

भाकृअनुप-राष्ट्रीय कृषि उच्चतर प्रसंस्करण संस्थान
ICAR-National Institute of Secondary Agriculture
नामकुम, राँची Namkum, Ranchi - 834 010

F.No. NISA/Inter Institutional Transfer/24/ 360

Dated:29.08.2024

To,

1. The Directors/Project Directors/All the ICAR Institute/Directorates/Bureau/NEC's.
2. All Central Governments or State Governments or Union Territories or Union Territories or Autonomous Bodides or PSUs Institutes.
3. The Director (Admn.), ICARHqrs, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001

Sub: Filling - up of Administrative Posts by transfer / deputation basis at ICAR-NISA, Ranchi - reg.

Sir / Madam,

It is proposed to fill up the following vacant Administrative Posts at ICAR- National Institute of Secondary Agriculture, Ranchi by deputation or transfer on permanent absorption basis from amongst all ICAR's Institute having completed minimum tenure of three years of regular service after initial appointment on the crucial date of eligibility i.e. as on 1st January, 2024. The particulars of the post and other details given below :

Sl. No.	Name of the Post	Scale of Pay	No. of Vacant Posts	Essential requirement and eligibility
1	Assistant	Pay Level 6 of 7 th CPC (Pre-revised P.B.-2 Rs. 9,300 - 34,800 + 4,200/- (GP))	02 Posts (UR-01, OBC - 01)	By transfer on permanent absorption of regular Assistant of ICAR Hqrs / Institutes.
2	Upper Division Clerk	Pay Level 4 of 7 th CPC (Pre-revised PB-1 Rs. 5200-20200 + 2400/- (GP))	03 Posts (UR-03)	By deputation amongst the officials of ICAR System or Central Government of Union Territories or Autonomous Bodies or PSUs; (i) Holding the analogous post on regular basis. (ii) By deputation of regular Lower Division Clerk in the Pay Level-2 of 7 th CPC (Pre-revised pay scale PB-1 Rs. 5200-20200 + Rs. 1900/- GP) in ICAR Hqrs./ Institutes with eight (08) years of service. (iii) By Inter-Institutional Transfer holding analogous post of ICAR Hqrs./ Institutes.
3	Lower Division Clerk	Pay Level 2 of 7 th CPC (Pre-revised PB 1 Rs. 5200- 20200 + 1900/- (GP))	03 Posts (UR-03)	Candidate holding analogous posts i.e. Lower Division Clerk on substantive basis in the Pay Level-2of ICAR Hqrs./ Institute for Inter-Institutional Transfer on Permanent Absorption Candidates from the Central Government/ State Government / Central Autonomous Bodies /PSUs, who have confirmed in their parent organization after successfully completing probation period desiring transfer and possess the educational qualification 12 th Class or equivalent qualification from a recognized board or University.
4	Multi - Tasking Staff	Pay Level 1 of 7 th CPC (Pre- recised PB 1 Rs. 5200- 20200 + 1800/- (GP))	31 Posts (UR-16, SC-02, ST-04, OBC-05, EWS-04)	Candidate holding analogous posts of ICAR Hqrs. / Institute for Inter-Institutional Transfer on Permanent Absorption. Candidate from the Central Government / State Government / Central Autonomous Bodies/ Statutory Bodies / PSUs, who have confirmed in their parent organization after successfully completing probation period desiring transfer and possess the educational qualification Matriculation from a recognized board or equivalent.

The initial deputation period shall be two (2) years (may be further extended one (1) year at a time further for three (3) years maximum). The Director , ICAR-NISA, Ranchi may revert the decision at any time based on the performance.

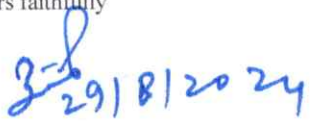
GENERAL INSTRUCTIONS :

1. Eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure A) in duplicate to the undersigned. The last date of receipt of applications is **30.09.2024**. Applications received after the last date or otherwise incomplete including advance e copies of the application are not likely to be considered. The Director, ICAR- NISA, however, will reserve the right to accept/reject the application(s) without assigning reason (s) thereof.
2. In case, applications are received in large numbers, criteria as prescribed by ICAR vide its Circular No. Admin.7 -1 / 2020 – R&P dated 25.11.2020 shall be applied and / or any other criteria formulated by the Selection Committee of ICAR- NISA (in case of transfer sought on the same ground) for selecting the candidate for the above vacancies.
3. Terms & Conditions for Inter- Institutional transfer shall be governed as laid down in the ICAR's Circular(s) No. 33-8/2016-Estt.I dated 15th /19th September, 2016 &F.No. Admin.7-1/2020-R&P dated 25.11.2020.
4. It is requested that the above vacancies may be circulated widely and the applications of willing candidates having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of their selection may be forwarded.

The following documents may also please be sent along with the application:

- I. Attested copies of the APAR dossiers for the last three (03) years i.e. 2020-2021 to 2022-2023.
- II. Vigilance Clearance & Integrity Certificate.
- III. A statement of major /minor penalty, if any, imposed on the applicant during the last three years.

Yours faithfully


29/8/2024
Head of Office

Encls: Proforma.

Distribution :

1. The Under Secretary (R&P), ICAR, KrishiBhawan, Dr. Rajendra Prasad Road, New Delhi-110001 for kind information.
2. The Under Secretary (Admn), ICAR, KrishiBhawan, Dr. Rajendra Prasad Road, New Delhi-110001 for kind information.
3. The Under Secretary (Engg.), ICAR, KrishiAnusandhanBhawan-II, Pusa, New Delhi-110012 for kind information.
4. The Icharge, PME Cell with request to upload the said documents on ICAR-NISAwebsite.
5. Guard file.

PROFORMA

Application for the post of

1. Name of the Candidate :
2. Name of the Institute :
3. Postal Address with Email ID and Phone No. :
:
4. Date of appointment to the Present Post :
5. Date of Joining in ICAR Services :
6. Date of Birth :
7. Education Qualification :
8. Whether belongs to SC/ST/OBC/General :
9. Service Particulars

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

10. 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 OF OFFICE

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

Head of Office/AO/ Director