



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2008 Certified Institution)



Phone (Off) : 04994 - 232333
Fax : 04994 - 232322
EPABX : 04994 - 232893 - 95
04994 - 232090
04994 - 232996



E-mail : director.cperi@icar.gov.in
directoreperi@gmail.com
chowdappa.p@icar.gov.in
Website : http://www.cperi.gov.in

No.F.4(21)UDC/09-Estt.(Vol.I)

Date: 19.03.2019

To

1. The Directors/Project Directors of all ICAR Research Institutes/Project Directorates/NRCs/ATARIs.
2. The Under Secretary (Admn), ICAR, Krishi Bhavan, New Delhi-110001.
3. The Under Secretary (HS), ICAR, Krishi Anusandhan Bhavan, Pusa, New Delhi -110 012.

Sub: Filling up of vacant post of Upper Division Clerk in the Level 4 of the pay matrix (PB-1 Rs.5200-20200+GP Rs.2400) by deputation from ICAR Institutes/Hqrs.

Sir/Madam

It is proposed to fill up the following vacant posts of UDC in the Level 4 of the pay matrix, under CPCRI, Kasaragod, Kerala on deputation basis for a period of one year. The particulars of post/eligibility etc. are detailed below:

Sl. No.	Name of the post	Place of posting	No. of vacancies	Eligibility
1	Upper Division Clerk	One each at ICAR-CPCRI, Kasaragod, Kerala and CPCRI Regional Station, Kayamkulam, Kerala	TWO	1. Regular Upper Division Clerk of ICAR Hqrs./ Institutes. 2. LDCs of ICAR Hqrs./Institutes having at least 8 years of regular service in the grade on the date of issue of this circular. (Crucial date will be considered as per ICAR Endt. No. GAC-21-32/2018-CDN dated 15.05.2018)

It is requested that the vacancies may kindly be circulated among the eligible and desirous candidates working at your Institute and applications of candidates who fulfill the requisite eligibility conditions and who can be relieved immediately in the event of their selection may kindly be forwarded to this Institute in the proforma appended along with their up-to-date APAR dossiers for the last five years so as to reach this Institute on or before 21.04.2019.

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. Incomplete application and those received without APAR dossiers/certificates as desired above will not be entertained.

Yours faithfully,

Chief Administrative Officer

Encl: as above

Copy to :

1. All the Regional Stations/Research Centre/KVKs under CPCRI, Kasaragod.
2. All the Divisions/Sections at CPCRI, Kasaragod.
3. Website/Notice Board (General/Admn/Farm), CPCRI, Kasaragod

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Application for the post of Upper Division Clerk by deputation under ICAR-CPCRI, Kasaragod

- 01 Name of the candidate (in block letters) :
- 02 Date of birth / Present Age :
- 03 Name of the Institute in which Presently working :
- 04 Present post held with date of appointment on regular basis :
- 05 Educational qualifications :
- 06 Present basic pay with scale of pay :
- 07 Brief particulars of services including the present post :

<i>Name of the Institute</i>	<i>Post held</i>	<i>Scale of pay</i>	<i>Period</i>		<i>Nature of duties</i>
			<i>From</i>	<i>To</i>	

- 08 Whether belongs to SC/ST/OBC :
- 09 Ex-Servicemen/P.H :
- 10 Whether Permanent/Temporary :
- 11 Computer operational knowledge :
- 12 Any other information :

I do hereby declare and certify that the information furnished above is complete, correct and true to the best of my knowledge and belief.

Signature of the applicant with date

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished by the above candidates at Sl. Nos. 1 to 11 above have been verified from his service records and found to be correct. His/her ACR/APARS (attested copies) for the last five years are enclosed herewith.

Signature of Head of office with seal