



भा0 कू0 अ0 प0- राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो
ICAR-National Bureau of Plant Genetic Resources
पूसा परिसर नई दिल्ली-110012
Pusa Campus, New Delhi - 110012



Agriculture with a human touch



Phone: 011-25841022 (O)

No. Recq./LDC/2010/P-III

E-mail: unmesh.sharma@icar.gov.in

Dated: 8.02.2021

To

All the Directors/ Project Director of
ICAR Research Institute/ NRCs/ ATAARIs

Sub.: Filling up of vacant posts of UDCs at ICAR-NBPGR, New Delhi-Reg.

Sir/ Madam,

It is proposed to fill up the following vacant posts of UDCs at this Institute on deputation/ absorption basis from eligible candidates working in ICAR Hqrs. / ICAR's Institutes. The particulars of the vacant posts are as given below:

Sl. No.	Name of posts/ Category	No. of posts	Scale of Pay	Eligibility
1.	Upper Division Clerk	09	Level-4 (Pre-revised, PB 5200- 20200+ 2400 GP)	By deputation of regular UDCs of ICAR Hqrs./ Institutes. The deputation shall be for a period not exceeding 3 years. OR By deputation of regular LDCs of ICAR Hqrs./ Institutes/ having at least 8 years regular service. The deputation shall be for a period not exceeding 3 years OR Failing above by transfer on permanent absorption of regular UDC of ICAR Hqrs/ Institutes.

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidates who fulfill the requisite qualifications and who can be relieved immediately on the event of their selection for appointment may kindly be forwarded in the enclosed proforma alongwith their upto date CR Dossiers for the last five years, so as to reach the undersigned on or before 31.03.2021.

A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate(s) may also be sent.

Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and certificates as desired above, will not be entertained.

Yours faithfully

Encl.: Proforma

(U. C. Sharma) 08/03/2021

Administrative Officer

Copy to:

1. The Under Secretary (Admn.) ICAR, Krishi Bhawan, ND-110001 for information.
2. In-charge, AKMU, ICAR-NBPGR, New Delhi-110012 w.t.r to kindly issue necessary instruction to upload the said document on ICAR-NBPGR website

APPLICATION FOR APPLYING TO THE POST OF UPPER DIVISION CLERK
(ON DEPUTATION/ABSORPTION BASIS)

1. Name of the Candidate :
2. Name of the ICAR Institute :
where candidate is working at present. :
3. Date of birth & age :
4. Educational & other qualifications :
5. Present post held on regular basis with :
6. Brief particulars of the service including
the present post

Post held	Scale of Pay	Period	Office	Nature of Duties

7. Date of Confirmation/Post held substantively :
8. Whether belong to SC / ST/ UR :
9. Email address/ contact details :
10. Any other information/
Particulars relevant to the service of
the employee :

Date: _____

SIGNATURE OF THE CANDIDATE

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 5 years APARs enclosed.

SIGNATURE WITH STAMP OF THE HEAD OF OFFICE