



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान

पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर - 440010

ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH

POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010(M.S) INDIA

Tel. Phone: 07103-275536, Fax: 07103-275529, EPBAX: 07103275637/38/39/49/17

Website: www.cicr.org.in, E-mail: cicrnagpur@gmail.com

{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur - 441 108}

ISO 9001-2015 Certified



F. No: Admn.I/Rect.LDC/2020/

Date: 02.03.2020

To,
The Director / Project Director of all the ICAR Institute/
Project Directorate / Bureaus /NRSs

Sir,

As per Council's letter No. 14-2/2017- Estt.I (R&P) dated 07.03.2019, it is mandatory to fill up the Lower Division Clerk posts amongst Skilled Supporting Staff (SSS). The existing Skilled Supporting Staff (SSS) in this institute does not have any educational qualification of 10+2 or equivalent. Therefore, application are being sought from other ICAR Institute to fill up the vacancies of Lower Division Clerk (LDC). The details are as below:

Name of the post	No. of the posts	Scale of pay	Eligibility
Lower Division Clerk	(04) UR -03 OBC -01	19900-63200 As per (7 th CPC) Level-2	Skilled Support Staff with 10+2 or Equivalent educational Qualification OR Candidates holding analogous posts in pay 19900-63200 as per 7 th CPC (Level -2) on permanent transfer basis

It is requested that the above vacancy may be circulated amongst the eligible and desirous candidate if any, working at your Institute / Establishment. Application of eligible persons who fulfil the requisite eligibility conditions and who can be relived immediately in the event of their selection, may kindly be forwarded to this Institute in the proforma appended along with copy of their complete APAR dossiers for last five years so as to reach at this institute on or before 04.04.2020. A certificate to the effect that no disciplinary / vigilance case is pending or being contemplated against the candidate may also be sent.

Incomplete application(s) and those received without APAR dossiers and certificate as requested above will not be entertained.

Yours faithfully,

(AA Goswami)

Sr. Administrative Officer

Copy for information to:

1. DDG.(CS), Indian Council of Agricultural Research, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110001.
2. The Dy. Secretary (Admn), ICAR, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001.
3. The Under Secretary, ICAR Krishi Anusandhan Bhawan -II, Pusa, New Delhi-110012.
4. Shri Ravi Chauhan, Under Secretary (Admn), ICAR, Krishi Bhawan -II, Dr. Rajendra Prasad Road, New Delhi - 110001.
5. Dr. M. Sabesh, Sr. Scientist, ICAR-CICR, Coimbatore with a request to upload the circular on Institute websites.

PROFORMA

APPLICATION FOR THE POST OF LOWER DIVISION CLERK

1. Name of the Candidate (In block letter) :
2. Name of the Institute :
3. Postal Address :
4. Date of appointment as SSS / LDC at ICAR Hqrs./ Instt. :
5. Date of Birth :
6. Educational qualification :
7. Details of Technical / Other qualification, If any, Also detailed of the departmental Examination, if any, passed :
8. Whether belongs to SC/ST/OBC :
9. Service particulars :

Name of the institute	Post held	Scale of pay	Period		Nature of duties	Whether Adhoc or on regular basis
			From	TO		

10. Any other information / Particulars Relevant to the Service of the applicant :

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

Signature of the applicant

CERTIFICATE TO BE FURNISHED BY THE HEAD OFFICE

Certificate that the information furnished by the aforesaid applicant has been verified from the office / service records and found correct

Head of Office / AO / Director