



**F.No.1-163/2020-21-Estt.(I.T)**

**Dated: 23-11-2022..**

To

The Directors /Project Directors of ICAR, Research Institutes/Transfer basis of/NRCs/ZPDs.

Sub: Filling up of the administrative posts on Inter-Institutional Transfer basis at ICAR- DPR, Hyderabad and its Regional Station, Bhubaneswar –Extension of time limit up to 31st December,2022-reg.

Sir,

With reference to this Office Circular dated 12<sup>th</sup> October, 2022 on the above subject cited above, Director, ICAR-Directorate of Poultry Research, Rajendranagar, Hyderabad **has been pleased to extend the time limit up to 31<sup>st</sup> December,2022 to receive the applications from the eligible candidates** working at ICAR Institutes, Headquarters /Project Directorate /NRCs etc. for vacant administrative posts vacant at this Directorate on deputation/transfer basis, Particulars of the posts & eligibility are detailed below:-

Sl. No.	Name of the Post	No. of Posts	Pay Matrix Level	Eligibility
1.	<b>Pvt.Secretary</b>	<b>01 (One) (U.R)</b>	<b>Level-7 PB.Rs.9,300-34,800 + GP Rs.4,600-00</b>	Holding analogous post in the similar capacity. <b>Or</b> Personal Assistants in the Pay Band of Rs.9,300-34800+GP RS.4,200 (Revised Matrix Level-6) at the respective Institutes having at least 5 years of regular service in the grade Personal Assistants who have completed at least three years continuous and regular service in the PB-2 Rs.9300-34800+GP.Rs.4200/- and combined and continuous regular service of 15 years as Personal Assistant. and Stenographer Gr.III. (PB-I Rs.5200-20200+GP Rs.2,400-00 – Pre-revised) Matrix Level-4 and Matrix Level-6 (Revised 7 <sup>th</sup> CPC). The maximum age limit for appointment by deputation/ inter –institutional transfer shall not be exceeding 56 years as on the closing date of receipt of application.
2.	<b>Assistant</b>	<b>02 (Two) U.R.-02</b>	<b>Level- 6 P.B-9,300-34800+GP Rs.4,200/-</b>	UDCs in the Pay Matrix Level-4 of the 7 <sup>th</sup> CPC (Pre-revised PB-5200-20200+GP 2400/-) having at least 10 years of regular service in the grade on deputation followed by absorption. Persons holding analogous post i.e. Assistant on substantive basis in the Level -6 of the 7 <sup>th</sup> CPC (Pre-revised PB 9300-34800+GP Rs.4200/-) having completed minimum tenure of 3 years of regular service after initial appointment at ICAR Headquarters/Institutes as on 1 <sup>st</sup> July,2022, may also apply for the said position to consider their candidature on inter-institutional basis.

Cont.P.No.(2).



3.	Personal Assistant	02 (Two ) U.R- 02	Level-6	Persons holding analogous post i.e. Personal Assistant on substantive basis in the Level -6 of the 7 <sup>th</sup> CPC(Pre-revised PB-2 9300-34800+GP Rs.4200/-) having completed minimum tenure of 3 years of regular service after initial appointment at ICAR Headquarters/Institutes as on 1 <sup>st</sup> January,2022, may apply for Inter-Institutional transfer as per ICAR Guidelines. i) Stenographer Gr.III working in other ICAR Institutes on regular basis or with ten years regular service in the Steno. Gr.III (PB-1) Rs.5200-20200 with Grade Pay of Rs.2,400/- of equivalent. ii) The maximum age limit for appointment by deputation/ inter -institutional transfer shall not be exceeding 56 years as on the closing date of receipt of application.
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The above Inter-Institutional transfer will be regulated as per ICAR guidelines from time to time.

It is requested that the above vacancies may be circulated amongst the eligible and desirous candidates working at your Institute/ regional stations. Applications of those candidates who fulfil the requisite eligible candidates and can be relived immediately in the event of their selection may kindly be forwarded to this Institute in the prescribed proforma which is enclosed herewith along with their upto date APAR dossiers for the last five/15 (fifteen) years so as to reach this Directorate on or before 31-12-2022. The candidates who are selected on Inter-Institutional transfer basis are liable to serve in ICAR-DPR, Hyderabad and its Regional Station, Bhubaneswar.

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

*T.R. Vijaya Lakshmi*  
(T.R. VIJAYALAKSHMI) 23/11/22  
ASTT.ADMIN.OFFICER.

Encl: Proforma of application (Overleaf).

Copy to:

1. DDG (AS), ICAR, Krishi Bhavan, New Delhi-110001.
2. The Deputy Secretary (Admn.) ICAR, Krishi Bhavan, New Delhi-110001.
3. The Under Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi-110001.
4. The Deputy Secretary (AS), ICAR, Krishi Bhavan, New Delhi-110001.
5. I/c. Head, ICAR -DPR-Regional Station, Bhubaneswar for information
6. P.S. to Director, ICAR-DPR, Hyderabad.
6. Notice Board.



**APPLICATION FOR THE POST OF Pvt. SECRETARY (PS)/ASSISTANTS/PERSONAL ASSISTANTS (P.A.) ON INTER-INSTITUTIONAL TRANSFER BASIS AT ICAR-DPR, HYDERABAD & ICAR-DPR, REGIONAL STATION, BHUBANESWAR.**

1.	Name of the applicant (Block letters)											
2.	Date of Birth											
3.	Name of the Institute where presently working											
4.	Educational Qualifications.											
5	a) Name of the post to which originally appointed with date:											
	b) Present post held on regular basis with date of appointment/Promotion under which quota/category i.e. UR/SC/ST/OBC											
6..	Date of confirmation/post held substantively											
7.	Whether belongs of SC/ST/OBC/Physically handicapped.											
8.	Service details											
	Name of the Institute	Post held from the date of initial appointment	Scale of Pay	<table border="1"> <tr> <th colspan="2">Period</th> <th rowspan="2">Nature of duties</th> </tr> <tr> <th>From</th> <th>To</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Period		Nature of duties	From	To			
Period		Nature of duties										
From	To											
9.	Any other information/ particulars relevant to the service of the employee											

I do hereby declare and certify that the information furnished is correct and true to the best of my knowledge and belief.

Date: \_\_\_\_\_

(Signature of the Applicant)

**Certificate to be furnished by Head of Deptt./Office**

It is to certify that the information furnished by the candidate has been verified from the office/service record and found correct.

Signature with seal of the Head of Office.