



भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान

ICAR-Indian Institute of Oil Palm Research

(An ISO 9001:2008 Certified Institute)

पेदवेगी-534 450, पश्चिम गोदावरी जिला, आंध्र प्रदेश, भारत
Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



F. No. 50/ Recrtt. Admn./2016-17;

Dated: 21st January, 2019

It is hereby brought to the notice of all the **Administrative employees working in all the ICAR Units** (including ICAR Headquarters/ICAR Research Institutes/Bureaus/Complexes/Project Directorates/AICRPs/ICAR-managed KVKs) that the following Administrative posts are currently lying vacant at ICAR-Indian Institute of Oil Palm Research, Pedavegi are hereby circulated to the eligible Administrative employees willing to apply for transfer (under col. 10 of respective Recruitment Rules read with the latest ICAR Letter No. 33-8/2016-Estt-I dated 15th September, 2016):

Sl. No.	Name and Details of the post	No. of Posts	Eligibility Criteria for applying for transfer to the post
1	Assistant Level – 6 (PB-2, Rs. 9300-34800/- + Grade Pay Rs. 4200/- Pre-revised)	04	1. Persons holding analogous post i.e. Assistant on substantive basis at the respective institute/headquarters. 2. UDCs at the respective institute/headquarters having atleast 10 years regular service in the grade.

As per the latest ICAR's circular No. 33-8/2016-Estt-I dated 15th September, 2016, "the part of service rendered by the transferred employee prior to his/her transfer after availing the last promotion in the parent institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute/Headquarters" for Administrative categories.

Accordingly it is requested to all the ICAR Units (including ICAR Headquarters/ICAR Research Institutes/Bureaus/Complexes/Project Directorates/AICRPs/ICAR-managed KVKs) to forward the application who are free from vigilance/disciplinary cases (in the prescribed proforma alongwith last five years APARs) of the eligible and willing candidate (s) who may subsequently be relieved immediately in the event of his/her selection. The last date for receipt of application is 20th February, 2019.

Yours faithfully,

Asst. Administrative Officer

APPLICATION PROFORMA

Application for the post of **Assistant** on Promotion/Transfer on Permanent Absorption basis
at ICAR - IIOPR, Pedavegi

01. Name of the Candidate (in block letters):
02. Name of the Institute where candidate is working:
03. Date of birth & present age:
04. Date of initial joining in ICAR:
05. Date of appointment on regular basis in the present post:
06. Whether temporary/permanent:
07. Present Basic Pay with level of pay:
08. Whether belongs to SC/ST/OBC/Gen:
09. Educational qualifications giving details of examination passed from Matriculation onwards:

Sl. No.	Name of the Board/University	Examination/Degree/Diploma passed with year of passing	Class/Division

10. Details of service including the present post:

Name of the Institute	Post held	Scale of Pay	Period		Nature of duties performed
			From	To	

11. Computer information , if any:

12. Other information, if any:

Declaration

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, ICAR-IIOPR, Pedavegi.

Date:
Candidate

Signature of the

Certificate to be furnished by the Head of Department/Office

Certified that the information furnished by the candidate has been verified from the Office/Service records and found correct. It is also certified that no vigilance/disciplinary action has been taken, initiated or being contemplated against the employee.

Counter signature of the
Head of the Office/Controlling Officer

Date:

Place: