



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



हर कदम, हर दिन  
किसानों का हमसफर  
सुखी कृषि, सुखी किसान परिवार

स्वच्छ भारत अभियान  
SWACHH BHARAT MISSION  
कृषि कृषि कृषि



*Agrésearch with a human touch*

01<sup>st</sup> October, 2014 to 03<sup>rd</sup> October, 2019

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No. Deputation/PIII (e-87758)

Dated: .09.2023

**CIRCULAR**

Inviting applications for filling up vacant posts of Upper Division Clerk at ICAR-NBPGR, New Delhi and its Regional Stations

Competent Authority at ICAR-National Bureau of Plant Genetic Resources invites applications for filling up following vacant posts of UDCs at this Institute on deputation from eligible candidates working in ICAR Hqrs. / ICAR's Institutes/ Central Govt. /State Govt./UTs/Autonomous Bodies/PSUs. 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	10	Level-4 (Pre-revised, PB 5200-20200+ 2400 GP)	<ol style="list-style-type: none"> <li>Holding the analogous post on regular basis in parent cadre/department. <b>or</b></li> <li>Having eight years of regular service in Pay Level – 2 (₹ 19900-63200) (Pre-revised Pay Band – 01, ₹ 5200- 20200 with GP ₹ 1900) in parent cadre/department</li> </ol> <p><b>Note:-</b></p> <ol style="list-style-type: none"> <li>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</li> <li>Preference in deputation will be given to the officials of ICAR system.</li> <li>The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</li> </ol>



				<p>4. The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.</p> <p>5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with the guidelines of DoP&amp;T/GOI and the parent Department agrees to the proposal of permanent absorption.</p>
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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 through proper channel, so as to reach the undersigned **on or before 30.10.2023**.

1. Integrity Certificate & certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate(s) may also be sent.
2. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers, Integrity Certificate and certificates as desired above, will not be entertained.
3. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Also, ICAR-NBPGR reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.



4. The Envelopes containing Complete Applications super scribed as 'Application for the post of ..... ' may be sent on following address by 30.10.2023.

Office of Senior Administrative Officer,  
ICAR-NBPGR, Pusa Campus,  
New Delhi-110012

(Neha Agarwal)  
Senior Admn. Officer

To

1. All Ministries/Departments of Government of India with request to widely circulate the vacancy amongst the Staff/subordinate offices/Autonomous bodies/PSUs under their control.
2. Under Secretaries to State Governments/Administrator of UT Administration with request to widely circulate the vacancy.
3. Under Secretary, PESB, Block Number 14, Public Enterprises Bhawan, CGO Complex Lodhi Road, New Delhi-110003 with request to circulate the vacancy amongst all CPSEs.
4. US (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-1 10003 with request to upload this vacancy circular on DoPT's website.
5. In-charge, AKMU, ICAR-NBPGR for uploading on the Bureau's website.
6. ICAR E-office Notice board for information of all in ICAR to give wide circulation to the vacancy circular.



**APPLICATION FOR APPLYING TO THE POST OF UPPER DIVISION CLERK**

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

Post held	Scale of Pay	Period	Office	Nature of Duties

11. Date of Confirmation/Post held substantively :
  12. Whether belong to SC / ST/ UR :
  13. Email address/ contact details :
  14. Any other information/  
Particulars relevant to the service of  
the employee :
- Date: \_\_\_\_\_

SIGNATURE OF THE CANDIDATE

**CERTIFICATE BY THE HEAD OF OFFICE**

Certified that particulars furnished above have been verified from the service book and found correct. Attested copies of last 5 years APARs are enclosed. It is also certified that application being forwarded by this Institute is in conformity with ICAR-NBPGR circular No. \_\_\_\_\_ dated \_\_\_\_\_ and that he /she fulfills all the requisite criteria as mentioned therein and the ICAR guidelines regarding deputation cum absorption of such personnel. In the event of his/her selection, he/she will be relieved immediately.

SIGNATURE WITH STAMP OF THE HEAD OF OFFICE