



भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान

ICAR-Indian Institute of Oil Palm Research

(An ISO 9001:2008 Certified Institute)

पेदवेगी-534 450, पश्चिम गोदावरी जिला, आंध्र प्रदेश, भारत

Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



F. No. 50/ Recrtt. Admn./2016-17;

Dated: 12th November, 2018

To

All Directors of ICAR Institutes/Directors ICAR-ATARI/NRSs/Head of stations of ICAR Institutes.

Sub: Filling up of one post of Assistant Administrative Officer purely on deputation basis initially for a period of one year at IIOPR, Pedavegi – regarding.

Sir/Madam,

It is proposed to fill up one post of Assistant Administrative Officer in the Pay Band – 2 Rs. 9300-34800 + Grade Pay of Rs. 4600/- at ICAR – IIOPR, Pedavegi on deputation basis among the eligible Assistants of the ICAR Head Quarters/Institutes. The deputation will be initially for a period of one year and absorbed permanently thereafter, based on the performance of the incumbent.

Name of the post	No. of vacancy	Category	Eligibility
Assistant Administrative Officer	01	UR	Assistant in the Pay Band – 2 of Rs. 9300-34800 + Grade Pay of Rs. 4200 having 5 years regular service in the Grade.

It is requested that the vacancy may please be circulated among the eligible candidates of your Institute/Establishment who are willing to be considered for the above post. The application of only such candidate who may be relieved immediately in the event of his/her selection may be forwarded in the proforma given over-leaf along with the duly up-to-date attested CR dossiers for the last five years and certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.

The last date for receipt of application is **12th December, 2018** and this date shall be considered as the cut off date for eligibility as well. The applications received without APARs dossier and vigilance clearance certificate will not be entertained.

Yours faithfully,


Asst. Administrative Officer

Encl: Proforma for Application (Overleaf)

Copy to:

01. The Director (Administration), ICAR, Krishi Bhavan, New Delhi – 110001;
02. The Deputy Secretary (AS), ICAR, Krishi Bhavan, New Delhi – 110001;
03. SIC, AKMU, IIOPR, Pedavegi with a request to upload in IIOPR Website.

APPLICATION PROFORMA

Application for the post of **Assistant Administrative Officer** on Deputation basis or
Transfer on Permanent Absorption basis at ICAR - IIOPR, Pedavegi

01. Name of the Candidate (in block letters):
02. Name of the Institute where candidate is working:
03. Date of birth & present age:
04. Date of initial joining in ICAR:
05. Date of appointment on regular basis in the present post:
06. Whether temporary/permanent:
07. Present Basic Pay with level of pay:
08. Whether belongs to SC/ST/OBC/Gen:
09. 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

10. Details of service including the present post:

Name of the Institute	Post held	Scale of Pay	Period		Nature of duties performed
			From	To	

11. Computer information , if any:
12. 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-IIOPR, Pedavegi.

Date:
Candidate

Signature of the

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 also certified that no vigilance/disciplinary action has been taken, initiated or being contemplated against the employee.

Counter signature of the
Head of the Office/Controlling Officer

Date:

Place: