



भाकृअनुप-भारतीय कृषि जैवप्रौद्योगिकी संस्थान

गढ़खटंगा, राँची

ICAR-INDIAN INSTITUTE OF AGRICULTURAL BIOTECHNOLOGY
(Indian Council of Agricultural Research)

Garhkhatanga, Ranchi- 834 003

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File No.: IIAB/1(67)/2023-24/261

Date: 27 /09/2023

To,

1. All the Directors/ Project Director of ICAR Research Institute/ NRCs/Project Directorate /ATARIs
2. The Under Secretary (Admin.), ICAR-Krishi Bhavan, New Delhi-110 001.
3. The Under Secretary (CS), ICAR KAB-II, Pusa, New Delhi- 100 012.

Sub: Filling up of the administrative posts on Deputation/Transfer/Absorption basis at ICAR-IIAB, Ranchi-reg.

Sir,

As per approval of Director, ICAR-IIAB, Ranchi, it is proposed to fill up the following vacant administrative posts on Deputation/Transfer/Absorption basis from eligible candidates working in ICAR Headquarter/ Institute/NRCs/ Project Directorate/ ATARIs etc. The particulars of the post and eligibility are given below:-

Sl. No.	Name of the post	No. of vacancy/ Category	Scale of Pay	Eligibility
1.	Upper Division Clerk	07	Pay Level-4	By deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs, (I) Holding the analogous post on regular basis in parent cadre/department. or (II) Having eight (08) years of regular service in Pay level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs.1900) in parent cadre/department.
2.	Lower Division Clerk	07 (UR-06, OBC-01)	Pay Level-2	(I)LDCs of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service, desiring transfer can be appointed against the vacancies meant for direct recruitment. (II) LDCs from the Central Government/State Government /Central Autonomous Bodies/ Statutory Bodies/ PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed (12th Class or equivalent qualification from a recognized Board or University and a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer) for direct

				<p>recruitment, can be appointed against the Vacancies meant for direct recruitment.</p> <p>Note: Request of LDCs of ICAR system for appointment through transfer shall be given preference over the requests of LDCs of other organizations.</p>
3.	Private Secretary	03	Pay Level - 8	<p>By deputation amongst the officials of Stenographer Cadre of Central Government or State Government or Union Territories or Autonomous Bodies or PSUs,</p> <p>I. Holding the analogous post on regular basis in parent cadre/department; or Having 8 years of regular service in the grade of Personal Assistant in the Pay Level- 7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) in parent cadre/ department. AND II. Possessing at least Bachelor's degree in any discipline from a recognized University.</p>
4.	Personal Assistant	02	Pay Level - 7	<p>By deputation from the officials of Stenographer Cadre of Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(I) Holding the analogous post on regular basis in parent cadre/department; or (ii) Stenographers Grade-D in the Pay Level - 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed at least ten years of regular service in the grade.</p>

Note:-

1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.
2. Preference in deputation will be given to the officials of ICAR System.
3. The departmental officials in the feeder cadre, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation.
4. The maximum age limit for appointment on deputation/ deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.
5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.

It is requested that the above vacancies may kindly be circulated widely amongst the eligible and desired candidates, working in ICAR HQ/ Institute/ Regional Stations etc. Application of only such candidates who

can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along with the following documents.

- I. Duly attested copies of CR dossiers /APAR for last five years.
- II. Certificate to the effect that no disciplinary /Vigilance case is pending against the official or being contemplated against the candidate along with Integrity Certificate may also be furnish while forwarding the application through proper channel.

The applications received without APAR/CR dossiers or Vigilance Clearance or IntegrityCertificate will not be entertained.The applications should reach this office on or before **27.10.2023**

Sd/-
Assistant Administrative Officer

Encl: Format of Application

APPLICATION FORM

(Application for the Administrative post by Deputation /Permanent/Absorption basis at ICAR -Indian Institute of Agricultural Biotechnology, Ranchi)

1.	Name of the Candidate (CAPITAL LETTERS)				
2.	Post Applied For				
3.	Date of Birth (DD/MM/YYYY format)				
4.	Present Post held on regular basis with the date of appointment				
5.	Date of confirmation/ post held substantively				
6.	Name of the Institute / Office where presently working and postal address				
7.	Present basic pay with pay level				
8.	Category to which the candidate belongs (SC/ST/OBC/EBC/UR)				
9.	Father/Husband Name				
10.	Address for Communication				
11.	Mob. No				
12.	Email Id(preferable @icar.gov.in)				
13.	Educational Qualifications				
14.	Details of Service				
	Name of the Institute / Office	Post held	Scale of Pay	Period	Nature of Duties performed
				From	To
15.	Any other relevant information				

(Signature of Candidate)

DECLARATION BY THE CANDIDATE

I.....hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief.

Date:

Official Email ID:

Mobile No:

(Signature of the candidate)

CERTIFICATE FURNISHED BY THE HEAD OF THE OFFICE

1. It is certified that the information furnished by the candidate has been verified from the office / Service records and found correct.
2. Certified that no Vigilance or Disciplinary cases is pending or being contemplated against him / her.
3. Certified that no minor / major penalty has been imposed on him/her.
4. Attested copies of last five (05) years APAR are enclosed.

(Signature of the Head of Office)