



भाकृअनुप -प्याज एवं लहसुन अनुसंधान निदेशालय  
पुणे- 410505(महाराष्ट्र)  
**ICAR - Directorate of Onion and Garlic Research**  
Pune-410505 (Maharashtra)



Phone No.(02135) 222026, Fax: (02135) 224056, Email: director.dogr@icar.gov.in

F. No. 2-59/2015-16/Estt/Part- III/

Dated : 24/05/2024

To,  
The Under Secretary (Admin), ICAR.  
All the Directors/ Project Director of ICAR Research Institute/NRCs/ATAARIs

**Subject:** Filling up the vacant Posts of Assistant, Upper Division Clerk & Lower Division Clerk on Transfer on Permanent Absorption basis at ICAR- DOGR, Pune -reg.

Sir/Madam,

The Director, ICAR-Directorate of Onion and Garlic Research, Pune invites application from amongst the eligible candidates working at ICAR Headquarters or ICAR- Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs to fill the following vacant posts of Assistant, Upper Division Clerk and Lower Division Clerk by Permanent Absorption basis. The particulars of the post/ eligibility etc. are furnished below:

S. No	Particular of Post	No. of Posts (Reserved Category)	Pay Level (Pay Bands & Grade Pay)	Eligibility
1.	Assistant	01 (SC)	Pay Level- 6 in the Pay matrix ([Pay Band - 2 of Rs. 9300- 34800 + 4200 (GP)-pre-revised])	Candidate holding analogous post i.e. regular Assistant in ICAR Institutes/ICAR Headquarter. <b>OR</b> Regular Upper Division Clerk in the Level of 04 of 7 <sup>th</sup> CPC (Pre-revised PB-I 5200-20200 + GP 2400/-) having at least 10 years of regular service in the grade.
2.	UPPER DIVISION CLERK	02 (1 –SC 2- UR)	Pay Level- 4 in the Pay matrix ([Pay Band - 1 of Rs. 5200- 20200 + 2400 (GP)-pre-revised])	Candidate Holding the analogous post on regular basis in Parent cadre/department. <b>OR</b> Candidate having eight years of regular service in Pay level-2 (Rs.19900- 63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs.1900) in parent cadre/ department.

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3.	LOWER DIVISION CLERK	01 (UR)	Pay Level- 2 in the Pay matrix (Rs. 19900-63200 + GP 1900)	LDCs of other ICAR Institutes/ headquarters, who have successfully completed probation period and confirmed in the ICAR service, desiring transfer can be appointed against the vacancies meant for direct recruitment. <b>OR</b> LDCs 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 mentioned below for direct recruitment can be appointed against the vacancies meant for direct recruitment. (iii) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board of University. (iv) A typing speed of 35 w.p.m. in English or 30 w.p.m. and 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on average of 5 key depression for each word)
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It is requested that above vacancies may please be circulated amongst the eligible and desired candidates, working in your institute and also in the Regional Centres/ Stations. Application of only such candidates who can be relieved immediately in the event of their section may please be forwarded in the enclosed proforma along with attested copies of ACR/APARs for the last five years. A certificate to the effect that no Disciplinary/ Vigilance case is pending or being contemplated against the candidate along with Integrity Certificate may also be furnish while forwarding the application through proper channel.

The applications received without APAR/CR dossiers or Vigilance Clearance or Integrity Certificate will not be entertained. The application should reach this office on or before **15.06.2024**. The last date of receipt of applications from the Institutes/ units located in the Assam, Meghalaya, Aruchnachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **22.06.2024**

This is issues with the approval of the Director, ICAR-DOGR, Pune.

Yours faithfully,

Encl: Application Form  
Copy to:

**Administrative Officer**

1. In-charge, AKMU for uploading in e-office Notice Board.
2. PS to Director, ICAR-DOGR, Pune.

**PROFORMA**

**APPLICATION FOR THE POST OF ASSISTANT, UPPER DIVISION CLERK AND LOWER DIVISION CLERK ON  
TRANSFER ON PERMANENT ABSORPTION BASIS AT ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH,  
PUNE – 410 505 (MAHARASHTRA)**

**(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)**

1. Name of the Candidate (in block letters) :
2. Name of the Institute where presently working and postal address :
3. Present Post held :
4. Date of appointment on regular basis in the present post LDC/Pay Level-2 :
5. Date of joining into ICAR/Institute and designation :
6. Present pay level & Basic Pay :
7. Whether permanent/ temporary :
8. Date of Birth (DD/MM/YY format) :
9. Educational qualifications :
10. Whether belongs to SC/ST/OBC/General :
- Details of service including present post :

Name of the Institute	Post held	Pay level & Basic pay	Period		Nature of duties performed
			From	To	

11. Any other information relevant to the service of the applicant :

**DECLARATION**

I do hereby declare and certify that all the information furnished by me is 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-DOGR, Pune.

Date :

**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.

Date:

**Signature of the Head of Office**