



ICAR-INIDAN INSITUTE OF HORTICULTURAL RESEARCH
HESSARAGATTA LAKE POST, BENGALURU - 560 089

F.No.4-14/2017(LDC)DR-Estt.-

Dated: 24.07. 2018

To

1. The Directors/ Project Directors of all the ICAR Institutes / NRCs and Zonal Project Directorates
2. The Deputy Secretary(Admn.), ICAR,Krishi Bhavan,New Delhi-110 001
3. The Deputy Secretary(NRM), ICAR,Krishi Anusandhan Bhawan-II, New Delhi-110 012.

Sub: Filling up the posts of Lower Division Clerk on Permanent Transfer Basis at ICAR-IIHR, Bengaluru-reg.

Sir,

It is proposed to fill up the posts of Lower Division Clerk on Permanent Transfer Basis at this Institute. The particulars of the post / eligibility etc., are detailed below:

Sl.No.	Particulars of posts and place of posting	Category	Pay Bands/Grade pay	Eligibility
1.	Lower Division Clerk (05 posts) on Permanent Transfer basis	3-UR , 1-SC 1- OBC	Pay Level 2 in the pay matrix (pre-revised Rs.5200-20200+GP 1900/-)	Holding analogous post in the similar capacity in ICAR Institutes or ICAR system

While submitting the application of willing candidates, he/she may be kept in the mind the ICAR guidelines/instructions vide F.No.33-8/2016-Estt.I dated 19th September 2016 that the part of service rendered by the transferred employee prior to his/her transfer after availing the last promotion in the parent Institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute/Headquarters. For availing promotion including by Limited Departmental Competitive Examination(LDCE) to the next higher grade he/she has to render the prescribed years of service, as per Recruitment Rules, in the new Institute/Headquarters. He/she has to start afresh his/her service in the new Institute/Headquarters being placed at the bottom of the concerned cadre, however, his/her existing pay may be protected

It is requested that the above vacancies may please be circulated amongst the eligible employees of ICAR Institutes and their Regional Stations and necessary particulars of such candidates who are willing to apply for the posts and can be immediately relieved may be forwarded in the prescribed Proforma along with the following records.

- i) Xerox copies of APARs for last five years duly attested.
- ii) Certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.
- iii) Undertaking of candidate that 'in the event of his transfer, he/she will be placed at the bottom of the concerned cadre and he/she has to start afresh his/her services from the date of his/her joining in the transferred Institute

The last of receipt of application is **31.08.2018** Incomplete applications and those received after prescribed date or without APARs and certificates as desired above will not be entertained.

This issues with the approval of the Competent Authority of this Institute.

Yours faithfully,



(G.G.HARAKANGI)

CHIEF ADMINISTRATIVE OFFICER

Encl: as above.

Copy to: The Chairman, AKMU cell –with the request to upload the Circular on Institute Web-Site.

PROFORMA

Application on plain paper superscribed as **Application for the post of Lower Division Clerk (on Permanent Transfer basis)** giving the following details should be sent to the Director, Indian Institute of Horticultural Research, Hessaraghatta, Bengaluru-560089 on or before **31.08.2018**.

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
11.	Any other information / particulars relevant to service of the applicant	:			

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 :
Date:

Signature with seal