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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post</th>
<th>No. of Post</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Administrative Officer</td>
<td>01 (one)</td>
<td>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 7th CPC having 5 years regular service in the grade.</td>
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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 3rd September, 2018.

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

Encl : a/a

Assistant Administrative Officer I/C

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

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<tr>
<th>Name of the Institute</th>
<th>Post Held</th>
<th>Scale of pay</th>
<th>Period from to</th>
<th>Nature of duties performed</th>
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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