



भाकृअनुप - राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
ICAR- NATIONAL INSTITUTE OF RESEARCH ON JUTE & ALLIED FIBRE TECHNOLOGY

१२, रीजेंट पार्क, कोलकाता - ७०००४०

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F.No.3(13)/A/Adm-I/3133, 3134, 3135

Dated: 26.07.2018

To

The Directors/Project Directors of ICAR Institutes/NRCs/ATARIs

Sub: Filling up the following Administrative, Technical & Supporting posts on Deputation/Permanent transfer/absorption basis at ICAR-NIRJAFT, Kolkata - Reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under administrative, technical & supporting category at ICAR-NIRJAFT. The particulars of posts/eligibility/mode of appointment etc. are detailed below:

| Sl. No | Name of the Post | No. of the Post | Pay Level | Eligibility | Method of Appointment |
|--------|-----------------------|---------------------|-----------|--|--|
| 1. | Assistant | 05 (Five) | Level-6 | Persons holding analogous post i.e. Assistant on regular basis in pay level-6 in any ICAR Units. | By transfer on permanent absorption basis. |
| 2. | Personal Assistant | 01** (One) | Level-6 | Officials holding analogous post on regular basis in the similar capacity, OR having 10 years regular service in the grade of Steno Gr. III in revised pay level-4 in ICAR HQ/Institutes. | By deputation OR transfer on permanent absorption basis. ** The deputation shall be for a period not exceeding three years. |
| 3. | Steno Gr. III | 01 (One) | Level-4 | Candidates holding the analogous post on regular basis in pay level-4 in ICAR HQ/Institutes. | By transfer on permanent absorption basis |
| 4. | Upper Division Clerk | 02** (Two) | Level-4 | By deputation of regular UDCs of ICAR HQ/Institutes/ATARIs, OR By deputation of regular LDCs of ICAR Hqrs./ Institutes having at least 8 years regular service in pay level – 2, OR By transfer on permanent absorption basis amongst the regular UDCs of ICAR Hqrs./Institutes. | One posts by deputation basis and one post by transfer on permanent absorption basis. ** The deputation shall be for a period not exceeding three years. |
| 5. | Lower Division Clerk | 01 (One) | Level-2 | Candidates holding the analogous post on substantive basis in ICAR HQ/Institutes/ATARIs. | By transfer on permanent absorption basis. |
| 6. | Skilled Support Staff | 24 (Twenty-four) | Level-1 | Candidates holding the analogous post i.e. SSS on substantive basis in pay level-1 in any ICAR Units. | By transfer on permanent absorption basis. |

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|----|--|-----------|---------|---|---|
| 7. | Technical Assistant (Lab. Tech.) | 04 (Four) | Level-5 | Persons holding analogous post i.e. Technical Assistant on substantive basis in any ICAR Unit | By transfer on permanent absorption basis |
| 8. | Electrical Supervisor (T-3 under Workshop staff group) | 01 (One) | Level-5 | Persons holding analogous post i.e. Technical Assistant on substantive basis in any ICAR Unit | By transfer on permanent absorption basis |

The above appointment/inter-institutional transfer in respect of all posts except technical category will be regulated as per Council's instructions vide **F. No. 33-8/2016-Estt-I dated 19th September, 2016.**

It is requested that the above vacancies may kindly be circulated amongst the eligible and desirous candidates working at your Institutes and applications of those candidates who fulfil the requisite eligibility conditions and can be relieved immediately in the event of their selection may kindly be forwarded to this Institute in the Proforma appended herewith along with their upto date attested APAR dossiers for the last five years so as to reach this Institutes on or before **29.09.2018.**

A certificate to the effect that no vigilance/disciplinary case is pending/being contemplated against the candidate may also be forwarded along with the application. Incomplete applications or those received after the prescribed due date or without CR dossiers/Vigilance clearance certificate will not be considered.

Yours faithfully



(Navin Kumar Jha)

Senior Administrative Officer

Copy to:

1. The Deputy Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi – 110001.
2. The Deputy Secretary (Ag. Engg.), ICAR, KAB-II, Pusa, New Delhi – 110012.
3. The Deputy Secretary (TS & WS), ICAR, Krishi Bhavan, New Delhi – 110001.
4. ✓ The Chairman, Website Management Committee – with request to upload it on ICAR-NIRJAFT website.
5. Guard File

**APPLICATION FOR THE POST OF ASSISTANTS/ P.A./STENO Gr. III/UDCs/LDCs/SSS/TECHNICAL ASSISTANT (T-3)
ON DEPUTATION/TRANSFER ON PERMANENT ABSORPTION BASIS AT ICAR - NIRJAFT, KOLKATA**

1. Name of the Candidate (in block letters):
2. Name of the Institute where candidate is working:
3. Date of Birth/Present Age:
4. Date of initial joining in ICAR:
5. Date of appointment on regular basis in the present post:
6. Functional Group (For Technical Posts only):
7. Whether Permanent/Temporary:
8. Present Basic Pay with level of pay:
9. Whether belongs to SC/ST/OBC/EX-SM/PH:
10. Educational qualifications giving details of examination passed from matriculation onwards:

| Sl. No. | Name of the Board/University | Examination/Degree/Diploma passed with year of passing | Class/Division |
|---------|------------------------------|--|----------------|
| | | | |
| | | | |
| | | | |

11. Details of Service including present post:

| Name of the Institute | Post held | Scale of Pay | Period | | Nature of Duties |
|-----------------------|-----------|--------------|--------|----|------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |

12. Computer/Technical Qualification, if any:
13. Other information, if any:

Declaration

I _____ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall abide by the decision of the Director, ICAR-NIRJAFT, Kolkata.

Signature of the Candidate

Date:

Certificate to be furnished by the Head of Department/Office

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

It is further certified that no disciplinary action has been taken, initiated or being contemplated against the employee.

Signature of the Head of the
office/Controlling Officer with stamp

Date:

Place: