



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: 02nd April, 2018

To

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

Sub: Filling up the following Administrative posts on Deputation or Permanent Transfer/absorption basis at IIOPR, Pedavegi – regarding.

Sir,

It is proposed to fill up the following vacant posts under administrative category on deputation or transfer on permanent absorption basis at ICAR – IIOPR, Pedavegi. The particulars of posts/eligibility etc. are detailed below:

Sl. No.	Name of the post	No. of vacancy	Pay Level	Eligibility	Method of appointment
1	Upper Division Clerk	01 (UR)	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.	by transfer on permanent absorption basis
2	Personal Assistant	01 (UR)	Level - 6	Holding analogous post on regular basis OR Having 10 years regular service in the grade of Steno Grade III in revised pay level-4 in ICAR HQ/Institutes.	by deputation basis

It is requested that the vacancies may kindly 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 **30.04.2018**.

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) or those received without CR Dossiers/ Certificate as requested above will not be entertained.

Yours faithfully,


 Asst. Administrative Officer

Encl: Proforma for Application (Overleaf)

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 **Personal Assistant/Upper Division Clerk** on Deputation basis or
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:

Signature of the Candidate

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: