



ICAR-INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE
भ.कृ.अनु.परि. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान
Near Pahuj Dam, Gwalior Road, JHANSI – 284 003 (U.P.) INDIA
निकट पहुज बाँध, ग्वालियर रोड, झाँसी (उ.प्र.) – 284003 भारत Phone : 0510-
2730666 Fax : 0510-2730833 email : igfri.director@gmail.com



F.No. 5-7/3/Rectt/2020/Vol.II

Dated: 28.08.2020

To,
The Director/Project Director of ICAR Institutes

Sub:- Filling up the posts of Upper Division Clerk on deputation/absorption for a period of three years -regarding.

Sir,

It is proposed to fill up vacant post of Upper Division Clerk **01 post reserved for SC and 01 post for General Category** in the pay Level-4 in pay matrix pay band of (Rs. 5200-20200 + GP 2400 pre-revised) are proposed to be filled on deputation/absorption basis for a period of three years at IGFRI, Hqrs Jhansi/RRS,Dharwad/RRS,Avikanagar from the eligible officials as per the provisions mentioned below:

- (i) By deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs.
Or
(ii) By deputation of regular Lower Division Clerks of ICAR Hqrs./Institutes having at least 8 years regular service.
Or
(iii) By transfer on permanent absorption of regular UDC of ICAR Hqrs./Institute.

It is requested that the vacancy position may please be circulated amongst the eligible employees of your Institute. The candidate should have a good working knowledge and experience in establishment, store and accounts.

The name of suitable and willing eligible candidates may kindly be forwarded in the proforma enclosed alongwith their APAR dossiers for the last five years so as to reach the office on or before **02.10.2020**. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate(s) may also be given while forwarding the application.

Incomplete applications and the applications received after the prescribed date without CR/APAR dossiers and certificates as prescribed above will not be entertained.

Yours faithfully,

Encl.:- As above.

Sr. Administrative Officer

Copy to:-

1. The Under Secretary (Admn), ICAR, Krishi Bhawan, New Delhi- 110 001
2. The Under Secretary (CS), ICAR, Krishi Bhawan, New Delhi- 110 001
3. Incharge-ARIS Cell for placing on the website please.

APPLICATION PROFORMA

1. Name of candidate (In block letter) :
2. Name of the Institute where candidate is working now :
3. Date of Birth :
4. Educational Qualification :
5. Details of Service including present post :

Name of the Institute	Post Held	Scale of Pay/Pay Band	Period		Nature of Duties Performed/being performed
			From	To	

6. Whether Permanent/Temporary :
7. Do you belong to Scheduled Caste/Scheduled Tribe and if so indicate the same :
8. Indicate, the desired place of posting :
(i) IGFRI Hqrs. Jhansi.
or
(ii) Regional Research Station, Dharward
9. Any other information/particulars relevant to the service of the applicant. :

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, action may be taken against me and I shall abide by the decision of the Director, IGFRI, Jhansi.

Date:

Signature of the Candidate

Certificate to be furnished by the Head of Office

1. Certified that the information furnished above are verified from the service records of the candidate and found correct.
2. Vigilance Clearance Certificate.
3. CRs/APARs of the last five years (Attested photo copies)

Signature with seal of Office