



भाकृअनुप-राष्ट्रीयपशुरोगजानपदिकएवंसूचनाविज्ञानसंस्थान
ICAR-National Institute of Veterinary Epidemiology and Disease Informatics

भारतीय कृषि अनुसन्धान परिषद्, रामगोंडनहल्ली, येलहंका, बेंगलुरु- 560064
ICAR Campus, Ramagondanahalli, Post Box No: 6450, Yelahanka, Bengaluru - 560064
Ph: +91 80 23093110 Fax: + 91 80 23093222, Email: director.nivedi@icar.gov.in



F. No.12-29/Rectt./AAO/NIVEDI/2022

Dated: 13.01.2023

To
All the Directors/Project Directors of ICAR Research Institute/NRCs/ATARI's

Sub: Filling up of one post of Assistant Administrative Officer on Deputation / Transfer basis at ICAR-NIVEDI, Bengaluru, Karnataka - reg.

Sir/Madam,

It is proposed to fill up the following vacant post under Administrative Category on Deputation basis from the eligible candidates working in ICAR Headquarters/ICAR Institutes/NRCs/Project Directorates etc. The particulars of post/eligibility etc., are detailed below:

SI. No.	Particulars of Post & Place of Posting	No of Vacancy & Category	Scale of pay	Eligibility criteria
1	Asst. Administrative Officer At ICAR-NIVEDI, Bengaluru	01 (UR)	7 th CPC PayLevel-7	Persons holding analogues post i.e., Assistant Administrative Officer at any ICAR Institutes OR Assistants (Pay Level-6) of 7 CPC Pay Matrix at ICAR HQ/ICAR institutes having at least 5 years' regular service in the grade.

The deputation will be for a period of two years initially which may be extended as per rule.

It is requested that the above vacancy may kindly be circulated widely and the application of suitable and desirous candidates who fulfill the requisite eligibility may kindly be forwarded in the enclosed proforma along with his/her up to date attested Annual Performance Appraisal Report (APAR) dossiers for the last five years up to 31.03.2022 so as to reach the undersigned on or before **15.02.2023**. A certificate to the effect that no disciplinary /vigilance case is pending or being contemplated against the candidate also to be furnished while forwarding the application.

Application of only such candidates, who can be relieved immediately in the event of his / her selection, may please be forwarded. Incomplete application and those not forwarded through proper channel or without CR Dossiers and vigilance / disciplinary certificate as desired above will not be entertained.

Yoursfaithfully


Administrative Officer

Encl: Application Proforma

Copyforwardedforkindinformationto:-

- 1 The Joint Secretary (Admn.) Indian Council of Agricultural Research Krishi Bhavan, NewDelhi-1.
- 2 The Deputy Secretary (AS) Indian Council of Agricultural Research Krishi Bhavan, NewDelhi-1.
- 3 The Officer-in-Charge, Computer section, ICAR-NIVEDI with request to upload in NIVEDI website
- 4 Dr. Awadhesh Prajapathi, ACTO with a request for publishing in e-office Notice Board of ICAR.
- 5 PA to the Director, ICAR-NIVEDI Bengaluru for information of the Director.

**APPLICATION FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER ON DEPUTATION
/TRANSFER BASIS AT ICAR-NIVEDI, BENGALURU, KARNATAKA**

1	Nameofthecandidate(inblockletters)			
2	Name of ICAR institute where the candidate isworkingatpresent			
3	DateofBirthandpresentage			
4	Presentpostheldonregularbasiswithdateofappointment			
5	Sex:Male/Female			
6	Maritalstatus			
7	Category - SC/ST/OBC/PH(Scancopyofcertificateto beattached)			
8	Father/HusbandName			
9	AddressforCorrespondence			
10	PhoneNo			
11	E-mailAddress			
12	EducationalandotherQualification			
Sl. No.	ExamPassed	Board/University	Year	Division/Percentage
13	Briefdescriptionoftheserviceincludingpresentpost			
	Postheld	Scaleof pay	Period	Natureofduties
14	Dateofconfirmation/postheldsubstantively			
15	Anyotherinformation/particularsrelevanttoserviceoftheemployees			

DECLARATION

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

Date:

Signature of the candidate

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified from the Service records of the applicant and found correct. Attested copies of APAR's of the candidate for the last five years enclosed. It is also certified that no vigilance / disciplinary action has been initiated or being contemplated against him/her.

Date:

Place:

Signature with stamp of the Head of Office