



भा.कृ.अनु.प.-राष्ट्रीय बीजीय मसाला अनुसंधान केन्द्र  
ICAR-NATIONAL RESEARCH CENTRE ON SEED SPICES



तबीजी-305 206, अजमेर, राजस्थान ( भारत )

TABIJI, AJMER-305206, RAJASTHAN (INDIA)

Tel: 0145-2684411, Fax: 0145-2684417, Website: www.nrcss.res.in

F.No.: 03-86/2018-Estt. / 474 to 476

Dated : 01<sup>st</sup> March 2023.

To,

1. The Deputy Secretary(Admn.), ICAR, KB, New Delhi.
2. The Deputy Secretary(HS), ICAR, KAB, Pusa, New Delhi-110 012.
3. The Directors/Project Directors of all the ICAR Institutes/NRCs/ATARIs and Project Directorates etc.

Sub : Filling up the post of **LDC on Inter Institutional transfer basis at ICAR-NRCSS, Ajmer – reg.**

Sir/Madam,

In supersession to this office letter of even no. dated 28.02.2023 (withdrawn of Private Secretary (PS) & Personal Assistant (PA) posts in the light of instructions vide Council's letter No. No.33-16/2015-Estt.I (R&P) dated 02.02.2023), it is revised proposed to fill the Lower Division Clerk (LDC) vacant post at this Institute immediately on Inter Institutional transfer / permanent absorption basis amongst the eligible ICAR employees who fulfil the requisite qualifications as mentioned below :

S. No	Name of the posts	No. of Post	Pay Scale & Grade Pay	Essential Requirements / Eligibility
1.	Lower Division Clerk (LDC)	One (UR)	07 CPC-Pay Level-02, Band-01 Rs.5200 - 20,200 with Grade Pay of Rs.1,900	Candidates holding the analogous post i.e., Lower Division Clerk on Substantive basis in the Pay Matrix Level-2 (PB-I, Rs.5200 – 20,200 with Grade Pay of Rs.1,900) in ICAR Hqrs. / any ICAR Institutes/NRC/ ATARIs.

**Note :**

1. All above mentioned posts are to be filled by promotion/transfer on permanent absorption basis
2. Any amendment in recruitment rules made by Council from time to time will be considered.

It is requested that the above vacancy may please be circulated amongst the eligible employees of your Institute regional stations and necessary particulars of such candidates who are willing to apply for the post and can be immediately relived, if selected, may be forwarded in the enclosed proforma along with the following records :-

- i) Xerox copies of APARs for the last three/five years duly attested.
- ii) Certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.

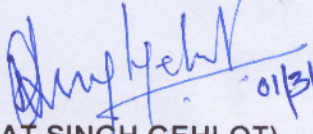
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The last date of receipt of application is **31<sup>st</sup> March, 2023**. In Incomplete applications or those received after the prescribed date and without APARs dossiers/vigilance clearance certificate as desired above will not be entertained.

This issues with the approval of the Director, ICAR-NRCSS, Ajmer.

Encl.: Proforma.

Yours faithfully,

  
(NARPAT SINGH GEHLOT)  
ADMINISTRATIVE OFFICER

01/3/2023

**APPLICATION**  
**FOR THE POST OF \_\_\_\_\_**

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1. Name of the Candidate (in Capital Letters) :
2. Farther/Husband Name :
3. Name of Institute :
4. Date of Birth :
5. Educational & other qualification (Matriculation onward) :
6. Present post held on regular basis with date of appointment :
7. Whether Permanent/ Temporary :
8. Brief particulars of service including the present post :

Post held	Pay /Scale/ Level	Period		Deptt./Instt./ Office	Nature of duties
		From	To		

9. Whether opted for ICAR Service or not :
10. Full address of candidate on which correspondence could be made with contact no.
11. Whether belongs to reserved community, if so whether SC/ST/OBC/ ESM/ others :
12. Any other information/particulars relevant to the service of the employee and significant contributions made :

I do hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree in

the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the Director, ICAR-NRCSS, Ajmer.

Date : \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**

Place : \_\_\_\_\_

**CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

**Certified that :**

1. The information furnished by the candidate have been verified from the service records of the candidate and found correct.
2. No vigilance/disciplinary case are pending contemplated against the above candidate.
3. Copies of APARs dossiers for the last five/ten years are enclosed.
4. A certificate is required that no disciplinary enquiry is pending against him.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**SIGNATURE WITH SEAL**

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