				
5	Date of birth				
6	Educational qualifications				
7	Whether belongs to SC/ST/OBC				
8	Service particulars				
	Name of Institute	Post held	Pay band & GP	Period	Nature of duties attended
				From	To
9	Any other information relevant to the application				

Declaration

I do hereby declare and certify that the information furnished above are complete and correct and true to the best of my knowledge and belief.

Place:

Date:

Signature of applicant

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

1. Certified that the information furnished by the above applicant has been verified from the office/service record of the candidate and found correct.
2. Certified that no vigilance or disciplinary case is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her during the last ten years.
4. Copies of APAR dossiers for the last five years are enclosed.

Place:

Date:

Signature with seal of Employer