



ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH
HESSARAGATTA LAKE POST, BANGALORE - 560 089

F.No. 4-14/2022 (PA)-Estt. / 159

Dated: 16th September, 2022

To

1. The Directors/ Project Directors of all the ICAR Institutes / NRCs and Zonal project Directorates
2. The Director (GA &E), KAB, Pusa, New Delhi – 110 012

Sub: Filling up of vacant post of Personal Assistant on deputation-reg.

Sir,

It is proposed to fill up one post 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
	Personal Assistant – Four posts (02 posts under SC) (01 post under ST) (01 post under UR) in the Pay Level 6 in the pay matrix (band of Rs. 9300-34800+ Grade pay of Rs. 4200 pre-revised)	By deputation of Personal Assistant working in other ICAR Institutes 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 CR dossiers for the last five years may please be forwarded in the enclosed proforma to this Institute an early date not later than **15.10.2022**. 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.

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

Yours faithfully,


(G.G.HARAKANGI)

CHIEF ADMINISTRATIVE OFFICER (SG)

Encl: as above.

PROFORMA

Application on plain paper superscribed as Application for the post of **Personal Assistant** giving the following details should be sent to the Director, Indian Institute of Horticultural Research, Hessaraghatta, Bengaluru-560089 on or before **15.10.2022**.

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

SIGNATURE OF APPLICANT

Certificate to be furnished by head of Dept./ Office.

Certificate declare and certify that the information furnished by the candidate has been verified form the office / service records and found correct.

Place :

Signature with seal