



भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान
बरौंडा, रायपुर, छत्तीसगढ़-493 225
ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT
BARONDA, RAIPUR, CHHATTISGARH - 493 225



Fax No. : 0771-2225351, Telephone No.- 0771-2225333

F.NO.2-3/NIBSM/2013/

Dated 29/05/2024

To,

1. All the Directors /Project Directors of ICAR Research Institute /NRCs/ATARI's
2. The Under Secretary (Admn.) ICAR, Krishi Bhavan, New Delhi-110001.

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

Ref: • ICAR Recruitment Rules (Group B & Group C) vide OM F.No. Admn.11-2/2022-R&P dated 7th June,2023.

• ICAR Recruitment Rules (Private Secretary & Personal Assistant) vide OM F.No.14(1)/2009-Estt.I dated 30th May,2013.

Sir/Madam,

The Director, ICAR- National Institute of Biotic Stress Management, Raipur is pleased to invite applications from amongst the eligible candidates working at ICAR Institutes, Headquarters/ Project Directorate/NRCs etc. To fill the following administrative posts by Deputation/Permanent Absorption/Transfer basis. Details of posts/eligibility etc. are given below:

S. No.	Name of the post	No. of posts	Pay Matrix Level	Eligibility
1.	Assistant Administrative Officer	04 (Four) 03-UR 01-OBC	Pay Level-7 (Rs.44900-142400) (Pre-revised Pay Band 2, Rs.9300-34800+ GP of Rs.4600)	Holding the analogous post on regular basis in parent cadre/ department and eligible; or Having 5 years of regular service in the pay Level-6 (pre-revised pay band -2, Rs. 9300-34800 with Grade Pay of Rs.4200) in parent cadre/department.
2.	Private Secretary	03 (Three) 03-UR	Pay Level-7 (Rs.44900-142400) (Pre-revised Pay Band 2, Rs.9300-34800+ GP of Rs.4600)	By Deputation/Transfer of regular Private Secretary of ICAR Hqrs./ICAR Institute. or By deputation of regular Personal Assistant with at least 5 years regular service in the grade.
3.	Personal Assistant	02 (Two) 02-UR	Pay Level- 6 (Rs.35400-112400)	By Deputation/Transfer of regular Personal Assistant of ICAR Hqrs./ICAR Institute. Or



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			(Pre-revised Pay Band 2, Rs.9300-34800+ GP of Rs.4200)	By Deputation of Steno Gr.III of ICAR ICAR Hqrs./ICAR Institutes having at least 10 years regular service in the grade.
4.	Upper Division Clerk	07 (Seven) 04-UR 02-ST 01-SC	Pay Level- 4 (Rs.25500-81100) (Pre-revised Pay Band 1, Rs.5200-20200+ GP of Rs.2400)	Holding the analogous post on regular basis in parent cadre/ department and eligible; Or Having 8 years of regular service in the pay Level-2 (pre-revised pay band -1, Rs. 5200-20200 with Grade Pay of Rs.1900) in parent cadre/department.

Note:

1. The detailed Advertisement, containing the separate Application-formats (Annexure-A) for the above advertised posts, may be downloaded from ICAR-NIBSM website. The candidates once they apply through proper channel would not be allowed to withdraw their candidature.
2. The Applications should reach the "**Director, ICAR National Institute of Biotic Stress Management, Baronda, Raipur (CG) -493 225**" on or before 19/06/2024 the prescribed last date.
3. Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed 3 years.
4. Preference in deputation will be given to the officials of ICAR system.
5. The departmental officials in the feeder category, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation.
6. The maximum age limit for appointment on deputation/ deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.
7. The number of vacancies is always subject to change.
8. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/Gol and the parent Department agrees to the proposal of permanent absorption.

It is requested that the vacancy may be please be circulated amongst the eligible and desired candidates, working at your institute and also in regional stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along with the attested copies of APAR of the last 5 years. A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate (s) along with integrity certificate may also be furnished while forwarding the application through proper channel.



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The application received without APAR/CR dossiers or vigilance clearance or integrity certificate or not forwarded through proper channel will not be entertained. The applications should reach this office on or before 19/06/2024.

Yours faithfully,

(Malay Bisht)

(Sr. Administrative Officer & Head of Office,
ICAR-NIBSM, Raipur (CG))

वरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer
कार्यालय प्रमुख/Head of Office
भा.कृ.अनु.प.-रा.जै.स्ट्रेस.प्र.सं., बरौंडा, रायपुर
ICAR-NIBSM, Baronda, Raipur.

Encl.As above

Copy to:

1. The Director (Admn), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110001.
2. All the Directors of ICAR Institutes.
3. In charge AKMU Cell with request to upload the advertisement on the ICAR-NIBSM website & ^{notice} dashboard of E-office.
4. Director Cell, ICAR-NIBSM, Raipur.

ICAR- National Institute of Biotic Stress Management,
Baronda Raipur – 493225

APPLICATION FOR APPLYING TO THE POST OF

(ON DEPUTATION/TRANSFER/PERMANENT ABSORPTION BASIS)
PROFORMA

1. Name of the Candidate :
2. Name of the Institute where
the candidate is working at Present :
3. Date of Birth :
4. Present Post held on regular basis
With date of appointment and
scale of pay :
5. Educational qualifications giving
details of examinations passed from
matriculation onward :
6. Marital Status :
7. Whether belongs to SC/ST/OBC.
If so, Indicate the same :
8. Father/Husband Name :
9. Address for Correspondence :
10. Mobile Number :
11. Email Address :

12. Brief description of the service including the present post:

Post held	Scale of Pay	Period		Office	Nature of Duties
		From	To		

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

DECLARATION BY THE CANDIDATE

I..... , hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before the selection, action may be taken against me and I shall abide by the decision of the Director, ICAR-National Institute of Biotic Stress Management, Raipur.

Date:

Email ID:

Mobile No:

Signature of the Candidate

CERTIFICATE FURNISHED BY THE HEAD OF OFFICE

1. It is Certified that the information furnished by the candidate has been verified from the Office/Service Records and found correct.
2. It is clarified that no Vigilance or Disciplinary case is pending /contemplated against the Candidate.
3. Certified that no minor/major penalty has been imposed on the Candidate.
4. Attested copies of last 05 (Five) years as applicable for the candidate APAR's enclosed.
5. Further, The Candidate will be relieved immediately on the event of the Candidate Selection.

Signature of the Head of Office
with Stamp