



भा.कृ.अनु.प. – केन्द्रीय भैंस अनुसंधान संस्थान

हिसार 125 001 (हरियाणा)

ICAR - Central Institute for Research on Buffaloes

Hisar – 125 001 (Haryana)

Ph.01662-281602, 281611, E-mail : director.cirb@icar.gov.in

Website : www.cirb.icar.gov.in



F. No. 3-10/RVC/2010

Dated: 23.09.2022

To,

1. All the Directors/Project Director of ICAR Research Institute/NRCs/ZCUs

Sub: Filling up the following administrative posts on Deputation basis - reg.

Sir/Madam,

It is proposed to fill up the following vacant administrative posts on deputation basis at ICAR-CIRB, Hisar (Haryana) from amongst the eligible candidates working at ICAR- Hqrs, ICAR- Institutes, Project Directorate NRCs/Zonal Coordinating Units etc. The particulars of the posts and eligibility are detailed below:-

SN	Name of Post	Number of Post (s)	Pay Level	Eligibility
1	Private Secretary	01	Level 7 as per the 7 th CPC (Rs. 44,900 – 1,42,400/-)	Private Secretaries working in other ICAR Institutes on regular basis; or with five years regular service in the grade of Personal Assistant (PB-2, Rs.9300-34800 with Grade Pay of Rs. 4200/-) or equivalent. The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
2	Personal Assistant	01	Level 6 as per the 7 th CPC (Rs. 35,400- 1,12,400/-)	Steno. Grade III working in other ICAR Institutes on regular basis with ten years regular service in the Steno. Gr. III (PB-1, Rs. 5200-20200 with grade Pay of Rs. 2400/-) or equivalent. The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

It is requested that the above vacancies may kindly be circulated widely and the applications of the suitable and desirous candidates who fulfill the requisite qualification etc., may kindly be forwarded in the enclosed proforma alongwith their upto date CR Dossiers for the last five years, so as to reach the undersigned on or before 21.11.2022.

Applications of only such candidates may please be forwarded who can be relieved immediately in the event of their selection. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate(s) may also be sent.

Incomplete applications and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and certificates as desired above, will not be entertained.

Yours faithfully

(Raj Kumar)

Sr. Administrative Officer
01662-281612 (O)

Copy to :-

1. The Under Secretary (Admn.), ICAR- Krishi Bhwan, New Delhi.
2. The Under Secretary (AS), ICAR- Krishi Bhwan, New Delhi
3. Nodal Officer, Website with the request to please upload the same on Institute website.

PROFORMA

Particulars of the Candidate for the post of Private Secretary at ICAR- CIRB, Hisar (on deputation).

1.	Name & Designation of the Candidates (In block letters)	
2.	Date of Birth	
3.	Sex (M/F)	
4.	Name of the post applied for	
5.	Name of Divn. /Sec/Station (Full Address)	
6.	Present post held with date of regular service in the present post	
7.	Total Service in the grade of PS/ P.A. (alongwith Pay Level)	
8.	Brief particulars of Service including the present post:-	
9.	Whether the employee belongs to reserved category, it so, whether SC/ST	
10.	Whether the employee is Permanent/ Temporary	
11.	Detail of any other special work, if any, done by the applicant	
12.	Any other information.	

Date: -----

Place: -----

Signature of the Candidate

Employee No. _____

E-mail ID _____

Above information is verified from service records of the concerned.

Signature
AAO/AO/HoA/DIRECTOR