



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: 24th February, 2018

To

The Directors/Project Directors/Zonal Coordinators of All ICAR Institutes/PDs/Research Centres

Sub: Filling up one post of Upper Division Clerk in the Pay Level-4 by transfer on permanent absorption basis at IIOPR, Pedavegi – regarding.

Sir,

It is proposed to fill up one post of Upper Division Clerk (Unreserved) in the pay band of (Rs. 5200-20200+ GP 2400(pre-revised) Level - 4 by transfer on permanent absorption basis at this Institute from amongst the eligible permanent staff of the ICAR Hqrs. and its Institutes as per following requirement:

Sl. No.	Name of the post	No. of vacancy	Pay Level	Eligibility
1	Upper Division Clerk	01 (UR) by transfer on permanent absorption basis	Level - 4	By transfer on permanent absorption of regular UDC of ICAR Hqrs./Institutes. OR By transfer of regular LDCs of ICAR Hqrs./Institutes having at least 8 years regular service in pay level – 2.

It is requested that the vacancy may be circulated amongst the eligible and desirous candidates, if any, working at ICAR Institutes. The applications of eligible persons who fulfill the requisite eligibility conditions and who can be relieved immediately in the event of their selection may please be forwarded to this Institute in the proforma given along with attested copies of **CR Dossiers for the last 5 years** so as to reach this Institute on or before **31.03.2018**. A certificate to the effect that no disciplinary/vigilance case is pending and/or being contemplated against the candidate may be sent.

Incomplete application(s) and those received without CR Dossiers and/Certificate as requested above will not be entertained.

Yours faithfully,

(P. Gowri Shankar)

Asst. Administrative Officer

Encl: as above

Copy to:

01. The Director (Administration), ICAR, Krishi Bhavan, New Delhi – 110001;
02. The Deputy Secretary (AS), ICAR, Krishi Bhavan, New Delhi – 110001;
03. SIC, AKMU, IIOPR, Pedavegi with a request to upload in IIOPR Website.

APPLICATION PROFORMA

Application for the post of **Upper Division Clerk** at IIOPR, Pedavegi
on transfer on permanent absorption basis

1. Name of the Candidate :
2. Permanent Address :
3. Educational & other Qualification :
4. Present post held with date of Appointment, Basic Pay & Pay Band :
5. Date of birth & present age :
6. Whether temporary/permanent :
7. Whether belongs to SC/ST/OBC/Gen :
8. Brief particulars of service including the present post :

Period	Post	Deptt./Instt./Office	Pay Scale	Nature of duties performed

9. Full address of the candidate on which Correspondence could be made :
10. Other information, if any :

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

Signature of the Candidate

Certificate to be furnished by Head of 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 case is pending/contemplated against him/her.

Signature of Head of Office