



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

F.No.4-14/2006(UDC)-Estt.-.

Dated: July,2018

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 – 110 112.

Sub: Filling up of vacant post of Upper Division Clerk on deputation-reg.

Sir,

It is proposed to fill up three posts of Upper Division Clerk 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	Upper Division Clerk – Six posts (ST-1, UR-5) in the Pay Level 4 in the pay matrix (pay band of Rs. 5200-20200+Grade pay of Rs. 2400/- pre-revised)	a. By Deputation of regular Upper Division Clerk of ICAR Institutes. The deputation shall be for a period not exceeding 03 years. b. By deputation of regular LDC in the PB -1 Rs.5200-20200+1900 GP in an ICAR Institute with 8 years regular service. The deputation shall be for a period not exceeding 03 years. c. Failing above, by transfer on permanent absorption of regular UDC of ICAR Institutes d. failing above, vacancies may be filled in the lower grade of LDC under the provision of GFR 254.

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 **31.08.2018**. 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

Encl: as above.

PROFORMA

Applications on Plain Paper superscribed as 'Application for the post of
Upper Division Clerk giving the following details should be sent to the Director, Indian
Institute of Horticultural Research, Hessaraghatta, Bangalore-560089 on or before
31.08.2018.

1.	Name of the candidate (In block letters)	
2.	Name of the Institute where working now	
3.	Full postal address	
4.	Post held at present indicating whether on adhoc or regular basis	
5.	Date of birth	
6.	Educational qualification giving details of examination passed from matriculation onwards.	
7.	Details of Technical/other qualifications if any & also details of the departmental examination if any passed	
8.	Whether belongs to SC/ST	

9. Service details

Name of the Institute	Post held	Scale of pay	Period		Nature of duties	Whether adhoc or on regular basis
			From	To		

11..	Whether Perm./Temporary	
12.	Any other information	

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

SIGNATURE OF THE CANDIDATE