



भाकृअनुप- राष्ट्रीय अश्व अनुसंधान केन्द्र

सिरसा रोड़, हिसार - 125001 (हरियाणा) भारत

ICAR - NATIONAL RESEARCH CENTRE ON EQUINES

Sirsa Road, Hisar - 125001 (Haryana) INDIA



File No.6-46/E/2021

Dated: 28.02.2023

To

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

Sub : **Filling up the vacant post of Personal Assistant on deputation basis at ICAR-NRCE, Hisar (Haryana).**

Sir,

It is proposed to fill up one vacant post of Personal Assistant at this Institute on **Deputation basis** from eligible candidates working in ICAR Institutes. The particulars of the vacant post are given below:-

Sl No	Name of the Post	Eligibility criteria (as per Recruitment Rules)
1.	Personal Assistant – one post under UR category in the Pay Level-6 in the pay matrix (pay band of Rs 9300-34,800 + with Grade Pay of Rs 4,200/- pre-revised).	By deputation of Steno Gr.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 applications.

It is requested that the aforesaid vacancy may be circulated amongst the eligible staff and necessary particulars of such candidates, who can be immediately relieved and who are willing to be considered for the post along with copies of CR dossiers (attested photocopies) for the last five years may please be forwarded in the enclosed proforma to this Institute at an early date not later than **31.03.2023**. A certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the candidate(s) may also kindly be furnished along with the particulars.

Incomplete applications or those received after the prescribed due date and without CR dossiers/vigilance clearance certificate will not be entertained.

This issues with the approval of the Director, NRCE, Hisar.

Yours faithfully

Asstt. Administrative Officer

Copy to:-

1. The Project Director, DKMA, KAB-I, PUSA, New Delhi-110 012 with the request to upload on ICAR's website and e-office notice board.
2. I/c ARIS/AKMU with the request to upload on NRCE's website.
3. The Under Secretary (AS)/(Admn.), ICAR-Krishi Bhavan, New Delhi.
4. Nodal Officer, E-office, ICAR-NRCE, Hisar with the requested to upload on E-office.

Phone : +91-1662-282501, 282520

E-mail : nrcequine@nic.in

hoa.nrce@icar.gov.in

Website : http://nrce.nic.in

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT ON DEPUTATION
BASIS AT ICAR – NRC on Equines, HISAR-125001**

1. Name of the candidate (in block letters)
2. Name of the Institute where presently working
3. Date of appointment on regular basis in the present post
4. Date of joining into ICAR/Institute and designation
5. Present Basic Pay and Grade pay
6. Whether permanent/temporary
7. Date of Birth/Present age
8. Educational qualifications
9. Whether SC/ST/OBC
10. Details of service including present post

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

11. Any other information relevant to the service of the applicant.

DECLARATION

I do hereby declare and certify that all the information furnished by me is correct 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, NRCE, Hisar.

Signature of the Candidate

Certificate to be furnished by the Head of Department/Officer

Certified that the information furnished by the candidate has been verified from the Office/Service records and found correct.

Date :
Place :

Counter signature of the Head
of Office/Controlling Officer