



Speed post/ Regd. Post

ICAR-National Bureau of Plant Genetic Resources
(Indian Council of Agricultural Research)
Pusa Campus, New Delhi – 110 012.

Phone: 25841022(direct) (O)

E. mail sao@nbpgr.ernet.in

No. 3-42/87/P-III/ *176/18*

Dated: 24th March, 2015

The Director/ Project Director
All the ICAR Institute/
Directorate/ Bureau/ NRCs

Subject: Filling up the post of Personal Assistant on deputation for a period of three years from other Institute /Headquarters under the Council at NBPGR, New Delhi.

Sir/Madam,

It is proposed to fill up one vacant Un-Reserved post of Personal Assistant in the Pay Band of Rs. 9300-34800 + G.P. 4200 on deputation from other Institute/ Headquarters under the Council at NBPGR, New Delhi. The Particulars of the post and eligibility are detailed below: -

S.No.	Name of the post	No. of post	Scale of Pay	Eligibility
1.	Personal Assistant (Unreserved)	01	PB-II Rs. 9300-34800+ G.P.-4200	Steno Gr. III in PB.-I Rs. 5200-20200 with G.P. of Rs. 2400/- at the respective Institutes having at least 10 Years of regular service in the grade. The period of deputation shall ordinarily not exceed Three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the Closing date of the receipt of applications.

It is requested that the vacancy may be circulated among the eligible and desirous candidates, if any, working at your institute/ Establishment. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the Proforma appended along with their complete CR Dossiers (attested photo copies) for the last five years, so as to reach at NBPGR New Delhi on or before 30.04.2015.

A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also be furnished while forwarding the application through proper channel. The application received without CR dossiers and Vigilance/ disciplinary clearance will not be entertained.

Encl: As above

Yours faithfully

Kamana Tandon
25/3/15
(Kamana Tandon)
Administrative Officer

Distribution:

- ✓ Officer-In-Charge, ARIS Cell, NBPGR, New Delhi- 110012. It is requested to upload on NBPGR, Website.
2. All Officer-In-Charge, Regional Station, Base Centers of NBPGR.

PROFORMA

1. Name of the Candidate :
2. Date of birth & Age :
3. Educational & Other Qualification :
4. Name of the Institute :
5. The date of appointment as :
6. Brief particulars of the service including the present post:

Post held	Pay Band	Period	Office	Nature of duties

7. Whether belonging to SC/ST :
8. Any other information/particulars:
Relevant to the service of the employees

Date:

Signature of the Candidate

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above are correct. The integrity certificate, vigilance clearness certificate and attested photo copies of CRs of the last five years are attached.

Signature of Head of Office with seal