



भाकृअनुप-प्याजएवंलहसुनअनुसंधाननिदेशालय  
राजगुरुनगर, पुणे- 410505 (महाराष्ट्र )  
**ICAR- Directorate of Onion and Garlic Research**  
Rajgurunagar, Pune-410505(Maharashtra)



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F. No. 2-59/2015-16/Estt/Part- III/605

Dated: 12/7/2021

To

The Under secretary (Admin), ICAR.  
All the directors/ Project Director of ICAR Research Institute/NRCs/ZCUs

**Subject:** Filling up the vacant Posts of Personal Assistant on deputation basis at ICAR-DOGR,  
Rajgurunagar-reg.

Sir/Madam,

It is proposed to fill up one vacant posts of Personal Assistant at this Directorate on Deputation basis from eligible candidates working in ICAR Headquarter/ ICAR Institutes.

The particulars of the vacant posts are given below:

Sr. No.	Name of the post	Eligibility criteria (as per Recruitment Rules)
1.	Personal Assistant- One post is under UR category in the pay Level -6 as per 7 <sup>th</sup> CPC [Pay Band - 2 of Rs. 9300-34800 + 4200 (GP)- pre-revised]]	By deputation of 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.  The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

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 **11.08.2021**. 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 particular's.

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, Rajguruangar

  
12-07-2021  
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 ASSISTANT ON DEPUTATION BASIS AT ICAR-DIRECTORATE  
OF ONION AND GARLIC RESEARCH, RAJGURUANGAR, 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

Place: