



**ZONAL PROJECT DIRECTORATE, ZONE-III
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR NEH REGION
UMIAM (BARAPANI), MEGHALAYA - 793103**

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F.No.Adm/2-14/2010/Rectt/Adm./ 500

Dated the 31st March, 2011

To,

The Directors/Joint Directors/Project Directors of ICAR Institutes/NRCs/Project Directorates & ICAR Institutes Regional Centers.

Sub : Filling up of one post of Upper Division Clerk on deputation basis for two years at Zonal Project Directorate, Zone - III, Barapani.

Sir/Madam,

It is proposed to fill up one post of Upper Division Clerk on deputation basis for one year among the eligible candidates from ICAR Institutes. The particulars of the post and eligibility is given below :

Name of the Post	No. of post	Scale of Pay	Eligibility
Upper Division Clerk	01	Pay Band Rs. 5200-20200 + Grade Pay Rs. 2400/-	Regular UDC of ICAR Hqrs /Institutes (PB-I, Rs. 5200-20200 + Grade Pay Rs. 2400/-) Or Lower division Clerk in the scale of Pay of (PB- 1, Rs.5200-20200 + Grade Pay Rs. 1900/-) with minimum of 8 years regular service in the Grade.

It is requested that the vacancy may please be circulated among the eligible candidates of your Institute/ Establishment who are willing to be considered for the above post. The application of only such candidate who may be relieved immediately in the event of his/ her selection may be forwarded in the proforma given over-leaf along with the duly attested CR dossiers for the last five years. The last date of submission of application is May 15th, 2011.

A certificate to the effect that no disciplinary / vigilance case is pending or being contemplated against the candidate may also be forwarded along with the application.

Yours faithfully,

Asstt. Admn. Officer

Copy to :

1. The Director (Adm), ICAR, Krishi Bhavan, New Delhi – 110014
2. Director (GAC& Agril. Extn.) Krishi Anusandhan Bhavan, Pusa New Delhi.
3. Computer Programmer, ZPD-III for uploading ZPD-III Website.

Asstt. Admn. Officer

PROFORMA

Application for deputation on the post of Senior Clerk at Zonal Project Directorate, Zone-III, Barapani

1. Name (in block letters) :
2. Present post and date of appointment :
on regular basis
3. Name and Address of the Institute :
where presently working
4. Whether permanent/temporary :
5. Date of birth :
6. Educational qualification :
7. Detail of technical/other qualification:
Also details of the Deptt. Examination(s)
Passed
8. Whether belonging to SC/ST :

9. Service particulars

Name of Institute	Post held	Scale of pay	Period		Nature of duties attended
			From	To	

10. Any other information relevant to the:
applicant

I do hereby declare and certify that the information furnished are correct and true to the best of my knowledge and belief.

Date:

Signature of applicant

Certificate to be furnished by the Head of Office

Certified that the information furnished by the candidate has been verified from the service records of the candidate and found correct. It is further certified that no disciplinary/vigilance case is pending or being contemplated against the above employee.

Signature with Seal of Head of Office