



भाकृअनुप - राष्ट्रीय अजैविक स्ट्रेस प्रबंधन संस्थान  
ICAR - NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT

भारतीय कृषि अनुसंधान परिषद, कृषि अनुसंधान एवं शिक्षा विभाग  
Indian Council of Agricultural Research, Department of Agricultural Research & Education

कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार  
MINISTRY OF AGRICULTURE & FARMERS WELFARE, GOVERNMENT OF INDIA

मालेगांव, बारामती, पुणे 413 115 - , महाराष्ट्र, भारत  
Malegaon, Baramati- 413115, Pune, Maharashtra, India



File no: NIASM/2-84/2021-22 /

Date: 04.08.2021

सेवा मे / To,

The Directors/Project Directors of all ICAR Institutes/  
Project Directorates/ Bureaux/NRC's/ATARI's

**विषय/ Sub:** Filling up the following Administrative posts (Assistant, Upper Division Clerk, Lower Division Clerk, Personal Secretary , Personal Assistant) on Deputation basis / Transfer basis at ICAR-NIASM, Baramati reg:

महोदय/ महोदया ,

It is proposed to fill up the following vacant posts under Administrative category on Deputation/transfer on permanent absorption basis at ICAR-NIASM, Baramati. The particulars of posts / eligibility etc. Are detailed below:

| Sl. No | Name of the Posts  | No of Vacancy | Pay level | Eligibility   |
|--------|--------------------|---------------|-----------|---|
| 1      | Private Secretary  | 3(UR)         | Level 7   | <p>a) By promotion of personal assistants in PB-2, Rs.9300-34800 with grade pay of Rs.4200 in the pre revised pay scale at ICAR Institute having at least five years of regular service in the grade.</p> <p>b. Failing (a) above, by promotion of personal assistants who have completed at least three years continuous and regular service in the PB-2 Rs.9300-34800 + Grade pay of Rs.4200 and combined and continuous regular service of 15 years as personal assistant and stenographer Gr.III(PB-1 Rs.5200-20200+Grade pay of Rs.2400).</p> <p>c) By Deputation of Private Secretaries working in ICAR Institutes on regular basis or with five years regular service in the grade of personal assistant ( PB-2 Rs.9300-34800 + Grade pay of Rs.4200)- or equivalent. The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> |
| 2.     | Personal Assistant | 2(UR)         | Level-6   | <p>a. By Deputation / transfer on permanent absorption of officials holding analogous post i.e. Personal Assistant at any ICAR Institute in the grade Level-6 of 7<sup>th</sup> CPC. The deputation shall be for a period not exceeding three years.</p>  |

|   |           |                          |         |  |
|---|-----------|--------------------------|---------|--|
|   |           |                          |         | <p>OR</p> <p>By deputation of Steno. Gr.III working in other ICAR Institutes on regular basis with ten years regular service in the Steno Gr.III pre revised pay scale (PB-1, Rs.5200-20200 with grade pay of Rs.2400/-)</p> <p><i>May be absorbed permanently based on satisfactory performance and Director's Approval.</i></p>  |
| 3 | Assistant | 5(UR)<br>2(OBC)<br>1(SC) | Level-6 | <p>a) Officials holding analogous post i.e. Assistant of the ICAR Institutes in the grade Level-6 of 7<sup>th</sup> CPC.</p> <p>OR</p> <p>b) By deputation of Upper Division Clerks of the ICAR Institutes in the level 04 of 7<sup>th</sup> CPC (pre-revised PB 5200-20200+GP2400/-) Having at least 10 years of regular service in the grade.</p> <p><i>May be absorbed permanently based on satisfactory performance and Director's Approval.</i></p>   |
| 4 | UDC       | 04(UR)                   | Level-4 | <p>a) By deputation of regular Upper Division Clerks of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding three years.</p> <p>OR</p> <p>b) Failing (a) above by deputation of regular Lower Divisions clerks of ICAR Hqrs/Institutes having at least 8 years regular service. The deputation shall be for a period not exceeding three years.</p> <p>OR</p> <p>c) Failing (a) &amp; (b) above by transfer on permanent absorption of regular UDC of ICAR Hqrs/Institute</p> |
| 5 | LDC       | 4(UR)                    | Level-2 | <p>a) Officials holding analogous post i.e. LDC in pay matrix level-2 as per 7<sup>th</sup> CPC.</p> <p>b) by promotion of SSS of ICAR Hqrs/Institute having minimum educational qualification of 10+2 or equivalent.</p>  |

It is requested that the vacancy may be circulated among the eligible and desirous candidates, if any working at your Institute/Establishment. The applications of eligible persons who fulfill the requisite eligibility conditions and who can be relieved immediately in the event of their selection may please be forwarded online via email at [purnima.ghadge@icar.gov.in](mailto:purnima.ghadge@icar.gov.in) in the prescribed Proforma given over leaf. While forwarding the application through mail **duly attested copies of APAR dossiers** for last five years along with **integrity & Vigilance clearance certificate** may also be attached. Incomplete applications

and those received after the prescribed due date and not forwarded through proper channel or without APAR Dossiers and certificates as described above, will not be entertained.

Note:- Applications must reach by mail or by Speed Post to this office on or before 05/09/2021

*P. Ghadge 4.8.2021*

(Purnima S. Ghadge)  
Assistant Administrative Officer  
सहायक प्रशासनिक अधिकारी

प्रतिलिपी सेवा मे/ Copy to:-

1. The Director (Administration) ICAR, Krishi Bhawan, New Delhi-110001.
2. The Under Secretary (Administration) ICAR, Krishi Bhawan, New Delhi-110001.
3. Guard file.
4. PA to The Director ICAR-NIASM, Baramati.

PROFORMA  
APPLICATION FOR THE POST OF AT ICAR-NIASM, BARAMATI

1. Name of the candidate :
2. Name of the institute where  
Applicant is presently working :
3. Date of appointment on regular :
4. Whether Permanent or Temporary:  
Basis in the present post
5. Date of birth and age :
6. Educational Qualifications :

| Sr.no | Name of Exam Passed | Board/Institution | Year |
|-------|---------------------|-------------------|------|
| 1     |                     |                   |      |
| 2     |                     |                   |      |
| 3     |                     |                   |      |

7. Whether SC/ST/OBC :
8. Full Postal Address :
9. Contact Number :
10. Service Particulars :

| Name of the Institute | Post held | Scale of pay | Period |    | Nature of duties performed |
|-----------------------|-----------|--------------|--------|----|----------------------------|
|                       |           |              | from   | to |                            |
|                       |           |              |        |    |                            |
|                       |           |              |        |    |                            |

11. Any other information to the Application:

I \_\_\_\_\_ do hereby declare and certify that the information furnished above is correct and true 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 selection, action may be taken against me and I shall abide by the decision of the Director, ICAR-NIASM.

Place:

Date:

Signature of the applicant

**Certificate to be furnished by Head of Office**

Certified that the information furnished by the candidate has been verified from the office/service records and found correct. It is certified that no vigilance/disciplinary case is pending/contemplated against the above candidate. Attested copies of last 5 years APARs enclosed.

Signature with Seal of the Office