



भाकृअनुप-केन्द्रीय पक्षी अनुसंधान संस्थान
इज्जतनगर, बरेली - 243 122 (3000)
ICAR-CENTRAL AVIAN RESEARCH INSTITUTE
Izatnagar, Bareilly - 243 122 (U.P.)
(AN ISO 9001:2008, CERTIFIED INSTITUTE).



F.No.4-2/2022/Estt.

Date: 19.02.2022

To

The Director/Project Director
All the ICAR Institute/Directorate/
Bureaux/NRC's/ATARI's

Sub.: Filling up of the following Administrative posts on Inter-Institutional Transfer basis at ICAR- CARI, Izatnagar – reg.

Sir/Madam,

The Director, ICAR- Central Avian Research Institute, Izatnagar invites applications from amongst the eligible candidates working at ICAR Institutes, Headquarters/ Project Directorate/ NRCs etc for the Private Secretary/ Personal Assistant/ Skilled Supporting Staff vacant at this Institute on Inter-Institutional transfer basis. The particulars of the post & eligibility etc. are detailed below:

Sl. No.	Name of Post	Number of vacancy	Pay Level	Eligibility
1.	Private Secretary	01 (UR)	Pay Level 7 in the pay matrix Rs.44900-142200 of 7 th CPC (Pre-revised PB-2 Rs.9300-34800 Grade Pay Rs.4600/-)	Holding analogous post in the similar capacity. OR By promotion of Personal Assistant in the pre-revised PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/- at the respective Institute having at least 5 years of regular service after initial appointment on the crucial date of eligibility i.e. as on 1 st January, 2022.
2.	Personal Assistant	01 (UR)	Pay Level 6 in the pay matrix Rs.35400-112400 of 7 th CPC (Pre-revised PB-2 Rs.9300-34800 Grade Pay Rs.4200/-)	Holding analogous post in the similar capacity. OR Stenographer Steno. Gr. III in the pre-revised PB-1 Rs. 5200-20200 with Grade Pay of Rs. 2400/- having at least 10 years of regular service after initial appointment on the crucial date of eligibility i.e. as on 1 st January, 2022.
3.	Skilled Supporting Staff	UR – 03 OBC – 20 SC – 02 Total - 25		Skilled Supporting Staff working in ICAR Institutes.

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The guidelines and Service condition shall be governed strictly as per ICAR Letter No. Admn/71/2020-R&P dated 25.11.2020.

It is requested that the vacancy may be circulated among the eligible and desirous candidates, if any working at your Institute/Establishment. The applications of eligible persons who fulfil the requisite eligibility conditions and who can be relieved immediately in the event of their selection may please be forwarded online via Email at Gopal.Mainali@icar.gov.in in the prescribed proforma along with the following documents.

- i) Attested copies of the APAR dossiers for the last three/five (03/05) years duly attested
- ii) Certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.
- iii) Vigilance Clearance & Integrity Certificate.
- iv) A statement of major/minor penalty, if any, imposed on the applicant during the last three years.
- v) Undertaking of candidate that "in the event of his transfer, he will be placed at the bottom of the concerned cadre and he has to start afresh his services from the date of his joining in the transferred Institute.

The last date of receipt of application is 18.03.2022. Incomplete applications and those received after prescribed date or without APARs and certificates as desired above will not be entertained.

This is issued with the approval of the Director.

Encl.: Application Form

Yours faithfully


(G.D. Mainali)

I/c Admn. Officer

Copy to:-

1. The Director (Administration) ICAR, Krishi Bhawan, New Delhi – 110 001 for information.
2. The DS/US (Admn.), ICAR, Krishi Bhawan, New Delhi – 110 001 for information.
3. The DS/US (AS), ICAR, Krishi Bhawan, New Delhi – 110 001 for information.
4. PS to Director, ICAR- CARI, Izatnagar.
5. Nodal Officer, e-office, ICAR- CARI, Izatnagar, please upload the notification on e-office notice board.
6. I/c AKMU, ICAR- CARI, Izatnagar, with the request to kindly upload the notification on the Institute's website & create a link for the above posts.

PROFORMA

APPLICATION FOR THE POST OF _____ AT ICAR- CARI,
IZATNAGAR

- 1. Name of the Candidate (in block letter) : _____
- 2. Date of Birth : _____
- 3. Name of the Institute where serving : _____
- 4. Designation and scale of the post Presently held by the applicant : _____
- 5. Whether Permanent/Temporary : _____
- 6. Whether belongs to UR/SC/ST/OBC/EWS : _____
- 7. Educational & other Qualifications : _____
- 8. Brief particulars of the service

Name of the Institute	Post Held	Scale of Pay	Period from to	Nature of duties performed

- 9. Any other information/particulars relevant to the service of the employee :
- 10. Email and mobile no. of the applicant :

Declaration

I _____ do hereby declare that particulars furnished by me above are 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- Central Avian Research Institute, Izatnagar.

Signature of the applicant

Place:

Date:

Certificate to be furnished by the Head of the Department/Office

- 1. The information furnished by the candidate has been verified from the office/service record and found correct.
- 2. It is certified that no vigilance/disciplinary case is pending or being contemplated against the above candidate.

Signature with Seal

Place:

Date: