



भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान  
बरौंडा, रायपुर, छत्तीसगढ़-493 225

ICAR NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT  
BARONDA, RAIPUR, CHHATTISGARH - 493 225



honibsm@gmail.com. Fax No. : 0771-2225351, Telephone No.- 0771-2277691

F.No.2-3/NIBSM/2013/323

Date: 30.10.2021

सेवा में/To

The under Secretary (Admn.), ICAR  
All Directors/ Project Director of ICAR Research Institute/ NRCs/ZCUs

विषय/Sub: Filling up the following Administrative posts on Transfer/ Deputation/  
Absorption basis at ICAR-NIBSM, Raipur - reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under Administrative category on  
**Transfer/ Deputation/ Absorption basis** from eligible candidates working in ICAR  
Headquarters/ ICAR Institutes. The particulars of posts/ eligibility etc. are detailed below:

Sl.No.	Name of the post/ Category/ Place of posting	No. of vacancy	Scale of Pay	Eligibility
1	Assistant Administrative Officer	4 (UR)	Pay Level- 7 Pre- revised Rs. 9300- 34800/- + GP Rs. 4600/-	By Deputation/ Transfer of regular AAO's of ICAR Hqrs./ICAR Institutes. OR By deputation of regular Assistant of ICAR Hqrs./ICAR Institutes having at least <b>5</b> <b>years</b> regular service in the grade
2	Assistant	7 (SC-1, UR-6)	Pay Level- 6 Pre- revised Rs. 9300- 34800/- + GP Rs. 4200/-	By Deputation/ Transfer of regular Assistant of ICAR Hqrs./ICAR Institutes. OR By deputation of regular UDC of ICAR Hqrs./ICAR Institutes having at least <b>10 years</b> regular service in the grade
3	Personal Assistant	2 (UR)	Pay Level- 6 Pre- revised Rs. 9300- 34800/- + GP Rs. 4200/-	By Deputation/ Transfer of regular Personal Assistant of ICAR Hqrs./ICAR Institutes. OR By deputation of regular Steno Gr.III of ICAR Hqrs./ICAR Institutes having at least <b>10</b> <b>years</b> regular service in the



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				grade
4	Private Secretary	3 (UR)	Pay Level-7 Pre-revised Rs. 9300-34800/- + GP Rs. 4600/-	By Deputation/ Transfer of regular Private Secretary of ICAR Hqrs./ICAR Institutes. OR By deputation of regular Personal Assistant with at least <b>5 years</b> regular service in the grade
5	Upper Clerk Division	7 (SC-1, UR-6)	Pay Level-3 Pre-revised Rs. 5200-20200/- + GP Rs. 2400/-	By Deputation/ Transfer of regular UDC of ICAR Hqrs./ICAR Institutes. OR By deputation of regular LDCs of ICAR Hqrs./ICAR Institutes having at least <b>8 years</b> regular service in the grade
6	Lower Clerk Division	8 (SC-1, UR/PH-1 & UR-6)	Pay Level-2 Pre-revised Rs. 5200-20200/- + GP Rs. 1900/-	By Deputation/ Transfer of regular LDC of ICAR Hqrs./ICAR Institutes. OR By promotion of SSS of ICAR Hqrs./Institutes having minimum educational qualification of 10+2 or equivalent and have rendered 3 years of regular service. In this regard, persons so promoted will be required to qualify in a typing test within a period on one year from the date of their appointment failing which no Annual Increment shall be allowed until he/she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules.



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The deputation period will be regulated as per ICAR/DOPT guidelines.

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidate who fulfil the requisite qualification etc. may kindly be forwarded in the enclosed proforma along with his/her upto date CR Dossiers for the last five years (2015-16 to 2019-20) or as applicable for the candidate so as to reach the undersigned on or before **15<sup>th</sup> November 2021**. Application of only such candidate may please be forwarded who can be relieved immediately on the event of his/ her selection for the appointment. A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those not forwarded through proper channel or without CR Dossiers and certificates as desired above may not be entertained.

भवदीय / Yours faithfully

कार्यालय प्रमुख

Head of Office

**डॉ. अनिल दीक्षित**

**Dr. Anil Dixit**

कार्यालय प्रमुख

Head of Office

भाकृअनुप-रा.जै.स्ट्र.प्र.स., रायपुर (छ.ग.)-493225

ICAR-NIBSM, Baronda, Raipur (C.G.)-493225

Encl: Proforma

Copy to Incharge AKMU to upload on the Institute's website

**APPLICATION FOR APPLYING TO THE POST OF .....  
(ON DEPUTATION/ TRANSFER ON PERMANENT ABSORPTION BASIS)**

1. Name of the candidate
2. Name of the ICAR Institute where the candidate is working at present
3. Date of Birth and age
4. Educational and other qualification
5. Present post held on regular basis with date of appointment
6. Sex: M/F
7. Marital Status
8. Category: SC/ST/OBC/UR/PH

**(Scan copy of certificate to be attached)**

9. Father/Husband Name
10. Address for Correspondence
11. Phone No.
12. E-mail Address
13. Brief description of the service including the present post

Post held	Scale of Pay	Period	Office	Name of duties

14. Date of confirmation/ post held substantively
15. Any other information/ particulars relevant to the service of the employee

**DECLARATION**

I hereby declare that I have carefully read and understood the instructions and particular on this application and that all entries in this form are true to the best of my knowledge and belief.

Signature of the candidate

Date:

Place:

**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 05 (Five) years/ as applicable for the candidate APAR's enclosed.

Signature with stamp of the Forwarding Authority



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ANNEXURE

F.No.Admn.33-8/2016 – Estt.I (R&P) dated 24.10.2018

PROFORMA FOR FURNISHING INFORMATION BY  
INSTITUTES/NRCs/DIRECTORATES/PDs/BUREAUX TO THE SMD PROPOSING TO  
FILL UP VACANCIES IN ADMINISTRATIVE /SUPPORT STAFF OF ICAR BY INTER  
– INSTITUTIONAL “TRANSFER”

1.	Name of the Institute	
2.	Name of the Research Station/regional Center / KVK where the vacancy Exists	
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	
5.	Sanctioned no. of posts at the Institute	
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	
7.	Date from which the post (s) is/ are vacant	
8.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same	
9.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	

**Name & Signature of the Director with Seal**