

पत्र संख्या / F.No.1-94/2023-Estt

दिनांक / Dated: 25.07.2024

सेवा में / To

All Directors/ Project Director of ICAR Research Institute/ NRCs/ZCUs

विषय / Sub: Filling up the following Administrative posts on Deputation/ Absorption basis at ICAR-CIBA, Chennai – reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under Administrative category on **Deputation/ Absorption basis** from eligible candidates working in ICAR Headquarters/ ICAR Institutes. The particulars of posts/ eligibility etc. are detailed below:

Sl. No	Name of the post/Category/ Place of posting	No. of vacancy	Scale of Pay	Eligibility
1	Assistant Administrative officer (Only Deputation)	2 (UR)	Pay Level-7 (Rs.44900-142400) Pre-revised Rs.9300-34800 + GP 4600	By deputation amongst the officials of ICAR system or Central Government / State Government/ Union territories Statutory Bodies/PSUs: (i) Holding the analogous post on regular basis in parent cadre/department Or (ii) Having 5 years of regular service in Pay level-6 (Pre-revised Pay Band-2, Rs.9300-34800 + GP 4200) in parent cadre/department.
2	Assistant (Only Deputation)	1 (UR)	Pay Level-6 Pre-revised Rs.9300-34800 + GP 4200	By deputation amongst the officials of ICAR system or Central Government / State Government/ Union territories Statutory Bodies/PSUs: (i) Holding the analogous post on regular basis in parent cadre/department Or (ii) Having ten years of regular service in Pay level -4 (Rs.25500-81100) (Pre-revised Pay Band-1, Rs.5200-20200 with GP Rs.2400) in parent cadre/department
3	Upper Division Clerk(UDC) (Only Deputation)	2 (UR)	Pay Level-4 Pre-revised Rs.5200-20200+ GP Rs.2400	By deputation amongst the officials of ICAR system or Central Government / State Government/ Union territories Statutory Bodies/PSUs (i) Holding the analogous post on regular basis in parent cadre/department OR

				(ii) Having eight 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.
4	Lower Division Clerk (Absorption basis)	3 (OBC-1 & UR -2)	Pay Level-2 Pre-revised Rs.5200-20200+ GP Rs.1900	(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. OR (ii) LDCs from Central Government / State Government/ Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification (12 th 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)
5.	Multi-Tasking Staff (MTS) Erstwhile Skilled Support Staff (SSS) (Absorption basis)	22 (UR-21 + 1 Divyangjan (OH))	Pay Level-1 (Rs.18000-58900) Pre-revised Rs.5200-20200+ GP Rs.1800	MTS 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. OR MTS from Central Government / State Government/ Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess Matriculation from a recognized board or equivalent.

The official, who initially comes on deputation and considered suitable for the post, will 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. **Maximum age limit for deputation shall not exceeding 56 years as on 30.08.2024**

The deputation is for a period of one year and may be extended on requirement as per rules

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidate who fulfil the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with the following documents.

- I. Xerox copies of APAR for last five years duly attested.
- II. Certificate to the effect that no disciplinary/ vigilance case is pending against the official
- III. Undertaking of candidate that in the event of his transfer /permanent absorption, he will be placed at the bottom of the concerned cadre and he has to start afresh his services from the date of his joining in the transferred institute.

The last date of receipt of application is 30.08.2024. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without APAR and certificates as desired above will not be entertained.

This is issued with the approval of the Director, CIBA, Chennai.

भवदीय /Yours faithfully,

12/08/24

मुख्य प्रशासनिक अधिकारी
CHIEF ADMINISTRATIVE OFFICER

Encl: Proforma

Copy to: Incharge UITM to upload on the Institute's website



APPLICATION FOR APPLYING TO THE POST OF

(ON DEPUTATION/ TRANSFER ON PERMANENT ABSORPTION BASIS)

1. Name of the candidate
2. Name of the ICAR Institute
where candidate is working
at present
3. Date of Birth and age
4. Educational and other
qualification
5. Present post held on regular
basis with date of
appointment
6. Sex: M/F
7. Marital Status
8. Category: SC/ST/OBC/UR
**(Scan copy of certificate to
be attached)**
9. Father/Husband Name
10. Address for
Correspondence
11. Phone No.
12. E-mail Address
13. Brief description of the service including the present post

Post held	Scale of Pay	Period	Office	Name of duties

14. Date of confirmation/ post held substantively
15. Any other information/ particulars relevant to the service of the employee

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form are true to the best of my knowledge and belief.

Signature of the candidate

Date:

Place:

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified from the Service Book and found correct. Attested copies of last 05 (Five) years APAR's enclosed.

Signature with stamp of the Head of Office