

ESTABLISHMENT SECTION  
ICAR-NATIONAL BUREAU OF ANIMAL GENETIC RESOURCES  
KARNAL-132 001 (HARYANA)

F.No.6 221/22-Estt./

Dated: 22.10.2024.

*03.11.2024*

The Directors/Project Directors of ICAR Research Institutes/ Project Directorate/NRCS/ZPD/ ICAR-HQ.

Subject:- Filling up of the Administrative posts on Inter-Institutional Transfer Basis at ICAR-NBAGR, Karnal – regarding.

Sir/Madam

The Director, ICAR-National Bureau of Animal Genetic Resources, Karnal invites applications from the eligible candidates working at ICAR Research Institutes/ Project Directorate/NRCS/ZPD/ ICAR-HQ etc. for the following administrative post of Assistant/ Lower Division Clerk /Personal Assistant lying vacant at this Bureau on Inter-Institutional Transfer Basis. Details of the posts and eligibility is given as under:-

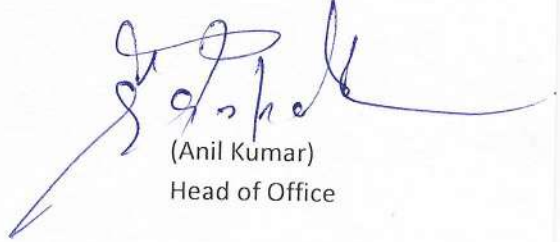
Sl.No.	Name of the posts and No. of vacancy	Pay matrix Level	Eligibility
1.	Assistant 03(Three) (UR-2 & OBC-1))	Level-6 Rs.35400- 112400 and (pre revised PB-2 Rs.9300- 34800/- + GP 4200/-)	UDC working in the level-4 of the 6 <sup>th</sup> CPC (Pre-revised) PB-5200-20200+ GP2400/-) having at least 10 years of regular service in the grade  <b>OR</b> Persons holding analogous post i.e. Assistant on substantive basis in the Level-6 of the 7 <sup>th</sup> CPC (Pre- revised PB9300-34800+GP 4200/-) having completed minimum tenure of 3 years of regular service after initial appointment at ICAR-HQ/Institute as on 01.01.2023..
2.	Lower Division Clerk 04- UR (Four) 01 -- OBC (One)	Level-2 of Rs. 19,900- 63200	Regular LDC working in the PB of Rs.5200-20200+ GP 1900/- at any ICAR Institutes having completed probation period and confirmed.  LDC from Central Government / State Government/ Central Autonomous Bodies/Statutory Bodies/PSU, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed for direct recruitment to the post of LDC.
3.	Personal Assistant 03 UR (Three)	Level 6 in the pay Matrix of Rs.35400- 112400 of VII CPC (pre revised PB-2 Rs.9300- 34800/- + GP 4200/-)	Jr. Steno working in the level-4 of the 6 <sup>th</sup> CPC (Pre-revised) PB-5200-20200+ GP2400/-) having at least 10 years of regular service in the grade  <b>OR</b> Persons holding analogous post i.e. P.A. on substantive basis in the Level-6 of the 7 <sup>th</sup> CPC (Pre- revised PB9300-34800+GP 4200/-) having completed minimum tenure of 3 years of regular service after initial appointment at ICAR-HQ/Institute as on 01.01.2023.

The guidelines and service conditions shall be governed strictly as per ICAR letter No.Admn.7-1/2020-RP dated 25.11.2020.

Contd...2...

It is requested that these vacancies may be circulated among the eligible and interested deserving candidate, if any, working in your institute. The application of only such candidates, who can be relieved immediately in the event of their selection may please be forwarded in the prescribed proforma to the undersigned along with the attested copies of his/her APAR for the last 3/5 years so as to reach this office on or before 25.11.2024. A certificate to the effect that 'NO vigilance/disciplinary case is pending or being contemplated against the candidate' may also be furnished while forwarding the application through proper channel.

In complete and direct application or those received after due date or without CR dossiers/Vigilance clearance certificate will not be entertained. Application may be sent by mail to [director.nbagr@icar.gov.in](mailto:director.nbagr@icar.gov.in) and [estt.nbagr@icar.gov.in](mailto:estt.nbagr@icar.gov.in).



(Anil Kumar)  
Head of Office

Encl: Application Proforma

Copy to:

1. The Deputy Secretary (Admn), ICAR, Krishi Bhavan, New Delhi- 110 001.
2. The Deputy Secretary (AS), ICAR, Krishi Bhavan, New Delhi- 110 001.
3. PS to the Director, ICAR-NBAGR, Karnal.
4. Incharge, Computer Center to upload on the Bureau's Website
5. Notice Board.

**ICAR- INDIAN INSTITUTE OF RICE RESEARCH**  
*(Formerly Directorate of Rice Research)*  
 Rajendranagar, Hyderabad – 30: Telangana  
 Phone No's: 040-24591216, 24591218

**APPLICATION FORM**

**POST NAME & FUNCTIONAL GROUP:**

1.	Name of the candidates (In Block Letters)	:	
2.	Name of the Institute where the candidate is working	:	
3.	(a) Postal Address	:	
	(b) Mobile No.	:	
	(c) E- Mail id	:	
4.	(a) Date of initial appointment on DR	:	
	(b) Name of the DR post & pay scale	:	
	(c) Functional Group	:	
	(d) Present Post & Pay Scale	:	
5.	Date of Birth	:	
6.	Sex (M/F)	:	
7.	Whether belongs to SC/ST/OBC, (attach the self attested copy of the certificate in case SC/ST/OBC)	:	

8. Grounds on which transfer sought (Tick mark as applicable) (supporting documents to be enclosed)

- a) Medical Grounds
- b) Spouse Grounds
- c) Two years before superannuation
- d) Length of Service in difficult areas
- e) Others (Give details)

9. Educational Qualification given details of examination passed as Matriculate and onwards

Examination passed	Board/University	Year of passing	Subjects	% of Marks

10. Details of Technical/other qualification, if any

11. Service Details:

Name of the Institute	Post Held	Scale of pay	Period	Nature of duties performed

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

Signature of the candidate  
With date

Certified that the above information furnished by the candidate has been verified with the service records and found correct and is free from vigilance angle and no disciplinary case is either pending or contemplated against him/her.

Signature of Head of Administration  
With seal