



भाकृअनुप - कृषि तकनीकी अनुप्रयोग संस्थान,  
काजरी परिसर, जोधपुर - 342005 (राजस्थान)  
ICAR - Agricultural Technology Application Research Institute,  
CAZRI Campus, JODHPUR - 342005 (RAJ.)

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F.No. : ZC/TOT/II/Admn.-I/Rectt./Jr.Steno/93 / 1297 to 1298 Dated : 12<sup>th</sup> Aug., 2021.

To

1. Deputy Secretary(A.E.), ICAR, KAB, Pusa, New Delhi-110 012.
2. The Directors/Project Directors of all the ICAR Institutes/NRCs/ATARIS and Project Directorates.

Sub : Filling up of vacant posts of Private Secretary & LDC at ICAR-ATARI, Zone-II, Jodhpur - Reg.

Sir/Madam,

It is proposed to fill the following vacant posts at this Institute immediately on Deputation/permanent absorption/transfer basis among the eligible ICAR employees who fulfill the requisite qualifications as mentioned below:

S. No	Name of the posts	No. of Post	Pay Scale & Grade Pay	Essential Requirements / Eligibility
1.	Private Secretary	One (UR)	pay band of L-7 Rs.9300-34800+ Grade Pay Rs.4600/-	<p>i) Personal Assistant in the level - 6 of 7<sup>th</sup> CPC / [Pre-revised PB Rs.9300-34800 + Grade Pay Rs.4200/-] having rendered at least 5 years of regular service in the grade</p> <p style="text-align: center;"><b>OR</b></p> <p>ii) Failing (i) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in the Level-6/PB-2, GP.Rs.4200/- and combined and continuous regular service of 15 years as Personal Assistant and Stenographer Gr. III PB-1, GP Rs.2400/-</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons holding analogous post i.e., Private Secretary serving on regular basis in the level-7 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB 9300-34800 + GP 4600/-) at ICAR Hqrs/Institutes.</p>
2.	Lower Division Clerk (LDC)	Two (UR)	Pay band of L-2 Rs.5200 - 20,200 with Grade Pay of Rs.1,900	<p>i) Candidates holding the analogous post i.e., Lower Division Clerk on Substantive basis in the Pay Matrix Level-2 (PB-I, Rs.5200 - 20,200 with Grade Pay of Rs.1,900) in ICAR Hqrs. / any ICAR Institutes/NRC/Unit</p>

**Note : Any amendment in recruitment rules made by Council from time to time will be considered.**


It is requested that the above vacancy may kindly be circulated widely and the application of suitable and desirous candidate who fulfill the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with his/ her upto date CR Dossiers for the last five /

ten years so as to reach this Institute on or before 15<sup>th</sup> Sept., 2021. Application of only such candidate may please be forwarded who can be relived immediately on the event of his/her selection for the appointment. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and certificates will not be considered.

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

Encl. : Proforma.

Yours faithfully,

  
12/8/21  
**(N.S. GEHLOT)**  
Asstt. Admn. Officer

**PROFORMA**

1. Name of the Candidate :
2. Date of Birth & Age :
3. Educational & other qualification :
4. Present post held on regular basis with date of appointment :
5. Brief particulars of service including the present post :

Post held	Pay Band	Period	Office	Nature of duties

6. Whether Permanent/Temporary :
7. Whether opted for ICAR Service :
8. Whether belonging to SC/ST :
9. Any other information/particulars relevant to the service of the employee and significant contributions made :

Date \_\_\_\_\_

SIGNATURE OF THE CANDIDATE

**CERTIFICATE BY THE HEAD OF OFFICE**

Certified that the particulars furnished above are correct.

SIGNATURE OF HEAD OF OFFICE