



भाकृअनुप-खुरपका मुँहपका रोग निदेशालय
ICAR-Directorate of Foot and Mouth Disease
(FAO Reference Center for FMD)
अंतर्राष्ट्रीय खुरपका मुँहपका रोग केन्द्र
International Centre for Foot and Mouth Disease
अरुगुल, भुवनेश्वर - ७५२०५०, ओडिशा
Arugul, Bhubaneswar - 752050, Odisha



File No.: 1-1(1)/PDFMD/2008-09/Rect./

Date : 06.02.2023

सेवा मे/To,

The Director (Admn.), ICAR, Krishi Bhavan, New Delhi-110011

All Directors/Proejct Directors of ICAR Research Institute/NRCs/ZCUs

बिषय/ Sub: Filling up the following Administrative posts on Deputation/Absorption basis ICAR-DFMD, Bhubaneswar/ Mukteswar – reg.

Sir/Madam

It is proposed to fill up the following vacant posts under Administrative category on 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.	Private Secretary (ICFMD-Bhubaneswar)	1(UR)	Pay Level-7 Pre-revised Rs. 9300-34800/- +GP Rs. 4600/-	By deputation of regular private secretary working in ICAR Hqrs./ ICAR Institutes. OR By deputation of regular Personal Assistant ICAR Hqrs./ ICAR Institutes having at least five year of regular service in the grade. The deputation shall be for a period one year not exceeding three years.
2.	Assistant 2 Posts ICFMD-Bhubaneswar 1 Post, ICAR-DFMD, Mukteswar	03 (UR)	Pay Level – 6 Pre-revised Rs.9300-34800/- + GP Rs. 4200/-	By Deputation of regular Assistant of ICAR Hqrs./ ICAR Institutes. OR By deputation of regular UDC of ICAR Hqrs./ ICAR Institutes having at least 10 years regular service in the grade. The deputation shall be for a period one year not exceeding three years.
3.	Personal Assistant (ICFMD-Bhubaneswar)	1(UR)	Pay Level – 6 Pre-revised Rs. 9300-34800/- + GP Rs. 4200/-	By Deputation of regular Personal Assistant ICAR Hqrs./ ICAR Institutes. OR By deputation of regular Steno Gr. III of ICAR Hqrs./ ICAR Institutes having at least 10 years regular service in the grade. The deputation shall be for a period one year not exceeding three years.

4.	Upper Division Clerk (ICFMD-Bhubaneswar)	1 (UR)	Pay Level – 4 Pre-revised Rs. 5200-20200/- + GP Rs. 2400/-	By deputation of regular Upper Division Clerk of ICAR Hqrs./ Institutes. The deputation shall be for a period one year not exceeding three years. OR Failing above, by deputation of regular Lower Division Clerks of ICAR Hqrs./ Institutes having at least 08 years regular service in the grade. The deputation shall be for a period one year not exceeding three years. OR Failing 1&2 above, by transfer on permanent absorption of regular UDC of ICAR Hqrs./ Institutes.
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The application in the attached performa along with the complete Five (5) years up to date APARs dossiers of the officers/Officials who could be spared immediately in the event of their selection may be sent so as to reach this office on and before **06.03.2023**. Applications received late or without the APARs or otherwise found incomplete will not be considered. While forwarding the application, it may be verified and certified that the particulars furnished by the officer/official are correct and that no disciplinary/vigilance case is pending or being contemplated against the officers/official. It may also be certified that honesty and integrity of the candidates is satisfactory and no major/minor penalty has been awarded to him/her. Incomplete application and those not received through proper channel will not be entertained.

Encl: Application Performa

भवदीय/Yours faithfully,

सहायक प्रशासनिक अधिकारी
ASSTT. ADMIN. OFFICER

Copy to :

1. The Deputy Secretary (AS), ICAR, Krishi Bhawan, New Delhi – 110001
2. Guard File.

PROFORMA

Application for various Administrative posts on deputation/Inter-Institutional basis at ICAR-Directorate of Foot & Mouth Disease, Bhubaneswar/Mukteswar, Uttarakhand.

1. Name of the candidate (in block letters) :
2. Name of the ICAR Institute
Where candidate is working at
Present :
3. Date of Birth and Age :
4. Educational and other qualification :
5. Present post held on regular
Basis with due of appointment :
6. Sex: M/F :
7. Post applied for (along with Sl. No.) :
8. Category: SC/ST/OBC/UR :
9. Full postal Address for Correspondence:
10. Phone No. :
11. E-mail Address :
12. Brief description of the service including the present post :

Name of the ICAR Institute	Post held	Pay Level	Period		Nature of Duties
			From	To	

15. Any other information/particulars relevant to the service of the employee

Signature of the Candidate with date

DECLARATION

I do hereby declare and clarify that the information furnished by me is correct and true to the best of my knowledge and belief in the event of any information found false or incorrect at any time before or after the selection action may be taken against me and I shall abide by the decision of the Director, ICAR-DFMD. I further undertake that in the event of transfer I will be placed at the bottom of the concerned cadre and I will have to start afresh my services in that grade from the date of joining in the transferred Institute.

Signature with seal
Name of Designation
of the Head of Officer