

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



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F. No. 2-59/2015-16/Estt/Part- III/2079

Dated :1 December 2022

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

**Subject:** Filling up the vacant Posts of Personal Secretary, Personal Assistant, Assistant, UDC on deputation/  
Permanent Absorption basis at ICAR- DOGR, Pune -reg.

Sir/Madam,

It is proposed to fill up following vacant Posts of Personal Secretary, Personal Assistant, Assistant, Upper Division Clerk (UDC) on deputation / Permanent Absorption basis at this Directorate from eligible candidates working in ICAR Headquarter/ ICAR Institutes.

The particulars of the vacant posts are given below:

S. No	Particular of Post	No. of Posts (Reserved Category)	Pay Level (Pay Bands & Grade Pay)	Eligibility
1.	Private Secretary	01 (UR)	Pay Level-7 in the Pay matrix ([Pay Band - 2 of Rs. 9300-34800 + 4600 (GP)- pre-revised])	Candidate holding analogous post i.e. regular Private Secretary in ICAR Institutes/ ICAR Headquarter. OR Candidate with five years regular service in the grade of Personal Assistant in PB-2, Rs. 9300-34800 + Grade Pay Rs.4200/-) or equivalent.
2.	Personal Assistant	01 (UR)	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 Private Assistant in ICAR Institutes/ ICAR Headquarter. OR Steno Gr.III working in other ICAR institutes/ Headquarter with ten years regular service in the pay Level – 4 as per 7 <sup>th</sup> CPC [PB-1 of Rs. 5200-20200 +2400(GP) pre-revised] or equivalent.
3.	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. OR 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.

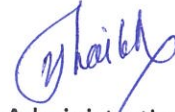
4	UPPER DIVISION CLERK	01 (SC)	Pay Level- 4 in the Pay matrix ([Pay Band - 1 of Rs. 5200- 20200 + 2400 (GP)-pre-revised])	Candidate holding analogous post i.e. regular Upper Division Clerk (UDC) in ICAR Institutes/ ICAR Headquarter. <b>OR</b> Regular Lower Division Clerk (LDC) of ICAR institutes/ICAR Headquarter having at least 8 years regular service.
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It is requested that the aforesaid vacancy may be circulated amongst the eligible staff and necessary particulars of such candidates, who can be immediately relieved and who are willing to be considered for the post along with copies of CR dossiers (attested photocopies) for the last five years may please be forwarded in the enclosed proforma to this Directorate at an early date not later than **31.12.2022**. A certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the candidate(s) may also kindly be furnished along with the particulars.

Incomplete application or those received after the prescribed due date and without CR dossiers/ Vigilance clearance certificate will not be entertained.

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

Yours faithfully,



I/c. Administrative Officer

Encl: Application Form

Copy to:

1. In-charge, AKMU to upload on the Directorate website.
2. E-officer Notice Board.

**PROFORMA**

**APPLICATION FOR THE POST OF PERSONAL SECRETARY, PERSONAL ASSISTANT, ASSISTANT, UPPER DIVISION CLERK (UDC) (tick on Appropriate option) ON DEPUTATION / PERMANENT ABSORPTION BASIS AT ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH, PUNE – 410 505 (MAHARASHTRA)**

1. Name of the Candidate (in block letters) :
2. Name of the Institute where presently working :
3. Date of appointment on regular basis in the present post :
4. Date of joining into ICAR/Institute and designation :
5. Present pay level & Basic Pay :
6. Whether permanent/ temporary :
7. Date of Birth/ Present Age :
8. Educational qualifications :
9. Whether belongs to SC/ST/OBC/General :
10. 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, Rajgurunagar, 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**