



**भाकृअनुप - राष्ट्रीय कृषि आर्थिकी एवम नीति अनुसंधान संस्थान (निआप)**  
**देव प्रकाश शास्त्री मार्ग, पूसा, नई दिल्ली – 110 012**  
**ICAR-National Institute of Agricultural Economics & Policy Research**  
**Dev Prakash Shastri Marg, Pusa, New Delhi – 110 012**

F. No. 2-1/2003-Estt.(NIAP)

Dated: 21.03.2024

To,

All Directors/ Project Directors of all the ICAR Institutes/ NRCs/ PDs/ ATARIs/ Bureaus/ Zonal Project Directorates etc.

**Subject: Filling up of one post of Upper Division Clerk on deputation and one post of Multi-Tasking Staff (Skilled Supporting Staff) on permanent absorption basis at ICAR-NIAP, New Delhi – reg.**

Sir/ Madam,

The Director, ICAR-NIAP, New Delhi invites applications from amongst the eligible candidates working at ICAR Headquarters or ICAR – Institutes to fill the following various posts in Administrative Category by Deputation/ Permanent Absorption from the eligible candidate(s) who fulfill the requisite eligibility conditions mentioned below:

S.No.	Name of the post	No. of post	Pay Scale	Eligibility
1.	Upper Division Clerk (Deputation)	01 (One)	Level 4 (Pre-Revised Pay Band I: Rs. 5200-20200 + Grade Pay - Rs. 2400/-) Group 'C'	By Deputation amongst the officials of ICAR System:  (i) Holding the analogous post in similar capacity at ICAR Institutes/ Hqrs. or (ii) LDCs having eight years of regular service in Pay level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs. 5200- 20200 with GP Rs.1900) in ICAR Institutes/ Hqrs.
Note: <ul style="list-style-type: none"><li>The maximum age limit for appointment on deputation/ deputation (including short term contract) shall not exceed fifty-six years on the closing date of receipt of application.</li><li>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the Appointing Authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&amp;T/ GoI and the parent Institute/ Hqrs. agrees to the proposal of permanent absorption.</li></ul>				

	Name of the post	No. of post	Category	Pay Scale	Eligibility
2.	Multi-Tasking Staff (MTS) (By Permanent Absorption)	01 (One)	UR	Level 1 (Pre-Revised Pay Band I: Rs. 5200-20200 + Grade Pay - Rs. 1800/-) Group 'C'	Holding analogous post in similar capacity i.e. Multi-Tasking Staff erstwhile Skilled Supporting Staff on regular basis in ICAR Institutes/ Hqrs. who have successfully completed probation period and have Matriculation from recognized board or equivalent.

The terms and conditions for filling the above mentioned vacant posts shall be governed as laid down in the ICAR's Group 'C' Recruitment Rules circulated vide OM No. Admn. 11-2/2022-R&P dated 07.06.2023 and ICAR Inter-Institutional Transfer Guidelines/ Instructions of Administrative/ Support Staff of ICAR. The number of posts indicated are tentative and may increase or decrease.

It is requested that the aforesaid vacancies may be circulated amongst the eligible and desirous candidates, working at your Institute/ Regional Stations who are fulfilling the requisite eligible conditions to enable them to apply for the same on the proforma given overleaf. **The application of only such candidates who can be relieved immediately in the event of their selection** may please be forwarded through proper channel in the proforma along-with the following documents to The Director, ICAR-NIAP, Dev Prakash Shastri Marg, Pusa, New Delhi - 110 012, so as to reach this Office **on or before 22.04.2024**:

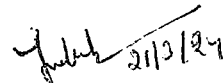
1. Copy of Initial Appointment letter issued by their respective Institutes/ Organizations/ Departments/ Ministries.
2. Attested copies of APAR for the last five years.
3. Self-Attested copies of certificates of all education qualifications.
4. Vigilance & Integrity Certificates.
5. Major/ Minor Penalty Certificate.
6. Any other relevant document.

Incomplete applications or those received after the prescribed due date or without complete documents or not forwarded through the proper channel will not be considered. **The Competent Authority of ICAR-NIAP, New Delhi reserves the right to accept/ reject the applications without assigning any reason thereof.**

This issues with the approval of the Competent Authority.

Yours faithfully,

Encl.: Application Proforma

 21/3/24

(Inderjeet Sachdeva)  
Assistant Administrative Officer

सहायक प्रशासनिक अधिकारी

ज.कृ.उ.प. - राष्ट्रीय कृषि आयोग की सेवा

श्री. अ.कृ.स. नि.प. (नियंत्रण)

डी.पी.एस. मार्ग, पूसा, नई दिल्ली-110012

Distribution:

1. The Deputy Secretary (Education), ICAR, KAB- II, New Delhi.
2. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi.
3. P.P.S. to Director, ICAR-NIAP, New Delhi.
4. Vigilance Officer, ICAR-NIAP, New Delhi.
5. In charge of AKMU, ICAR-NIAP, New Delhi for uploading to the official website.
6. Nodal Officer, e-Office, ICAR-NIAP, New Delhi for uploading on e-office notice board.
7. Guard File & Office Copy.



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ICAR-National Institute of Agricultural Economics & Policy Research  
Dev Prakash Shastri Marg, Pusa, New Delhi - 110 012

Application Form for the post of

Latest Passport  
Size Photograph

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 :  
(self-attested copy of caste certificate required)
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)

Exam. passed	Subject(s)	Board/University	Year of passing	% of marks obtained

13. Details of Technical/other qualifications/Dept. examination(s) passed, if any :

14. Experience/Service particulars:

Name of Institute/ Organization	Post held	Scale of pay	Period		Nature of duties performed/performing
			From	To	

15. Trainings related to the field :

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)