



भाकृअनुप-राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान  
आडुगोडि, बेंगलूर - 560 030



**ICAR - National Institute of Animal Nutrition and Physiology**  
Adugodi, Bangalore - 560 030

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❖ **Sardar Patel Outstanding ICAR Institution Award 2012** ❖

F. No. NIANP/2-2(19)/Estt/2012-13/Vol. II/

Date: 22-10 -2019

**CIRCULAR**

It is hereby brought to the notice of all the interested Skilled Supporting Staff and Lower Division Clerk working in all the ICAR units (including ICAR headquarters / ICAR Research Institutes / Bureaus / complexes / Project Directorates / AICRPs / ICAR-managed KVKs) that the following posts currently lying vacant at ICAR-NIANP, Bengaluru are hereby circulated to the eligible Skilled Supporting Staff and Lower Division Clerk of all ICAR unit willing to apply for transfer on permanent absorption basis at ICAR-NIANP, Bengaluru to the following posts.

Sl. No.	Name and details of post	No. of post	Eligibility criteria for applying for transfer to the post
1.	Lower Division Clerk	1 (one) Unreserved	<ol style="list-style-type: none"> <li>1. Candidate holding the analogous post i.e. Lower Division Clerk on substantive basis in the Pay Matrix Level-2 (PB-I, Rs. 5200 – 20,200 with Grade Pay of Rs. 1,900) in ICAR Hqrs. / any ICAR Unit (*).</li> <li>2. 70% vacancies to be filled by promotion basis from Group ‘C’ employees in the Grade Pay of Rs. 1800 and who possess 12<sup>th</sup> class pass or equivalent qualifications and have rendered 3 years of regular service in the grade. The maximum age limit for eligibility is 45 years (50 years of age for the SC / ST). In this regard, persons so promoted will be required to qualify in a typing test within a period of one year from the date of their appointment failing which no annual increment shall be allowed until he / she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules.</li> </ol>
2.	Skilled Supporting Staff Pay Matrix-Level-1 (PB-1, 5200-20,200 with Grade Pay of 1800)	1 (one) Unreserved	<ol style="list-style-type: none"> <li>1. Candidates holding the analogous post i.e. Skilled Supporting Staff on substantive basis in the Pay Matrix-Level-1 (PB-1, Rs. 5200-20,200 with Grade pay of Rs. 1800) in ICAR Hqrs. /any ICAR unit (**) (Age below 45 years)</li> <li>2. Casual Labourers with Temporary Status (CLTS) who possess the minimum prescribed qualifications of Metric or ITI or trained by the respective administrative departments in terms of MOF’s O.M. No. 1/1/2008-IC dated 24.12.2008. They would be allowed age relaxation equivalent to the period for which they have worked continuously as Casual Labourers.</li> </ol>

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(\*) & (\*\*) As per the ICAR circular NO. 33-8/2016 Estt. 1 dated 15<sup>th</sup> September, 2016, “The part of service rendered by the transferred employee prior to his / her transfer after availing the last promotion in the parent Institute shall not be counted for the purpose of his / her promotion to the next higher grade in the new Institute / Headquarters”. For availing promotion including by Limited Departmental Competitive Examination (LDCE) to the next higher grade he / she has to render the prescribed years of service, as per Recruitment Rules, in the new Institute / Headquarters. He / She has to start afresh his service in the new Institute/Headquarters being placed at the bottom of the concerned cadre, however, his / her existing pay may be protected.

Accordingly, it is requested to ICAR units (including ICAR headquarters / ICAR Research Institutes / Bureaus / complexes / Project Directorates / AICRPs / ICAR-managed KVKs) to forward the application (in the prescribed proforma along with last five years APARs) of the eligible and willing candidate (s) who are free from Vigilance / Disciplinary cases and **who may subsequently be relieved immediately in the event of his / her selection**. The last date of receipt of application is 45 days from the date of release of this circular. No applications will be accepted after the closing date.

-/sd/-  
Administrative Officer

**Distribution:**

1. All Directors / Project Directors of All ICAR Institutes / Project Directorates / NRCs / Bureaus / ATARIs for kind information and circulation amongst eligible and interested staff.
2. The Director (Admin.), ICAR, Krishi Bhavan, New Delhi – 110 001 for kind information.
3. The Sr. Director (CS), ICAR, Krishi Bhavan, New Delhi – 110 001 for kind information.
4. ARIS cell: for uploading the recruitment of LDC and SSS in the Institute website.

**APPLICATION FORM FOR LOWER DIVISION CLERK (LDC)**

Recent  
passport  
size  
photograph  
of the  
candidate

1.	Name of Applicant (BLOCK LETTERS)	
2.	Father's / Husband's Name	
3.	Date of Birth	
4.	Nationality	
5.	Age as on closing date of application i.e. _____	
6.	Sex (Male / Female)	
7.	Correspondence address	
8.	Permanent address	
9.(a)	E-mail id:	
(b)	E-mail id (alternative, if there)	
(c)	Mobile No.:	
10.	Whether belonging to SC/ST/OBC:	

11. Educational Qualification [Starting from Matriculation (SSLC or equivalent) onwards]\*:

Sl. No.	Name of Exam	Univ./Board	Year of Passing	Grade / Div. & % of marks in aggregate	Subject passed

\* Attach duly attested copies of Certificate in proof of Date of Birth, Essential Qualification possession.

12. Whether the candidate possess Typing Knowledge (Yes / No)  
(Attach duly attested copy of certificate in proof of typing knowledge)

13. Option for Medium to undertake Typing Test (Hindi / English)

14. Experience (particulars of all previous and present employment):

Name of employer (Indicate Private / public sector / Autonomous / Government	Designation & Post	Pay Scale / Pay Band of salary drawn	Exact Period	Nature of duties

15. Whether any of your close / distant relatives an employee of NIANP / ICAR? If so, name the person with address and describe the nature of his / her relationship.

Name of the relative with designation	Name of the Institute, where working under ICAR	Relationship

16. Any other information the candidate may like to add:

### **DECLARATION**

**I solemnly declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false / incorrect / incomplete or ineligible being detected at any time before or after selection, my candidature is liable to be rejected outright and I shall be bound by the decision of the Director, ICAR-NIANP.**

Place:

Date:

Signature of Candidate

Name \_\_\_\_\_

## APPLICATION FORMAT

### APPLICATION FOR THE POST OF SKILLED SUPPORTING STAFF

Recent  
passport size  
photograph  
of the  
candidate

1.	Name of Applicant (BLOCK LETTERS)	
2.	Father's / Husband's Name	
3.	Date of Birth	
4.	Nationality	
5.	Age as on closing date of application i.e. 31-01-2016	
6.	Sex (Male / Female)	
7.	Correspondence address	
8.	Permanent address	
9.(a) ) (b) (c)	E-mail id:  E-mail id (alternative, if there)  Mobile No.:	
10.	Whether belonging to SC/ST/OBC (Enclose duly attested copy of Caste Certificate from the prescribed authority) :	

11. Educational / Technical Qualification [Starting from Matriculation (SSLC or equivalent) onwards]\*:

Sl. No.	Name of Exam	Univ./Board	Year of Passing	Grade / Div. & % of marks in aggregate	Subject passed

\* Attach duly attested copies of Certificate in proof of Date of Birth, Essential Qualification possession.

12. Experience (particulars of all previous and present employment)

Name of employer (Indicate Private / public sector / Autonomous / Government)	Designation & Post	Pay Scale / Pay Band of salary drawn	Exact Period	Nature of duties

13. Whether any of your close/distant relatives an employee of NIANP/ICAR? If so, name the person with address & describe the nature of his/her relationship

Name of the relative with designation	Name of the institute, where working under ICAR	Relationship

14. Any other information the candidate may like to add:

**DECLARATION**

**I solemnly declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false / incorrect / incomplete or ineligible being detected at any time before or after selection, my candidature is liable to be rejected outright and I shall be bound by the decision of the Director, ICAR-NIANP.**

Place:

Date:

Signature of Candidate

Name \_\_\_\_\_