



# भारतीय कृषि जैवप्रौद्योगिकी संस्थान

(भारतीय कृषि अनुसंधान परिषद)

पी. डी. यू. परिसर, आई. आई. एन. आर. जी., नामकुम, राँची-८३४०१०, झारखण्ड

**ICAR-INDIAN INSTITUTE OF AGRICULTURAL BIOTECHNOLOGY**  
**(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**

**PDU CAMPUS, IINRG, NAMKUM-RANCHI-834010, JHARKHAND**



F.No. IIAB/1(27)/Admn. Rectt./2017-18/171

Dated : 02.08.2018

## CIRCULAR

To

The Directors/Project Directors of all ICAR Institutes/NRCs/ATARIs/ Heads of Stations of ICAR Institutes

The Director (GA&E), Krishi Anusandhan Bhavan, Pusa, New Delhi 110 112

**Sub.: Filling up One (01) vacant post on deputation basis at ICAR-IIAB, Ranchi – reg**

Sir/Madam

It is proposed to fill up one post of Assistant Administrative Officer at ICAR-Indian Institute of Agricultural Biotechnology, Ranchi immediately on deputation basis only on public interest among the eligible candidates who fulfil the requisite qualification as mentioned below:

Sl. No.	Name of the post	No. of Post	Eligibility
1.	Assistant Administrative Officer	01 (one)	By Deputation from the ICAR Institute amongst the Officials eligible by Promotions of Assistant in the Pay Band -2 of Rs.9300-34800 + Grade Pay of Rs. 4200/- pre-revised/Level-6 as per 7 <sup>th</sup> CPC) having 5 years regular service in the grade.

It is requested that the above vacancy may be circulated amongst the eligible staff of your Institute/Establishment who are willing to be considered for the post. The application of only such candidates who may be relieved immediately in the event of his/her selection may be forwarded in the enclosed Proforma with duly up-to-date attested CR dossiers for the last five years to this Institute at an early date. A certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the official should also be furnished along with the particulars.

The last date for receipt of the application is 3<sup>rd</sup> September, 2018.

Incomplete applications or those received after the prescribed date and without CR dossiers/vigilance clearance certificate will not be entertained.

Assistant Administrative Officer I/C

Encl :a/a

*[Handwritten Signature]*  
02/08/2018



**PROFORMA**

**Application for the post of Assistant Administrative Officer at ICAR-Indian Institute of Agricultural  
Biotechnology, Ranchi**

1. Name of the candidate (in block letters)
2. Name of the institute where applicant is  
Presenting working
3. Date of appointment on regular basis in the  
Present post
4. Whether Permanent or Temporary
5. Date of Birth and Age
6. Educational qualifications giving details of  
Examination passed with Matriculation onwards
7. Whether SC/ST/OBC
8. Full postal/correspondence address
9. Contact No.
10. Service Particulars

Name of the Institute	Post Held	Scale of pay	Period from to	Nature of duties performed

11. Any other information relevant to the application

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

Place:

Signature of the candidate

Date

**Certificate to be furnished by the Head of Office**

Certified that the information furnished by the candidate has been verified from the office/service records and found correct.

Signature with seal of the office