



भाकृअनुप-कृषि तकनीकी अनुप्रयोग अनुसंधान संस्थान, क्षेत्र-2
काजरी परिसर, जोधपुर – 342005 (राजस्थान)

ICAR-Agricultural Technology Application Research Institute, Zone-II

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F.No. ZPD-VI/Admn./Rectt/AAO/2011/393

Dated: 21.09.2023

To

1. Deputy Secretary (A. E.), ICAR, KAB-I, Pusa, New Delhi-110 012.
2. The Directors/Project Directors of all the ICAR Institutes/NRCs/ATARIs and Project Directorates.

Subject: Filling up of vacant posts of Private Secretary, LDC and Skilled Supporting staff at ICAR-ATARI, Zone-II, Jodhpur – Reg.

It is proposed to fill the following Vacant posts at this Institute immediately on Deputation/permanent absorption/transfer basis among the eligible ICAR employees who fulfil the requisite qualifications as mentioned below:

S. No	Name of the posts	No. of Post	Pay Scale	Essential Requirements/Eligibility
1.	Private Secretary	1 (UR)	Pay Level-07	By transfer/permanent absorption: i) Personal Assistant in the LeVel-6 of 7 CPC having rendered at least 5 years of regular service in the grade. ii) Failing (i) above, by promotion of Personal Assistants who have completed continuous and regular service in the Level-6 and combined and continuous service of 15 years as Personal Assistant and Stenographer Gr.III. OR persons holding analogous post i.e., Private Secretary serving on regular basis in the LeVel-7 of 7 CPC at ICAR-Hqrs./ICAR Institutes.
2.	Lower Division Clerk (LDC)	2 (UR)	Pay Level - 2	Candidates holding analogous posts i.e., Lower Division Clerk on substantive basis in the Pay Level-2 in ICAR-Hqrs./ICAR Institutes
3.	Skilled Supporting Staff	1 (UR)	Pay Level - 1	Candidates holding analogous posts i.e., Skilled Supporting Staff on substantive basis in the Pay Level-1 in ICAR-Hqrs./ICAR Institutes

Note: Any amendment in recruitment rules made by Council from time to time will be considered

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidate who fulfil the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with his/ her upto date CR Dossiers for the last five/ten years so as to reach this Institute on or before 25th Oct., 2023. Probation period of applicants should be cleared before submission of application form. Application of only such candidate may please be forwarded who can be relived immediately on the event of his/her selection for the appointment. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and certificates will not be considered.

Incomplete applications or those received after the prescribed date and without CR dossiers/vigilance clearance certificate will not be entertained.

Yours faithfully,



(Om Prakash Jayal)
Assistant Administrative Officer

Encl: Proforma

PROFORMA

1. Name of the Candidate
2. Date of Birth & Age
3. Educational & other qualification
4. Present post held on regular basis with date of appointment
5. Brief particulars of service including the present post

Post held	Pay Band	Period	Office	Nature of duties

6. Whether Permanent/Temporary
7. Whether opted for ICAR Service
8. Whether belonging to SC/ST
9. Any other information /particulars relevant to the service of the employee and significant contributions made

Date_____

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above are correct.

SIGNATURE OF HEAD OF OFFICE