भा. कृ. अ. प - राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान केंद्र
लाल बहादुर शास्त्री भवन, पूसा कैंपस,नई दिल्ली-११००१२
ICAR- National Research Centre for Integrated Pest Management
Lal Bahadur Shastri Building, PUSA Campus, New Delhi – 110 012
Ph: 011-25843936, 25843935, Fax: 011-25841472

No. 4(19)/2016/IPM/pt./ 1282 **dated 4th October, 2021**

To,

1. **The Director of ICAR Institutes/Project Directors/NRCs/Zonal Project Directorate,**
2. **The Under Secretary (Admn.), ICAR, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001**

Sub:- Filling up one post of Assistant Administrative Officer ON DEPUTATION basis-reg.

Sir/Madam

It is proposed to fill up one post of Assistant Administrative Officer at **ICAR- National Research Centre for Integrated Pest Management, Lal Bahadur Shastri Building, PUSA Campus, New Delhi – 110 012 ON DEPUTATION** basis for a period of one year **(01)** which is further extendable for one year from the eligible candidates in ICAR Institutes/Headquarter. The particulars of the post and eligibility is given below.

Name of the post	No of post	Pay level as per 7th CPC	Eligibility
Assistant Administrative Officer	**ONE (01)**	**Level-7 (Pre-revised Pay scale PB-2 Rs.9300-34800 + GP Rs.4600/-)**	**Assistant having rendered five years of continuous and regular service in Level-6 of 7th CPC pay Matrix (Pre-revised PB-2 Rs.9300-34800+ GP Rs.4200/-as on 1/1/2021 in ICAR.**

It is requested that the above vacancy may be circulated widely and the application of desirous candidate having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of his/her selection may be forwarded in the enclosed proforma given overleaf.

The following papers/documents may also please be sent alongwith the application: -

1. Attested copies of the APAR dossiers for the last five years i.e. 2015-16 to 2019-20
2. Vigilance clearance and Integrity Certificate
3. A statement of major/minor penalty, if any, imposed on the applicant during the last five years.

The application received without CR dossiers and vigilance/disciplinary clearance and integrity certificate will not be entertained.

The applications should reach this office on or before **20th November, 2021 (Saturday).**

Sincerely yours,

(DINESH CHANDER)
ADIMINSTRATIVE OFFICER
& HEAD OF ADMINISTRATION

Encl:-a/a

Proforma for applying the post of Assistant Administrative Officer (ON DEPUTATION) basis

1. Name of the candidate and FMS No.

2. Name of the ICAR Institute/Unite/HQ where candidate is working at present

3. Date of birth and age

4. Educational and other qualifications

5. Present post held on regular basis with date of appointment

6. Brief particulars of the service including the present post

Post held	Scale of pay	Period	Office	Nature of Duties

7. Date of confirmation /post held substantively

8. Whether belongs to SC/ST/UR

9. Email address preferably ICAR email

10. ID i.e. @icar.gov.in/any other information/particulars relevant to the service of the employee

Date_____ **Signature of the Candidate**

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified from the Service Book and found correct. Attested copies of last 05 (five) years Confidential Reports enclosed.

Signature with stamp of the Head of Office