

Urgent

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केन्द्रीय रोपण फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
कासरगोड़ - ६७११२४, केरल, भारत.



CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD - 671 124, KERALA, INDIA



No.F.4(21)2008-Estt.

Date: 14.05.2012

All Directors/Project Directors of ICAR Research Institute/NRCs/Project Directorates.

Sub: Filling up of vacant posts of Personal Assistant and UDCs on deputation basis –reg

Sir,

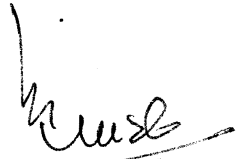
It is proposed to fill up the following vacant posts on deputation basis for a period of 3(three) years at CPCRI, Kasaragod. The particulars of posts and eligibility are detailed below:

Sl. No.	Name of the post	No. of posts	Reservation point	Pay band	Eligibility
01.	Personal Assistant	02 (Two Posts) CPCRI, KASARAGOD	1-SC 1-UR	Rs.9300-34800 + GP Rs.4200 (PB-2)	Stenographer Grade III in the PB Rs.5200-20200 +GP Rs.2400/- having at least Ten years of regular service in the grade or working on an analogous post on regular basis in the grade or working on an analogous post on regular basis.
02	Upper Division Clerk	03(Three posts) Kasaragod -02 Kayangulam-01	UR-3	Rs.5200-20200 +GP2400 (PB-1)	By deputation of regular Upper Division Clerk of ICAR Hqrs/Institutes.

It is requested that the above vacancies may kindly be circulated amongst the eligible employees working under your Institute/Regional Stations/Centres/Organizations holding analogous post on regular basis. The name of the suitable and desirous candidates who fulfill the requisite qualification etc. may be forwarded in the proforma given overleaf along with their up-to-date CR dossiers of last five years on or before **20.06.2012**. Applications of only such candidates who can be relieved immediately in the event of their selection for appointment at CPCRI may kindly be forwarded.

...2/-

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate(s) may also be sent. Incomplete application and those received after the prescribed date or without CR dossiers and certificate as desired above will not be entertained.



(Jayarama Naik K.M)
Administrative Officer &
Sr. Administrative Officer i/c
For Director



Copy forwarded to :

1. The Director (Adm.), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110 001.
2. The Director(Horticulture), Krishi Anusandan Bhavan, PUSA, New Delhi, Pin: 110 012.
3. The Under Secretary(Adm), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110 001.
4. The Head/Scientist-in-Charge/Officer-in-Charge, CPCRI, Regional Station/ Research Centre, Kayangulam/Vittal/Kidu/Mohitnagar/Kahikuchi/Lakshadweep.
5. Project Co-Ordinator(Palms), CPCRI, Kasaragod
6. The HD, Crop Production/Improvement/Protection/PB & PHT/Social Science, CPCRI, Kasaragod.
7. Administrative Officer, CPCRI, Kasaragod
8. Sr. Finance & Accounts Officer, CPCRI, Kasaragod
9. PS to Director, CPCRI, Kasaragod
10. PA to Sr. Administrative Officer, CPCRI, Kasaragod
11. Programme Coordinator, KVK, CPCRI, Kasaragod/Kayangulam
12. Asst. Administrative Officer(Estt.I/II/Stores/Estate/Bills), CPCRI, Kasaragod.
13. Confidential Section/PME, CPCRI, Kasaragod
14. The Secretary(Staff side), IJSC, CPCRI, Kasaragod.
15. The Technical Officer i/c of Institute website.
16. Notice Board(General/Adm/Farm)

PROFORMA

Application for the post of (on deputation basis) at
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S.No.	Particulars				
1	Name (in block letters)				
2	Name of the Institute where presently working				
3	Date of appointment on regular basis				
4	Whether permanent/temporary				
5	Date of birth				
6	Whether belongs to SC/ST/OBC				
7	Educational qualifications				
8	Service particulars				
Name of Institute		Post held	Scale of pay	Period	Nature of duties attended
				From	To
8	Any other information relevant to the application				

Declaration:

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

Place :

Date :

Signature of applicant with date

TO BE CERTIFIED BY THE EMPLOYER

1. Certified that the information furnished above are verified from the service records of the candidate and found correct.
2. Certified that no Vigilance or disciplinary case is pending or being contemplated
3. Certified that no minor/major penalty has been imposed on him during the last ten years.
3. Copies of ACR Dossiers for the last five years are enclosed.

Place:

Date:

Signature with seal of Employer