



F.No. NIANP/2-2(16)/Estt/2010-11/Vol. II/

Date: 30-03-2019

To

The Directors / Project Directors of All ICAR Institutes / NRCs / ATARIs
The Deputy Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi – 110 001
The Deputy Secretary (Animal Science), ICAR, Krishi Bhavan, New Delhi – 110 001

Sub: Filling up the post of Personal Assistant (Un-reserved) on deputation/ on transfer / on permanent absorption basis at ICAR-NIANP, Bangalore-reg.

Sir/Madam,

It is proposed to fill up one vacant post of Personal Assistant on deputation followed by absorption / on transfer on permanent absorption basis among the following eligible candidates at this Directorate. The particulars of the post and eligibility are detailed below:

Sl. No.	Name of the Post	No. of posts	Pay Level (7 th CPC)	Eligibility criteria (as per Recruitment Rules)
1.	Personal Assistant	1 (Un-reserved)	PB-2 Rs. 9300-34800 + Grade Pay Rs. 4,200/- (Level 6 as per 7 th Pay Commission	Stenographer Grade-III Pay Band-I Rs.5200-20200 + GP of Rs.2400/- in an ICAR institute having at least ten (10) years of regular service in the grade or persons holding analogous post on regular basis at ICAR Hqrs./Institutes.

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 ten years, so as to reach this Office on or before **30-04-2019**.

A certificate to that effect the No Disciplinary / Vigilance case is pending or being contemplated against the candidate (s) may also be furnished while forwarding the application through proper channel. Incomplete applications and those received after the prescribed due date and not forwarded through proper channel or without APAR Dossiers and certificates as described above, will not be entertained. The Director – National Institute of Animal Nutrition and Physiology, Bengaluru reserves the right either to fill up or otherwise without assigning any reasons thereof.

This issues with the approval of the Competent Authority.

-/sd/-

Administrative Officer

Encl.: as above

APPLICATION FOR THE POST OF PERSONAL ASSISTANT ON DEPUTATION / ON TRANSFER AT ICAR-NATIONAL INSTITUTE OF ANIMAL NUTRITION AND PHYSIOLOGY, ADUGODI, BENGALURU – 560 030.

1. Name of the candidate (in block letters)
2. Name of the Institute where presently working
3. Date of appointment on regular basis in the present post
4. Date of joining into ICAR / Institute and designation
5. Present Basic Pay and Grade Pay
6. Whether permanent / temporary
7. Date of Birth / Present Age
8. Educational qualifications
9. Whether SC / ST / OBC
10. Details of service including present post

Name of the Institute	Post held	Scale of pay	Period		Nature of duties performed
			From	To	

11. Any other information relevant to the service of the applicant:

Declaration

I do hereby declare and certify that all the information furnished by me is correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall abide by the decision of the Director, ICAR-NIANP, Bengaluru.

Signature of the Candidate

Certificate to be furnished by the Head of Department / Officer

Certified that the information furnished by the candidate has been verified from the Office / Service records and found correct.

Date:

Place

Counter signature of the Head
of Office/Controlling Officer