

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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E. mail sao@nbpgr.ernet.in

No. 3-112/92/P-III/(Part.) / 3909/40

Dated: 19<sup>th</sup> February, 2018

To,

All the Directors/ Project Directors/Project Co-ordinators of  
the ICAR Institutes/Directorates/Deputy Secretary (Admn), ICAR Hq.

Subject: Filling up the post of Assistant Administrative Officer (Reserved for 'ST') at ICAR- NBPGR, New Delhi by  
deputation/permanent transfer basis-reg.

Sir/Madam,

It is proposed to fill up the following post by transfer on deputation/permanent transfer basis among the  
eligible candidates working at ICAR HQ/ICAR-Institutes/NRCs/Project Directorates etc.

The Particulars of the post and eligibility are as under: -

Sl. No.	Name of the post	Category	Pay Matrix Level	Method of appointment & Eligibility
1.	Assistant Administrative Officer	ST	Level-7	Candidate holding the post of Assistant Administrative Officer at ICAR Headquarters/other ICAR Institutes Or The Assistant of ICAR HQ/Institutes having at least 5 years of regular service in the grade. Or Deputation from the ICAR Institute from amongst officials eligible for promotion of AAO. The deputation will be for a period not exceeding 3 Years.

It is requested that the vacancy may kindly be circulated among the eligible and desirous candidates, if any, working at your institute/Headquarter. The application may please be forwarded in the proforma appended (overleaf) along with their complete ACR dossiers (attested photo copies) of last five years, so as to reach the ICAR-NBPGR, New Delhi on or before 15.03.2018.

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 ACR dossiers and Vigilance clearance will not be entertained.

Your's faithfully

*Kamana Tandon*

19/2/18

(Kamana Tandon)

Administrative Officer

Encl: As above

**Distribution:**

1. Officer-In-Charge, AKMU, NBPGR, New Delhi- 110012. It is requested to upload the same on NBPGR's Website.
2. All Officer-In-Charge, ICAR-NBPGR Regional Stations/ Base Centers.

## 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 AAO/ Assistant :
6. Brief particulars of the service including the present post:

Post held	Pay Matrix Level	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 clearance certificate and attested photo copies of CRs of the last five years are attached.

Signature of Head of Office with seal