



भा.कृ.अनु.प. - केन्द्रीय द्वीपीय कृषि अनुसंधान संस्थान, पोर्ट ब्लेयर - 744105
ICAR - CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE,
PORT BLAIR - 744105
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Date:29.01.2021

To

The Director/Project Directors of ICAR Research Institutes/NRCs Project Directorate/NRCs/Bureaux/ZPDs etc.

Sub: Filling up the vacancies of Administrative posts on deputation basis at ICAR – CIARI, Port Blair & KVK's-reg:

Sir/Madam

It is proposed to fill up the following vacancies of Administrative posts at this Institute and its KVKs under the administrative control of ICAR – CIARI on deputation basis from the eligible candidates serving in ICAR HQ/Institutes. The particular of the vacant posts and eligibility for applying are as detailed below:-

Name of the post with place of posting	No. of post	Pay Band as per 7 th CPC	Period	Eligibility
Private Secretary at ICAR-CIARI, Port Blair	01	Level – 7	03 years	Personal Assistant in the level - 6 of 7 th CPC (Pre-revised PB 9300-34800 + GP 4200/-) having rendered at least 5 years of regular service in the grade OR Persons holding analogous post i.e., Private Secretary serving on regular basis in the level - 7 of 7 th CPC Pay Matrix (Pre-revised PB 9300-34800 + GP 4600/-) at ICAR Hqrs/Institutes.
Assistant at ICAR – KVK, Sippighat, South Andaman District	01	Level – 6	03 years	Upper Division Clerks in the level - 4 of 7 th CPC (Pre-revised PB 5200-20200+GP 2400/-) having rendered at least 10 years of regular service in

Assistant at ICAR – KVK, Nimbudera, North & Middle Andaman District	01			the grade. OR Persons holding analogous post i.e., Assistant serving on regular basis in the level 6 of 7 th CPC Pay Matrix (Pre-revised PB 9300-34800 + GP 4200/-) at ICAR Hqrs / Institutes /KVK's.
Assistant at ICAR – KVK, Car- Nicobar, Nicobar District.	01			
Stenographer Gr-III at ICAR – KVK, Sippighat, South Andaman District	01	Level – 4	Initial period of 01 year	Persons holding analogous post i.e., Stenographer Gr-III serving on regular basis in the level 4 of 7 th CPC Pay Matrix (Pre-revised PB 5200-20200 + GP 2400/-) at ICAR Hqrs/Institutes/KVK's.
Stenographer Gr-III at ICAR – KVK, Car- Nicobar, Nicobar District.	01			

It is requested that the above vacancies may be circulated among the eligible and desirous candidates working at your Institute/Establishment. The application of only such candidates (in the enclosed pro-forma along with attested copies of last 05 years APAR/CR dossiers) who can be relieved immediately in the event of their selection may please be forwarded to this Institute.

A certificate to the effect that no disciplinary/ vigilance case is pending or is being contemplated against the candidate(s) along with integrity certificate may also be furnished while forwarding the application through proper channel. The application received without APAR/CR dossiers and vigilance/disciplinary clearance will not be entertained. The application should reach this office **on or before 15.03.2021.**

Yours Sincerely,

(Handwritten signature)
29/01/2021

Encl: As above

(S. K. Biswas)
Asstt. Administrative Officer

Copy to:

1. The Director (Admn.), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi – 110 001.
2. The Under Secretary (Admn.), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi –110 001.
3. The Under Secretary (HS), ICAR, KAB-II, Pusa, New Delhi – 110 012.
4. The Incharge, AKMU Cell with the request to upload on Institute website.
5. PS to the Director, ICAR-CIARI, Port Blair
6. Guard File.

PROFORMA FOR APPLYING TO THE POST OF _____

1. Name of the candidate :
2. Name of the ICAR Institute/KVK where Candidate is working at present :
3. Date of birth & age as on closing date :
4. Educational & other qualifications :
5. Present post held on regular basis with date of Appointment :
6. Brief particulars of the service including the present post :

Post held	Scale of pay	Period		Office	Nature of Duties
		From	To		

7. Date of confirmation /post held substantively :
8. Whether belong to SC/ST/UR/OBC :
9. Email address/contact details :
10. Any other information / particulars relevant to the service of the employee :

SIGNATURE OF THE CANDIDATE

Date :

Place :

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particular furnished above have been verified from the Service Book and found correct. Attested copies of last 5 years APARs/CR dossier enclosed. It is also certified that the applicant is free from Vigilance / Disciplinary angles.

SIGNATURE WITH STAMP OF THE HEAD OF OFFICE