To,

ICAR Headquarters and all the Directors/Project Director of all the ICAR Institutes/ NRCs/ PDs/ ATARIs/ Bureaus/ Zonal Project Directorates.

Sub: Filling up of one post of Assistant at ICAR-NIAP, New Delhi in the Level 6 of the Pay Matrix of Central Civil Services (Revised Pay) Rules, 2016 on deputation basis – reg.

Sir/Madam,

The Director, ICAR-NIAP, New Delhi invites application from amongst the eligible candidates working in ICAR Headquarters/ Institutes/ NRCs/PDs/ ATARIs/ Bureaus/ ZPDs for one post of Assistant in Level 6 (Central Civil Services (Revised Pay) Rules, 2016) at this institute on deputation basis. The deputation will be initially for a period of two year as per the standard terms and condition of deputation prescribed by Govt. of India/ ICAR and extendable by one year on satisfactory completion. The particulars of the posts & eligibility are detailed as below:

<table>
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<tr>
<th>Name of the post</th>
<th>No. of post</th>
<th>Pay Scale</th>
<th>Eligibility</th>
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<tr>
<td>Assistant</td>
<td>01 (One)</td>
<td>Level 6 (Pre-Revised Pay Band: Rs. 9300-34800 + G.P. – Rs. 4200/-)</td>
<td>1. Holding the post of Assistant at ICAR Institutes/ NRCs/PDs/ ATARIs/ Bureaus/ ZPDs. 2. The Upper Division Clerks (UDCs) of the ICAR Headquarters/ Institutes/ NRCs/PDs/ ATARIs/ Bureaus/ ZPDs in the pay level – 4 (PB-I Rs. 5200- 20200 + GP 2400) having at least 10 years regular service in the grade on date of issue of this Circular.</td>
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It is requested that the aforesaid vacancy may be circulated amongst the eligible and desirous candidates, if any, working at your institute/ establishment. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the proforma to The Director, ICAR-NIAP, Dev Prakash Shastri Marg, Pusa, New
Delhi - 110 012 along with the attested copies of their CR dossiers for the last 05 years, so as to reach this Office on or before 14.08.2020.

A certificate to the effect that No disciplinary case is pending or being contemplated against the candidates may also be furnished while forwarding the application through proper channel. Incomplete applications or those received after prescribed due date or without CR dossiers/ vigilance clearance certificate or not forwarded through proper channel will not be considered. While submitting application, the candidate may be informed that the period of deputation may be revised if any amendments are received from Council regarding recruitment/promotion of UDC to the post of Assistant. Only complete applications in all respects will be considered.

Encl : Application Proforma

Yours faithfully,

[Signature]
Administrative Officer

Distribution:

1. Deputy Secretary (Education), ICAR, KAB- II, New Delhi.
2. Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi.
3. In charge AKMU, ICAR-NIAP, New Delhi for upload the circular to official website.
4. P.S. to Director, ICAR-NIAP, New Delhi.
5. Vigilance Officer, ICAR-NIAP, New Delhi.
Application Form for the post of Assistant

1. Name of the candidate (in BLOCK letters): 

2. Name of the Present Organization: 

3. Father/ Husband Name: 

4. Date of Birth: 

5. Whether belong to SC/ ST/ OBC/ GEN: 

6. Present post held: 

7. Present Pay Band and Grade Pay: 

8. Temporary or permanent on present post?: 

9. Date of appointment to the present post: 

10. Address for correspondence: 

11. Personal contact details 
   a.) Mobile No.: 
   b.) Residence No.: 
   c.) E-mail address: 

12. Educational qualifications (furnish details of examinations passed from Matriculation onward) 

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<tr>
<th>Exam. passed</th>
<th>Subject(s)</th>
<th>Board/University</th>
<th>Year of passing</th>
<th>% of marks obtained</th>
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13. Details of Technical/other qualifications/Dept. examination(s) passed, if any:

14. Experience/Service particulars:

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<tr>
<th>Name of Institute/Organization</th>
<th>Post held</th>
<th>Scale of pay</th>
<th>Period</th>
<th>Nature of duties performed/performing</th>
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15. Trainings related to Administration:

16. Any other specific information:

I ______________________ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall abide by the decision of the Director, NIAP, New Delhi.

Date: ____________________

Signature of the applicant:

To be Filled up by the Head of the Office

1. It is certified that the above particulars furnished by the officer/official have been verified from the office/service records and found correct.
2. The attested copies of ACRs of the officer/official for the last five years are enclosed, as required.
3. It is certified that no disciplinary/vigilance case is pending or being contemplated against the above officer/official.
4. It is also being certified that the honesty and integrity of the above officer is satisfactory and no major/minor penalty has been awarded to him/her.

(Signature with seal)