



ICAR–National Institute of Veterinary Epidemiology and Disease Informatics

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F.No12-29/Rectt/AAO/NIVEDI/2021/ 156-159.

Date: 05/06/2021

Headquarters/Directors of ICAR Institutes/Project Directors/NRCs/Directors of ATARI/Head of Stations of ICAR Institutes.

**Sub: Filling up of one post of Assistant Administrative Officer on deputation / permanent absorption / transfer basis at ICAR-NIVEDI, Bengaluru, Karnataka – reg.**

Sir/Madam,

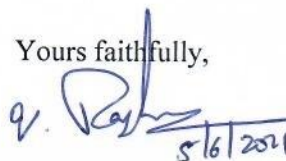
It is proposed to fill up one post of Assistant Administrative Officer in the Pay Band-2 of Rs.9300-34800+ Grade Pay of Rs.4600/- at ICAR-NIVEDI, Bengaluru on deputation / permanent absorption / transfer basis among the eligible Officers/Assistants working at ICAR-Institutes, Headquarters /Project Directorate /NRCs, etc. The deputation will be initially for the period of one year and after evaluation of the performance, the deputation may be extended or may be absorbed permanently based on satisfactory performance of the incumbent.

Name of the post	No. of vacancy	Category	Eligibility Criteria
Assistant Administrative Officer	01 (One)	UR	Incumbents holding analogous post at ICAR Institutes, Headquarters /Project Directorate / ATARI/NRCs, etc. (OR) Assistant in the Pay Band-2 of Rs. 9300-34800+ Grade Pay of Rs.4200/- (pre-revised) having 5 years regular services in the grade. (As per 7 <sup>th</sup> CPC Pay Matrix Rs.44,900-1,42,400/- Level-7)

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 APAR dossiers for the last five years and certificate to the effect that no disciplinary proceeding are pending /contemplated against the official.

The last date for receipt of application is **5<sup>th</sup> July 2021** and this date shall be considered as the cutoff date for eligibility as well. The applications received without APARs dossier and Vigilance clearance certificate will not be entertained.

Yours faithfully,

  
5/6/2021

(Raghuraman, V)

ADMINISTRATIVE OFFICER

Copy to:

1. The Director (Admn.) ICAR, Krishi Bhavan, New Delhi-110 001
2. The Dy. Secretary (AS), ICAR, Krishi Bhavan, New Delhi-110 001
3. The Officer In-Charge, Computer Section, ICAR-NIVEDI with a request to upload in NIVEDI website.
4. PA to Director, ICAR-NIVEDI, Bengaluru for information of the Director.

**PROFORMA**

**Application for the post of Assistant Administrative Officer on deputation / permanent absorption / transfer basis at ICAR-NIVEDI, Bengaluru, Karnataka.**

1.	Name of the Candidate (In Block Letters)	
2.	Name of the Institute where Working at present	
3.	Date of appointment on regular basis in the present post	
4.	Whether permanent /temporary	
5.	Date of Birth	
6.	Educational qualification	
7.	Whether belongs to SC/ST/OBC/General	

**8. Service Details:**

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

9. Any other information /Particulars relevant to the service of the employee's :

**DECLARATION**

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

**Signature of the candidate with date**

**CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

Certified that the information furnished by the candidate has been verified from the service records of the applicant and found correct.

**Signature of the Head of Office**