



भाकृअनुप - राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान  
ICAR- NATIONAL INSTITUTE OF RESEARCH ON JUTE & ALLIED FIBRE TECHNOLOGY

१२, रिजेंट पार्क, कोलकाता - ७०००४०

12, Regent Park, Kolkata- 700040

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F.No.3(13)/A/Adm-I/2729, 2730

Dated: 28.05.2018

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To

The Directors/Project Directors of ICAR Institutes/NRCs/ATARIs

**Sub: Filling up the following Administrative & Supporting posts on Deputation/Permanent transfer/absorption basis at ICAR-NIRJAFT, Kolkata - Reg.**

Sir/Madam,

It is proposed to fill up the following vacant posts under administrative & supporting category at ICAR-NIRJAFT. The particulars of posts/eligibility/mode of appointment etc. are detailed below:

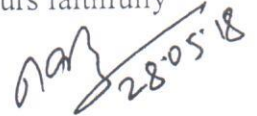
Sl. No	Name of the Post	No. of the Post	Pay Level	Eligibility	Method of Appointment
1.	Assistant	05 (Five)	Level-6	Persons holding analogous post i.e. Assistant on regular basis in pay level-6 in any ICAR Units.	By transfer on permanent absorption basis.
2.	Personal Assistant	01** (One)	Level-6	Officials holding analogous post on regular basis in the similar capacity,  <b>OR</b> having 10 years regular service in the grade of Steno Gr.III in revised pay level-4 in ICAR HQ/Institutes.	By deputation OR transfer on permanent absorption basis. ** The deputation shall be for a period not exceeding three years.
3.	Steno Gr. III	01 (One)	Level-4	Candidates holding the analogous post on regular basis in pay level-4 in ICAR HQ/Institutes.	By transfer on permanent absorption basis
3.	Upper Division Clerk	03** (Three)	Level-4	By deputation of regular UDCs of ICAR HQ/Institutes/ATARIs,  <b>OR</b> By deputation of regular LDCs of ICAR Hqrs./ Institutes having at least 8 years regular service in pay level - 2,  <b>OR</b> By transfer on permanent absorption basis amongst the regular UDCs of ICAR Hqrs./Institutes.	Two posts by deputation basis <b>and</b> one post by transfer on permanent absorption basis. ** The deputation shall be for a period not exceeding three years.
4.	Lower Division Clerk	01 (One)	Level-2	Candidates holding the analogous post on substantive basis in ICAR HQ/Institutes/ATARIs.	By transfer on permanent absorption basis.
5.	Skilled Support Staff	24 (Twenty-four)	Level-1	Candidates holding the analogous post i.e. SSS on substantive basis in pay level-1 in any ICAR Units.	By transfer on permanent absorption basis.

The above appointment/inter-institutional transfer will be regulated as per Council's instructions vide F. No. 33-8/2016-Estt-I dated 19<sup>th</sup> September, 2016.

It is requested that the above vacancies may kindly be circulated amongst the eligible and desirous candidates working at your Institutes and applications of those candidates who fulfil the requisite eligibility conditions and can be relieved immediately in the event of their selection may kindly be forwarded to this Institute in the Proforma appended herewith along with their upto date attested APAR dossiers for the last five years so as to reach this Institutes on or before 30.06.2018.

A certificate to the effect that no vigilance/disciplinary case is pending/being contemplated against the candidate may also be forwarded along with the application. Incomplete applications or those received after the prescribed due date or without CR dossiers/Vigilance clearance certificate will not be considered.

Yours faithfully



(Navin Kumar Jha)

Senior Administrative Officer

Copy to:

1. The Deputy Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi – 110001.
2. The Deputy Secretary (Ag. Engg.), ICAR, KAB-II, Pusa, New Delhi – 110012.
3. ✓ The Chairman, Website Management Committee – with request to upload it on ICAR-NIRJAFT website.
4. Guard File



**APPLICATION FOR THE POST OF ASSISTANTS/ PERSONAL ASSISTANT/STENO Gr. III/UDCs/LDCs/SSS  
ON DEPUTATION/TRANSFER ON PERMANENT ABSORPTION BASIS AT ICAR - NIRJAFT, KOLKATA**

1. Name of the Candidate (in block letters):
2. Name of the Institute where candidate is working:
3. Date of Birth/Present Age:
4. Date of initial joining in ICAR:
5. Date of appointment on regular basis in the present post:
6. Whether Permanent/Temporary:
7. Present Basic Pay with level of pay:
8. Whether belongs to SC/ST/OBC/EX-SM/PH:
9. Educational qualifications giving details of examination passed from matriculation onwards:

Sl. No.	Name of the Board/University	Examination/Degree/Diploma passed with year of passing	Class/Division

10. Details of Service including present post:

Name of the Institute	Post held	Scale of Pay	Period		Nature of Duties
			From	To	

11. Computer Information, if any:
12. Other information, if any:

**Declaration**

I \_\_\_\_\_ hereby declare that all the statements made above are complete and 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-NIRJAFT, Kolkata.

Signature of the Candidate

Date:

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

Certified that the information furnished by the candidate has been verified from the Office/Service records and found correct.

It is further certified that no disciplinary action has been taken, initiated or being contemplated against the employee.

Counter signature of the Head  
of the office/Controlling Officer

Date:

Place: