



F.No. 4-14/2006 (PA)-Estt./

8278

Dated: 1<sup>st</sup> February, 2022

To,

1. All the Directors/ Project Directors of all the ICAR Institutes / NRCs / ATARI's.
2. The Dy. Secretary (Hot.) ICAR, Krishi Anusandhan Bhawan-II Pusa, New Delhi 110 012.
3. The Under Secretary (Admn), ICAR, Krishi Bhavan, New Delhi 110 001.
4. The In-Charge, AKMU, ICAR-IIHR with a request for uploading on IIHR Website/e-office.

**Sub: Filling up of vacant post of Private Secretary and Personal Assistant on Deputation/ Permanent Absorption basis at ICAR-IIHR, Bengaluru-reg,**

Sir/Madam,

It is proposed to fill up one post of Private Secretary and four posts of Personal Assistant at this Institute immediately on deputation basis on public interest among the eligible candidates who fulfill the requisite qualifications as mentioned below:

Sl. No	Name of the post with scale of pay	Essential Qualifications
1	<b>Private Secretary- One post</b> <b>(01 post under UR)</b> <b>Pay band-2</b> <b>(Pre-revised Rs.9300-34800 + GP Rs.4600/-)</b>	Deputation: By promotion of Personal Assistant who have completed at least three years continuous and regular service in the PB-2 Rs. 9300-34800 + Grade Pay of Rs.4200/- & combined and continuous regular service of 15 years as Personal Assistant and Stenographer Gr-III (PB-5200-20200 + Grade Pay of Rs.2400/-).  The period of deputation shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application.
2	<b>Personal Assistant - Four posts</b> <b>(03 posts under UR)</b> <b>(01 Post Under ST)</b> <b>Pay band-2</b> <b>(Pre-revised Rs.9300-34800 + GP Rs.4200/-)</b>	By deputation of Steno Gr-III working in other ICAR Institute on regular basis; or with ten years regular service in the Steno-Gr-III (PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/-) or equivalent.  The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

It is requested that the aforesaid vacancy may be circulated amongst the eligible staff and necessary particulars of such candidates, who can be immediately relieved and who are willing to be considered for the post along with copies of the APAR dossiers for the last five years may please be forwarded in the enclosed proforma to this Institute an early date not later than **28/02/2022**. A certificate to the effect that no vigilance/ disciplinary case is pending or being contemplated against the candidate (s) may also kindly be furnished along with the particulars. While submitting the application, the candidates may be informed that the period of deputation may be revised later if any amendments are received from the Council regarding recruitment /promotion of PS and PA.

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

**SENIOR ADMINISTRATIVE OFFICER**

Encl: as above.