



भाकृअप-राष्ट्रीय लीची अनुसंधान केन्द्र ICAR-NATIONAL RESEARCH CENTRE ON LITCHI



मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर (बिहार)
Mushahari Farm, Mushahari, Muzaffarpur-842002 (Bihar)
E-mail: director.nrel@icar.gov.in

F. No.10-1(2)/Estt./2011-12/Admn.Post/

Date: 30th January, 2023

To

**The Director/Project Directors of all the ICAR Institutes/ National Research Centres/
Project Directors/ NRCs./ ICAR Headquarter**

Sub.: **Inviting applications for filling up vacancy of Administrative posts by deputation/
permanent absorption basis at ICAR-NRC on Litchi, Muzaffarpur, Bihar-reg...**

Sir,

It is proposed to fill up the following posts at this Institute immediately on deputation/
permanent absorption basis at ICAR-NRC on Litchi, Muzaffarpur, Bihar among the eligible candidates
who fulfill the requisite qualifications as mentioned below:

Sl. No.	Name & Details of post	Cate- gory	No. of post	Eligibility
1.	Assistant Pay Level-6 of 7 th CPC) (PB-2, Rs.9300-34800 + GP of Rs.4200)	UR	01 (one)	Upper Divisional Clerk (Pay Level-4) working at ICAR unit having at least 10 years regular service in the grade. The deputation shall be for a period of 01 year initially, which may be extended as per rule.
2.	Personal Assistant Pay Level-6 of 7 th CPC (PB-2, Rs.9300-34800 + GP of Rs.4200)	UR	01 (one)	a) By promotion of Steno Gr.III in Level-4 of 7 th CPC pay matrix having at least 10 years of regular service in the grade. b) Failing (a) above by deputation of Steno Gr.III working in ICAR Institutes on regular basis, or with 10 (ten) years regular service in the Steno Gr.III (PB-1. Rs.5200-20200 with GP of Rs.2400) or equivalent.
3.	Skilled Supporting Staff Pay Level-1 of 7 th CPC (PB-1, Rs.5200-20,200 with Grade Pay of Rs.1800)	UR	01 (one)	By permanent absorption/ transfer basis. Persons holding analogous post i.e. Skilled Supporting Staff on regular basis in the ICAR units.

It is requested that the vacancy may please be circulated amongst the eligible and desired candidates, working at your Institute and also in regional stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along-with attested copies of ACR/APAR for the last 5 years, integrity certificate, Vigilance certificate to the Director, ICAR-NRC on Litchi, Mushahari, Muzaffarpur, Bihar-842002 latest by 28.02.2023. Incomplete application(s) and those received after the due date or without Vigilance Clearance/APARs will not be entertained.

(Dileep Kumar)

Assistant Administrative Officer

Enclosure: Application Proforma

Copy to:

1. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110001 (sandeep.dudi@icar.gov.in)
2. Nodal Officer/Local Admin – eOffice, ICAR-NRCL for uploading on eOffice notice board.
3. I/c. AKMU, ICAR-NRCL, Muzaffarpur for kind information with the request to upload this circular on official website of this Institute.
4. Director Personal Section, ICAR-NRCL, Muzaffarpur for information pl.

Assistant Administrative Officer

**APPLICATION PROFORMA FOR THE POST OF
Assistant/ Personal Assistant/ Skilled Supporting Staff
AT ICAR-NRC ON LITCHI, MUSHAHARI, MUZAFFARPUR, BIHAR-842002**

1.	Name of the candidate (Block letters)	:			
2.	Name of the post applied for	:			
3.	Postal Address	:			
4.	Name of the Institute where the candidate is working right now	:			
5.	Date of Birth	:			
6.	Present post held with date of Appointment on regular basis.	:			
7.	Present Basic Pay	:			
8.	Educational Qualification giving details of examination passed from matriculation onward	:			
9.	Technical Qualification/ other qualifications, also details of Departmental examination passed if any	:			
10.	Details of Service including present post	:			
11.	Details of Service including present post:				
	Name of the Institute	Post held	Scale of pay	Period From To	Nature of duties
11.	Whether permanent/temporary		:		
12.	Whether belongs to SC/ST		:		
13.	Any other information		:		

Declaration

I do hereby declare and certify that the information furnished above are correct and true to the best of my knowledge and belief.

Date:

Signature of the applicant

Certificate to be furnished by the Head of Department/Office

1. Certified that the information furnished by the candidate has been verified from the office/ service records and found correct.
2. Certified that no vigilance or disciplinary case is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
4. Copies of APAR dossiers for the last five years are enclosed.

Signature with seal