

**ICAR - Central Research Institute for Dryland Agriculture
Santoshnagar, Saidabad PO, Hyderabad - 500 059**

F.No.1-6(149)/2017-Estt.I

Dated: March 30, 2017

To

The Director(s)/Project Director(s) of ICAR Institutes/Project Directorates/Bureaux/ NRCs/ ATARIs.

Sub: Filling up of two posts of Assistant in Level 6 of the Pay Matrix (pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4200) at CRIDA, Hyderabad, on deputation basis.

It is proposed to fill-up two posts of Assistant in Level 6 of the Pay Matrix (pre-revised PB-2 Rs.9300-34800 + Grade Pay Rs.4200) at CRIDA, Hyderabad, on deputation basis among eligible Upper Division Clerks working in other ICAR institutes in Level 4 of the Pay Matrix (pre-revised PB-1 Rs.5200-20200 + Grade pay Rs.2400) and having at least 10 years regular service in the grade. The deputation shall be initially for a period of one year, extendable to a maximum of three years.

It is requested that the vacancies may kindly be circulated among the eligible employees of your Institute and applications of desirous candidates who can be relieved immediately in the event of their selection may kindly be forwarded to this Institute in the proforma appended along with photocopies of their upto date APARs for the past five years. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be sent while forwarding the application.

The last date for receipt of applications in CRIDA, Hyderabad is **29th April, 2017**. The crucial date for determining the eligibility of the candidate will be closing date of receipt of the application. Incomplete applications and those received after the prescribed date or without APARs /certificates, as desired above, will not be entertained.

Yours faithfully



(B.D. Phansal)

Chief Administrative Officer

30/03/17

Encl: As above

Copy to:

1. The Deputy Secretary (Admn), ICAR, Krishi Bhavan, New Delhi - 110 001
2. The Deputy Secretary (NRM), ICAR, Krishi Anusandhan Bhavan, Pusa, New Delhi - 110 012.
3. OIC, AKMU, CRIDA - for arranging upload of the advertisement on Institute website.
4. PA to Director

Proforma

Application for the post of

Affix recent
passport size
photograph

1. Name of the candidate (in block letters) :
2. Address of the candidate with e-mail and mobile No. :
3. Date of Birth and Age :
4. Name of the Institute where presently working :
5. Present post held on regular basis with date of appointment and basic pay :
6. Whether permanent/temporary :
7. Educational qualifications :
8. Details of employment including the present post in chronological order :

Sl. No.	Name of Institute	Post held	Period		Whether on regular/ad-hoc/deputation basis	Scale of Pay/Pay Band and Grade Pay	Nature of duties performed
			From	To			

9. In case the present employment is on deputation basis, please state:
 - a) The date of initial appointment
 - b) Period of appointment on deputation
 - c) Name of the parent office/organization to which you belong to
10. Present Pay and date from which it is drawn (scale in which drawn also to be indicated) :
11. Any other information/particulars relevant to the service of the employee :
12. Please state clearly whether you fulfill all the requirements of the post of Assistant on deputation basis? :
13. List of enclosures :

Certificate

Certified that the information furnished above is true and correct to the best of my knowledge and belief.

Signature of the Candidate

Date:

Certificate by the Head of Office

1. The above particulars furnished by the candidate have been verified from the office/service records and found correct.
2. It is certified that no vigilance/disciplinary case is pending or being contemplated against the above candidate and no major or minor penalty was imposed on him/her during the last 10 years and his/her integrity is beyond doubt.

Signature of Head of Office with Seal