



Speed post/ Regd. Post

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

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No. 3-5/77/Pt.I/ 1202

Dated: 19th June, 2015

The Under Secretary (Admn.)
ICAR, Krishi Bhawan
New Delhi-110114

Subject: Filling up the 03 post(s) of Upper Division Clerk by deputation from other Institute /Headquarters under the Council on permanent absorption basis at NBPGR, New Delhi.

Sir/Madam,

It is proposed to fill up three vacant Un-Reserved post(s) of Upper Division Clerk in the Pay Band of Rs. 5200-20200 + G.P. 2400 by deputation from other Institute /Headquarters under the Council on permanent absorption basis 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.	Upper Division Clerk	03(UR)	PB-I Rs. 5200-20200+ G.P.-2400	By deputation of regular Upper Division Clerk of ICAR institutes/ Hqrs. The deputation shall be for a period not exceeding three years.

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 15.06.2015.

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. The application received without CR dossiers and Vigilance/ disciplinary clearance will not be entertained.

Encl: As above

Yours faithfully

Kamana Tandon
19/6/15
(Kamana Tandon)
Administrative Officer

Distribution:

1. 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