



भा0 कृ0 अ0 प0- राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो  
**ICAR-National Bureau of Plant Genetic Resources**  
 पूसा परिसर नई दिल्ली-110012  
**Pusa Campus, New Delhi – 110012**



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No. 5 (20)/ 2010/ P-III/ 4344/2

Dated: 19 01.2021

To

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

Sub.: Filling up of two vacant post of Personal Assistant at ICAR- NBPGR-reg.

Sir/Madam,

It is proposed to fill up two (02) vacant existing posts of Personal Assistant in this Institute on deputation/ absorption basis from the eligible candidates working in ICAR Institutes. The particulars of the post and eligibility are as given below.

Name of the post	No. of Post	Pay Band as per 7 <sup>th</sup> CPC	Eligibility
Personal Assistant	Two (02)	Level-6	Stenographer Grade-III working in other ICAR Institutes on regular basis or with 10 years of regular service in Steno. Grade III (Level-4) or equivalent.

The period of deputation shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

It is requested that the above vacancies may be circulated among the eligible and desirous candidates working at your Institute/ Establishment. The application of only such candidates who can be relived immediately in the event of their selection may please be forwarded in the enclosed proforma alongwith attested copies of 5 years CR dossiers.

A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate(s) alongwith integrity certificate may also be furnished while forwarding the application through proper channel. The application received without CR dossiers and vigilance disciplinary clearance and integrity certificate will not be entertained. The applications should reach this office on or before 15.02.2021.

Yours faithfully

Encl.: As above.

(U.C.Sharma)

Administrative Officer

Copy to:

- Under Secretary ( Admn.) ICAR, Krishi Bhawan, New Delhi-110001 for information please.
- In-charge, AKMU, ICAR-NBPGR, New Delhi-110012 with a request to kindly issue necessary instruction to upload the said document on ICAR-NBPGR website.

**PROFORMA FOR APPLYING FOR THE POST OF PERSONAL  
ASSISTANT**

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 date of appointment :
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 :

**SIGNATURE OF THE CANDIDATE**

Date:

**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**