

**ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE****Barrackpore, Kolkata-700 120, West Bengal****☎ 2592-1190/1191 Fax: 033-2592-0388, E-mail: director.cifri@icar.gov.in**

F. No. DR-06(1)/2019-Adm. II/

22nd February, 2021

To

The Directors/Project Director of ICAR Research Institute/
Project Directors/NRCs/ZPDsSub : Filling up the post of Personal Assistant on promotion/deputation/ transfer on permanent absorption basis at ICAR-CIFRI, Barrackpore - reg

Sir,

The Director, ICAR-CIFRI invites applications from the eligible candidates working at ICAR Institute Headquarters/Project Directorate/NRCs etc. for the post vacant post of Personal Assistant at this Institute on promotion/deputation/ transfer on permanent absorption basis. Particulars & eligibility for the post are as detailed below :

Sl. No.	Name of the post	No. of posts	Pay scale	Eligibility
1	Personal Assistant	3	Rs.35400-112400 (Level-6) as per 7 th CPC	Candidates holding analogous posts in ICAR Institutes / Hqrs. on deputation/ permanent transfer. OR Stenographer Gr.III of the ICAR headquarters/ Institutes having at least 10 years regular service on deputation/permanent transfer. The period of deputation shall ordinarily not exceed three years.

It is requested that the above vacancy may kindly be circulated amongst the eligible and desirous candidates, if any, working at your Institute/Establishment. The application of only such candidates who can be relieved immediately in the event of their selection, may please be forwarded to the undersigned in the prescribed proforma of the application (enclosed herewith) alongwith the following records.

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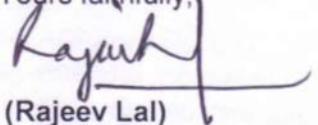
Attested photocopies of CR dossier for the last five years.

Certificate to the effect that no disciplinary/vigilance case is pending against the official.

The last date for the receipt of the applications through proper channel alongwith all relevant documents is **20.03.2021**. Incomplete applications and those received after the prescribed date or without CR dossier and Certificates as mentioned above or applications received not through proper channel will summarily be rejected.

Encl : Application proforma

Yours faithfully,



(Rajeev Lal)

Joint Director (Admn.)-cum-Registrar

Copy to the Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi – 110001 for information.

PROFORMA

APPLICATION FOR THE POST OF PERSONAL ASSISTANT

11. Name of the candidate :
12. Name of the Institute :
13. Postal address :
14. Date of appointment as UDC /Assistant
at ICAR Hqrs./Instt. :
15. Date of Birth :
16. Educational qualification :
17. Details of Technical/Other qualifications, :
If any, also details of the departmental Examination,
if any, passed
18. Whether belongs to SC/ST/OBC :
19. Service particulars :

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

20. Any other information/particulars relevant :
to the service of the applicant

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief

Signature of the applicant

CERTIFICATE TO BE FURNISHED BY THE HEAD OFFICE

Certified that the information furnished by the aforesaid applicant has been verified from the office/service records and found correct.

HEAD OF OFFICE

