F.NO. Recutt./IIB/Misc./13/464

Dated: 04th March, 2017

To,

All Directors of ICAR Institutes/ Directors ICAR-ATARI/NRC, /Head of stations of ICAR Institutes.

Sub: Filling up of one post of Assistant Administrative Officer purely on deputation/absorption basis at ICAR- IIAB, Ranchi – reg.

Sir/Madam,

It is proposed to fill up one post of Assistant Administrative Officer in the pay Band-2 Rs. 9300- 34800 + Grade Pay of Rs. 4600/- at ICAR- IIAB, Ranchi on deputation/absorption basis among the eligible Assistant of the ICAR Headquarters/ Institutes. The deputation will be initially for a period of one year which may be extended for another year. The particulars of the post and eligibility are given below:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Administrative Officer</td>
<td>01</td>
<td>BY Deputation from the ICAR Institute amongst the Officials eligible by Promotion of Assistant in the Pay Band-2 of Rs. 9300-34800+ Grade Pay of Rs. 4200 having 5 years regular service in the Grade.</td>
</tr>
</tbody>
</table>

It is requested that the above vacancy may please be circulated among the eligible candidates of your institute/ Establishment who are willing to be considered for the above post. The application of only such candidate who may be relieved immediately in the event of his/ her selection may be forwarded in the Proforma given over – leaf along with the duly up- to – date attested CR dossiers for the last five years and certificate to the effect that no disciplinary proceedings are pending/ contemplated against the official.

The last date for receipt of application is 10th April, 2017. The application received without APARS dossier and vigilance clearance certificate will not be entertained.

Yours faithfully,

( Rishi Kant Singh)
Assistant Finance & Account Officer

Copy to:

1. The Director (Admn.), ICAR, Krishi Bhavan, New Delhi – 110014
2. Sr. Director (Crop Science), Krishi Bhavan, New Delhi- 110014
3. IT Cell, IIAB, Ranchi for uploading at IIAB Website.
ICAR- INDIAN INSTITUTE OF AGRICULTURAL BIOTECHNOLOGY (IIAB), RANCHI

PROFORMA

1. Name of the candidate (in block letters)
2. Name of the Institute where Presently working
3. Address for correspondence
4. Date of appointment on regular Basis in present post:
5. Whether Permanent or temporary
6. Date of birth
7. Education / Profession Qualification
8. Whether belong to SC/ST
9. Service details

<table>
<thead>
<tr>
<th>Name of the Institute</th>
<th>Post held</th>
<th>Scale of pay</th>
<th>period</th>
<th>Nature of duties</th>
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<td>From</td>
<td>To</td>
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</table>

10. Any other information relevant to the application:

Date: 

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

It is certified that particulars furnished at Sl. NO. 1 to 10 above has been verified and found correct.

Date:

SIGNATURE OF HEAD OF OFFICE