



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.

## PROFORMA

Application for the post of **Private Secretary /Personal Assistant** giving the following details should be sent to the Director, Indian Institute of Horticultural Research, Hessaraghatta, Bengaluru-560089 / CHES, Bhubaneswar/ CHES, Hirehalli on or before **28/02/2022**

1.	Name of the candidate (Block letters)		
2.	Name of the Institute where presently working		
3.	Postal address		
4.	Date of appointment on regular basis in the present post		
5.	Whether permanent / temporary		
6.	Date of Birth		
7.	Educational qualification giving details of examination passed from matriculation onward		
8.	Details of Technical / other qualifications if any also details of the Departmental examination if any passed.		
9.	Whether belongs to SC/ST		
10.	Service details		

Name of the Institute	Post held	Scale of pay	Period		Nature of duties
			From	To	

1.	Any other information / particulars relevant to service of the applicant		
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### DECLARATION

11. I, \_\_\_\_\_ hereby declare that all the statement made above are completed and correct to the best of Knowledge and belief. In the event of my information found false or incorrect at any time before or after the selection may be taken against me and shall abide by the decision of the Director ICAR-IIHR, Bengaluru.

**Signature of the candidate with date**

### **CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

12. Certificate that information furnished by the candidates has been verified from the service records of the applicant and found correct.
13. It is further certified that no disciplinary action has been taken, initiate or being contemplated against the employee.

14. Date:

**Signature of the Head of Office / Director**