



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

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

Dated: 3rd December, 2021

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 four posts of Upper Division Clerk at this Institute/CHES, Bhubaneswar immediately on deputation basis in public interest among the eligible candidates who fulfill the requisite qualifications/ eligibility conditions as mentioned below:

Sl.No	Name of the post with scale of pay	Eligibility
	Upper Division Clerk – Four posts 01-post under OBC 03-posts under UR in the Pay Level 4 in the pay matrix (pre revised Rs. 5200-20200+ Grade pay of Rs. 2400) 1) 03 Posts will be filled at ICAR-IIHR, Head Quarters 2) 01 post will be filled at CHES, Bhubaneswar	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 with Grade pay of Rs.1900/- 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 02.01.2022. 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. In case, the candidates are not willing to come on deputation as per (a) & (b) of eligibility, IIHR consider filling the post on transfer on permanent absorption basis. In that event the category wise available positions are: OBC-01, UR-3.

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

Encl: as above

Yours faithfully,


SENIOR ADMINISTRATIVE OFFICER

PROFORMA

Application on plain paper subscribe 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, Bengaluru-560089 on or before **02.01.2022**.

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 is correct and true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

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

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

Place :

Signature with seal