



F. No. 3-14/Estt (LDC)/2018/

Dated: 19<sup>th</sup> March/2018

To

The Directors/Project Directors/Zonal Directors/NRCs/ Beaux

**Sub: Filling up of the post of Lower Division Clerk- regarding.**

Sir/Madam,

It is proposed to fill up following post on deputation/permanent transfer basis among the eligible candidates working at the ICAR Hqr/ICAR- Institutions/NRCs/Project Directorate etc. The particulars of the post and eligibility are detailed below:

Sl No.	Name of the post	Category	Pay Matrix Level	Method of appointment & Eligibility
1.	Lower Division Clerk	un-reserved	Level-2	Candidate holding the post of Lower Division clerk at ICAR Hqr/Other ICAR Institutes

It is requested that the above vacancy may kindly be circulated among the eligible and desirous candidates, if any working at your Institute/Hqr. The application may please be forwarded in the proforma appended alongwith their complete ACR dossiers (attested photo copies) for the last five years so as to reach the ICAR- IIFSR, Modipuram, Meerut **on or before 30<sup>th</sup> April'2018 After the stipulated date, no application will be entertained.**

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be furnished while forwarding the application. The application received without ACR dossiers and vigilance/disciplinary clearance will not be entertained.

Yours faithfully,

(Ravinder Singh)

Senior Administrative Officer

**C.C.:** The Incharge AKMU, IIFSR, Modipuram with the request the same may please be uploaded on the website of the Institute.

## FORMAT

### APPLICATION FOR THE POST OF LOWER DIVISION CLERK

(Closing date for sending application 30<sup>th</sup> April'2018)

1.	Name of the Candidate (in Block letters)	:	
2.	Date of Birth & age	:	
3.	Educational qualification	:	
4.	Name of the Institute	:	
5.	Date of regular appointment	:	
6.	Brief particulars of the service including the present post		
	Post held	Pay matrix	Period
		/Pay level	Office
			Nature of duties
7.	Whether belongs to SC/ST	:	
8.	Permanent Address of the applicant	:	
9.	Any other information/particulars relevant to the service of the Employee	:	

**Dated:**

**Signature of the Candidate**

### CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above are correct. The Integrity certificate and vigilance clearance certificate and attested photocopies of the ACRs/APARs of the last five years are attached

**Signature of the Head of Office with seal**