



ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE
PUSA, NEW DELHI – 110012
Website iari.res.in

No. 2-3/2018-P.II

Dated: 25/3/2022

To,

The Directors of ICAR Institute / Project Director / NRCs / Zonal Project Directorate.

Sub: Filling up of five post of Private Secretary on deputation basis at IARI, New Delhi.

Sir/Madam,

It is proposed to fill up five vacant existing post of Private Secretary at this Institute on deputation basis from the eligible candidates working in ICAR Institutes/Headquarter. The particulars of the post and eligibility are as given below.


Name of the post	No. of Post	Pay Band + Grade Pay	Eligibility
Private Secretary	Five (5)	(PB -2) 9300-34800 + Grade Pay 4600/-	Private Secretaries working in other ICAR Institutes on regular basis; or with five years of regular service in the grade of Personal Assistant (Level 6) or equivalent.

The period of Deputation shall not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.

It is requested that the above vacancies may be circulated among the eligible and desirous candidates working at your Institute / Establishment. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma alongwith attested copies of 5 years CR dossiers (From 2015-16 to 2019-20) .

A certificate to the effect that No Disciplinary / Vigilance Case is pending or being contemplated against the candidate(s) alongwith Integrity Certificate may also be furnished while forwarding the application through proper channel. The application received without CR dossiers and vigilance / disciplinary clearance and integrity certificate will not be entertained. The applications should reach this office on or before 15/04/2022.

Yours faithfully,


26/3/22
(A.K Soni)

Chief Admn. Officer, P.II Section



Encl: As above.

PROFORMA FOR APPLYING THE POST OF PRIVATE SECRETARY

1. Name of the Candidate :
2. Name of the ICAR Institute
where candidate is working at present. :
3. Date of Birth & age :
4. Educational & other qualifications :
5. Present post held on regular basis with
date of appointment :
6. Brief particulars of the service including
the present post

Post held	Pay Band	Period of Service	Attached Office	Details of Nature of Duties

7. Date of Confirmation/Post held substantively :
8. Whether belong to SC / ST/ UR :
9. Email address / contact details :
10. Any other information /
Particulars relevant to the service of
the employee :

Date: _____

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified from the Service Book and found correct. Attested copies of last 5 years Confidential Reports enclosed.

SIGNATURE WITH STAMP OF THE HEAD OF OFFICE