



भा.कृ.अ.प.-गन्ना प्रजनन संस्थान
ICAR - SUGARCANE BREEDING INSTITUTE



भारतीय कृषि अनुसंधान परिषद
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

कोयम्बतूर - 641007. तमिलनाडु
COIMBATORE - 641 007. TAMILNADU
Website : <http://www.sugarcane.res.in>

F.No: 18-17/2017-Estt.Vol.II

Date: 27.01.2022

To

The Directors/ Project Directors of ICAR Research Institute/Project Directorates/NRCs/ATARIs.

Subject: - Filling up vacant Administrative posts by deputation/ permanent absorption basis-reg

Sir/Madam,

It is proposed to fill up the following posts at this Institute immediately on deputation/permanent absorption basis among the eligible candidates who fulfill the requisite qualifications as mentioned below:

Sl. No	Name of the post with scale of pay	Eligibility	Essential Qualifications
1.	Private Secretary -1 (UR)	Holding analogous post in the similar capacity (or) Personal Assistant in Pay Level 6 as per 7 th CPC at the respective institutes having at least 5 years of regular service in the grade.	a)100% by promotion of Personal Assistants in Level 6 of 7 th CPC Pay Matrix at the respective Institutes having at least five years of regular service. b) Failing (a) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in Level 6 of 7 th CPC Pay matrix and continuous regular service of 15 years as Personal Assistant and Stenographer.Gr.III (Level-4 of 7 th CPC Pay Matrix)
2.	Personal Assistant -2 (UR) Pay Level 6 in the pay matrix (pay band of Rs. 9300-34800 + Grade pay of Rs. 4200/- pre-revised)	Holding analogous post in the similar capacity (or) Steno Gr.III in Pay Level 4 as per 7 th CPC at the respective institutes having at least 10 years of regular service in the grade.	a) 100% by promotion of Steno Gr.III in Level 4 of 7 th CPC Pay Matrix having at least 10 years of regular service in the grade. b) Failing (a) above by deputation of Stenographer.Gr.III working in ICAR Institutes on regular basis; or with ten years regular service in the Steno.Gr.III 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.
3.	Upper Division Clerk -1 (SC) Pay Level 4 in the pay matrix (pay band of Rs. 5200-20200 + Grade pay of Rs. 2400/- pre-revised)	Holding analogous post in the similar capacity (or) Lower Division Clerk in Pay Level 2 as per 7 th CPC at the respective institutes having at least 8 years of regular service in the grade.	1. By deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding two years. 2.Failing (1) above, by deputation of regular Lower Division Clerks of ICAR Hqrs./Institutes having at least 8 years regular service. The deputation shall not be for a period not exceeding two years.

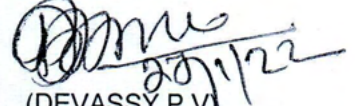
Telegrams : "Gannaprajanan" Telephone Nos. Director Office : 0422-2472986 Res : 0422-2472811

General : EPBX : 0422-2472621, 2472723, 2472772, 2472823, 2473971, 2473194, Fax : 0422-2472923 ...2

E-mail : director.sbi@icar.gov.in

It is requested that the vacancy may please be circulated amongst the eligible and desired candidates, working at your Institute and also in regional stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along-with the attested copies of ACR/APAR for the last 5 years, integrity certificate, Vigilance clearance certificate to the Director, ICAR-SBI, Coimbatore latest by 26.02.2022. Incomplete application(s) and those received after the due date or without Vigilance Clearance will not be entertained.

Yours faithfully,



(DEVASSY.P.V)
Administrative Officer

Encl: As Above

Copy to:-

1. All HDs/HSs, ICAR-SBI, Coimbatore
2. Head/ Scientist I/c, Karnal/Kannur/Agali
3. I/c AKMU – with the request to upload the circular on the Institute website.
4. Vigilance Officer, ICAR-SBI, Coimbatore
5. Notice Board (Main / Farm)

APPLICATION PROFORMA FOR THE POST OF UDC /Personal Assistant/Private Secretary
AT ICAR- SUGARCANE BREEDING INSTITUTE, COIMBATORE-7

1. Name of the candidate (Block letters) :
2. Name of the post applied for :
3. Postal Address :
4. Name of the Institute where the candidate is working right now :
5. Date of Birth :
6. Present post held with date of appointment on regular basis :
7. Present basic Pay :
8. Educational Qualification giving details of examination passed from matriculation onwards :
9. Technical Qualification/other qualifications, also details of Departmental examination passed if any :
10. Details of Service including present post :

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

11. Whether permanent/temporary :
12. Whether belongs to SC/ST :
13. Any other information :

Declaration

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

Signature of the applicant

Date:

Certificate to be furnished by the Head of the Department/Office

1. Certified that the information furnished by the candidate has been verified from the office/service record and found correct.
2. Certified that no vigilance or disciplinary cases is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
4. Copies of APAR dossiers for the last five years are enclosed.

Signature with Seal

Place:

Date: