



भाकृअनुप - राष्ट्रीय अंगूर अनुसंधान केंद्र

डाक पेटी नं३ ., मांजरी फार्म डाकघर, सोलापूर रोड, पुणे 412307 –

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F.No. Estt./2(126)/Recruit/2016

Date: 30.09.2016

The Director / Project Director of all the ICAR Institutes/
Project Directorate / Bureax / NRCs

Sub: Filling up the vacant post of Personal Assistant in the Pay Band- II: ₹. 9300-34800 + Grade Pay of ₹ 4,200/- on Deputation basis / Permanent Absorption Basis regarding

Sir,

It is proposed to fill up the vacant post of Personal Assistant on Deputation basis / Permanent Absorption Basis as detailed below.

Name of the post	No. of Posts	Scale of Pay	Eligibility
Personal Assistant	01 (UR)	PB-II: ₹9300 - 34800 + ₹4200 GP	Steno Grade-III in PB-1 ₹ 5200-20200 + GP ₹ 2400 having 10 years of regular service or equivalent. The period of deputation shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of applications.

It is requested that the vacancy may kindly be circulated amongst the eligible and desirous candidates, if any, working at your Institute / Establishment and applications of eligible persons who fulfil the requisite eligibility conditions and who can be relived immediately in the event of their selection, may kindly be forwarded to this Institute in the proforma appended along with copy of their complete APAR dossiers for last five years so as to reach at this Institute on or before **30.11.2016**. A certificate to the effect that no disciplinary/ vigilance case is pending and / or being contemplated against the candidate may also be sent.

Incomplete application(s) and those received without APAR dossiers and certificate as requested above will not be entertained.

Yours faithfully,

[O Babu]

Asstt. Admin. Officer

Copy to:

1. The Under Secretary (Admn), ICAR, Krishi Bhavan, New Delhi – 110001
2. The Under Secretary (CS), ICAR, Krishi Bhavan, New Delhi-110001

Proforma

APPLICATION FOR THE POST OF PERSONAL ASSISTANT

1. Name of the candidate :
2. Name of the Institute :
3. Postal address :
4. Date of appointment on regular basis in Steno Grade III :
5. Date of Birth :
6. Educational qualification :
7. Details of Technical / Other qualifications, If any, also details of the departmental examination, if any, passed :
8. Whether belongs to SC/ST/OBC :
9. Service particulars :

Name of the institute	Post held	Scale of pay	Period		Nature of duties	Whether adhoc or on regular basis
			From	To		

10. Any other information / particulars relevant to the service of the applicant :

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

Signature of the applicant

CERTIFICATE TO BE FURNISHED BY THE HEAD OFFICE

Certificate that the information furnished by the aforesaid applicant has been verified from the office/ service records and found correct.

Head of Office / AO / Director