



भाकृअनुप-कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान, क्षेत्र-II,
काजरी परिसर, जोधपुर (राजस्थान) 342 005
ICAR-Agricultural Technology Application Research Institute, Zone-II,
CAZRI Campus, Jodhpur (Rajasthan) 342 005

Phone: 0291 2748412

Email: atarijodhpur@gmail.com/atari.jodhpur@icar.gov.in

Website: www.atarijodhpur.res.in

By-Email



F.No. 1-1/2025/Admn./ATARI-II/

Dated: 16.09.2025

To,

1. All The Directors/Project Directors of all the ICAR Institutes/NRCs/ATARIs and Project Directorates.
2. The Director (Agricultural Extension), ICAR, Krishi Anusandhan Bhavan-I, Pusa, New Delhi.

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

Sir/ Madam,

The Director, ICAR-ATARI, Zone-II, Jodhpur invites application from amongst the eligible candidates working at ICAR Institutes/Headquarter/ Project Director/ NRCs/ ATARIs etc. for following vacant posts at this Institute immediately on Deputation /permanent absorption / transfer basis :

S. No	Name of the posts	No. of Post	Pay Scale	Essential Requirements / Eligibility
1.	Private Secretary	1 (UR)	Pay Level-07 under 07 th CPC	By transfer/permanent absorption: i) Personal Assistant in the Level-6 Of 7 CPC having rendered at least 5 years of regular service in the grade. ii) Failing (i) above, by promotion of Personal Assistants who have completed continuous and regular service in the Level-6 and combined and continuous service of 15 years as Personal Assistant and Stenographer Gr.III. OR Persons holding analogous post i.e., Private Secretary serving on regular basis in the Level-7 of 7 CPC at ICAR-Hqrs/ ICAR Institutes.
3	Lower Division Clerk (LDC)	2 (UR)	Pay Level-2 under 07 th CPC	Candidates holding analogous posts i.e., Lower Division Clerk on substantive basis in the Pay Level-2 in ICAR-Hqrs./ ICAR Institutes

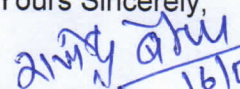
Note: Any amendment in recruitment rules made by Council from time to time will be considered and candidates is bound to abide the ICAR guidelines /instructions.

It is requested that the aforesaid vacancies may kindly be circulated amongst the eligible employees of ICAR Institutes and regional stations and necessary particulars of such candidates, who are willing go apply for the post and can be immediately relived such eligible employees application may be forwarded in the prescribed proforma along with the following records :

- i) Attested copies of the APAR dossiers for the last five years/
- ii) Vigilance Clearance & Integrity Certificate or being contemplated against the candidate may also be sent.
- iii) A statement of major/minor penalty, if any imposed on the applicant during the last three years.

The last date of receipt of application is 15.10.2025. Incomplete applications or those received after the prescribed date and without CR dossiers/ vigilance clearance certificate will not be entertained.

Encl: AS above.

Yours Sincerely,

(Rajendra Benda)
Asstt. Adm. Officer I/c

PROFORMA

1.	Name of the Candidate(In Block Letters)	:	
2.	Name of the Institute where the Candidate is Working	:	
3.	(a) Postal Address	:	
	(b) Mobile Number	:	
	(c) e-mail ID	:	
4.	Date of appointment on regular basis in the present post and pay scale	:	
5.	Whether Permanent/Temporary	:	
6.	Date of Birth & Age	:	
7.	Educational qualification giving details of examination passed from matriculation onwards	:	
8.	Whether belongs to SC/ST/OBC	:	
9.	Brief particulars of service including the present post	:	

Post held	Pay Band	Period	Office	Nature of duties

10.	Whether opted for ICAR Service	:	
11.	Any other information/particulars relevant to the service of the employee and significant contributions made	:	

I hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the promotion/transfer, action may be taken against me and I shall abide by the decision of the Director. ICAR-ATARI, Zone-II, Jodhpur (Raj.)

Date: _____

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the above information furnished by the aforesaid applicant has been verified from the Office/Service records and are found correct. Attested copies of last 5 year APARs enclosed. It is also certified that no Vigilance/Disciplinary action has been initiated or being contemplated against him/her.

SIGNATURE OF HEAD OF OFFICE

Date:

Place: