

**ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS: NEW DELHI – 110012.**

No. 3-5/77-DPC (part)/ 1191

Dated: 22nd June, 2015

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CIRCULAR

Subject: Competitive Examination Limited to departmental candidates for filling up three vacancy of Upper Division Clerk – regarding

It is proposed to fill up three post of Upper Division Clerk in the pay scale of Rs. 5200-20200 + G.P. 2400 through Limited Departmental Competitive Examination from the Lower Division Clerk who have completed five years regular service on 1st July, 2015 in the pay band 5200-20200 + G.P. 2400 at ICAR, NBPGR.

The syllabus as prescribed by the Council for Limited Departmental Competitive Examination is mentioned as under and the details are enclosed herewith.

S.No.	Paper	Subject	Day, Date & Time
1.	1st : 200 Marks	a). General awareness (objective type) b). Comprehension and writing ability of English Language	Thursday 23.07.2015 10.30 A.M. to 12.30 P.M.
2.	2nd : 100 Marks	Noting, Drafting and office procedure	Thursday 23.07.2015 2.00 P.M. to 4.00 P.M.

It is requested that the above vacancy may please be circulated among the all eligible employee(s) and their applications may be forwarded to the undersigned in the prescribed format by 10.07.2015 positively. No applications after due date will be entertained.

Encl: As above

Kamana Tandon
20/6/15
(Kamana Tandon)
Administrative Officer

Distribution: -

1. Dr.S.C.Dubey, Head, PQD, NBPGR, New Delhi-12.
2. All Head of Divisions/Section/Units/Cells
3. All Officer-in-Charge, Regional Stations/Base Centers/Issapur Farm
4. All AAO(S)/ Sr.F&AO/DDO/Purchase Officer/Stores Officer/ NBPGR, New Delhi.
5. Secretary (Staff Side), IJSC.
- ✓ 6. Officer-in-Charge, ARIS to send the circular by e-mail.
7. P.A. to Director, NBPGR, New Delhi.

PROFORMA

1. Name of the Candidate :
2. Date of birth & Age :
3. Educational & Other Qualification :
4. Present post held on regular basis ;
with date of appointment
5. Brief particulars of the service including the present post:

Post held	Scale of pay	Period	Office	Nature of duties

6. Whether Permanent/temporary :
7. Whether opted for ICAR Service :
8. Whether belonging to SC/ST :
9. Any other information/particulars :
Relevant to the service of the employees

Date:

Signature of the Candidate

CERTIFICATE BY THE HEAD OF DIVISION /STATION/ UNIT ETC

Certified that the particulars furnished above are correct.

(Signature with seal)