



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

Date: 04-02-2019

To

All the Director / Project Directors of ICAR Research Institutes / NRCs / ZCUs

Sub: Filling up the following Administrative Posts on deputation/on transfer on permanent absorption basis at ICAR-NIANP, Bangalore-reg.

Sir/Madam,

It is proposed to fill up the following posts on deputation followed by absorption / on transfer on permanent absorption basis amongst the eligible candidates at ICAR-NIANP Bangalore. The particulars of the post, eligibility, etc. 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. 9300-34,800+ Grade Pay Rs. 4,200/- (Level 6 as per 7 th Pay Commission)	Stenographer Grade III the Pay Band-I, Rs.5200-20200 + GP Rs.2400/- in an ICAR Institute at least ten (10) years of regular basis in the grade; or persons holding an analogous post on regular basis in ICAR Hqrs. / Institute.
2.	Private Secretary	1 (Un-reserved)	Level 7	By deputation of Private Secretaries working in other ICAR Institutes on regular basis; or with five years regular service in the grade of Personal Assistant (PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-) or equivalent.

It is requested that vacancies may kindly 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 kindly be forwarded in the proforma appended with their complete CR Dossiers (attested photo copies) for the last 10 years, so as to reach this Institute on or before **6th March, 2019**.

A certificate to the effect that No Disciplinary / Vigilance case is pending or being contemplated against the candidate 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, ICAR-NIANP, Bengaluru reserves the right either to fill up or otherwise without assigning any reason thereof.

Yours faithfully,
-/sd/-
Administrative Officer

Encl.: as above

Copy to:

1. The Director (Admn.), I.C.A.R., Krishi Bhavan, New Delhi.
2. Incharge ARIS cell-it is requested to upload on the Institute website for wider circulation.
3. The Under Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi - 110 001 for kind information.
4. Guard File

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

APPLICATION FOR THE POST OF PRIVATE SECRETARY 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.

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