



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. 6-47/E/2023

Dated: 27.03.2026

To

1. The Directors/Project Directors/ all ICAR Institutes/Directorate/Bureau/NRCs.
2. All Central Governments or State Governments or Union Territories or Autonomous Bodies or PSUs Institutes.
3. The Director (Admn.) Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110001

Sub: Filling up the following Administrative posts on Permanent absorption/Transfer/Deputation basis at ICAR-NRCE, Hisar - reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under administrative Posts on deputation or transfer on permanent absorption basis from amongst all ICAR's Institutes/Central Government/State Government/ Union Territories/ Autonomous bodies/ PSUs Institutes etc. having completed minimum tenure of three years of regular service after initial appointment on the crucial date of eligibility i.e. as on 27.03.2026. The particulars of posts/eligibility etc. are detailed below:

Sl. No.	Name of Posts	Scale of Pay	No. of Vacant Posts	Essential requirement and eligibility
1.	Lower Division Clerk	Pay Level-2 of 7 th CPC (*Pre-revised PB-1 Rs. 5200-20200+1900/-)(GP)	01 (UR) 01 (OBC)	<p>Candidate holding analogous posts i.e. Lower Division Clerk on substantive basis in the pay level 2 of ICAR Hqr./Institutes for Inter-Institutional Transfer on permanent Absorption. The employee should have minimum service of five years from initial appointment.</p> <p>Candidates from the Central Government/ State Government/Central Autonomous Bodies/Statutory Bodies/PSUs, who have been confirmed in their parent Organization after successfully completing probation period desiring transfer and possess the education qualification as under:</p> <ol style="list-style-type: none">12th Class or equivalent qualification from a recognized Board or University.A typing speed of 35 wpm in English or 30 wpm in Hindi on computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
2.	Multi-Tasking Staff	Pay Level-1 of 7 th CPC (*Pre-revised PB-1 Rs. 5200-20200+1800/-)(GP)	11 Nos 01 (UR) 05 (OBC) 03 (SC) 02 (EWS)	<p>Candidate holding analogous post in similar capacity i.e. Multi-Tasking Staff erstwhile Skilled Supporting Staff on substantive basis in the pay level 1 of ICAR Hqr./Institutes for Inter-Institutional Transfer on permanent Absorption. The employee should have minimum service of five years from initial appointment.</p> <p>Candidates from the Central Government/ State Government/Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent Organization after successfully completing probation period desiring transfer and possess the education qualification 10th</p>

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				class or equivalent qualification from a recognized Board or University.
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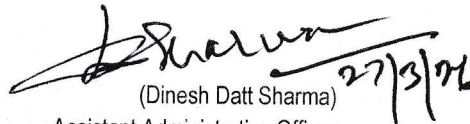
The initial deputation period shall be two (2) years, (may be further extended one (1) year at a time further for three (03) years maximum). The Director ICAR-NRCE, Hisar may revert the decision at any time based on the performance.

1. Eligible applicants may send their application through proper channel in the enclosed proforma (as annexure A) in duplicate to the undersigned. The last date of receipt of applications is 30.04.2026. Applications received after the last date or otherwise incomplete including advance copies of the application are not likely to be considered. The Director, ICAR-NRCE, Hisar, however, will reserve the right to accept/reject the application(s) without assigning reason(s) thereof.
2. In case applications are received in large numbers criteria as prescribed by ICAR vide its Circular No Admn. 7-1/2020-R&P dated 25-11-2020 shall be applied and/or any other criteria formulated by the selection Committee of ICAR-NRCE, Hisar (in case of transfer sought on the same gourd) for selecting the candidate for the above vacancies.
3. Terms & conditions for inter-Institutional transfer shall be governed as laid down in the (ICAR's circular(s) No 33-8/2016-Estt.I dated 15th/19th September, 2016 & F.No. Admn. 7-1/2020-R&P dated 25-11-2020.
4. It is requested that the above vacancies may be circulated widely and the applications of willing candidates having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of their selection may be forwarded.

The following documents may also please be sent along with the application:

- I. Attested copies of the APAR dossiers for the last five (05) years i.e. 2022-23 to 2024-25
- II. Vigilance clearance & Integrity Certificate.
- III. A Statement of major/minor penalty, if any imposed on the applicant during the last three years

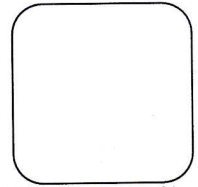
Yours faithfully


 (Dinesh Datt Sharma)
 Assistant Administrative Officer
 ICAR-NRCE, Hisar
 Email. Dinesh.sharma@icar.org.in

Copy for information & necessary action :

1. Incharge AKMU, ICAR-NRCE, Hisar to upload on Institutes website.
2. Nodal Officer, ICAR-NRCE, Hisar to upload on E-office Notice board.
3. PS to Director, ICAR-NRCE, Hisar

PROFORMA



(Latest Passport Size Photograph)

- 1. Name of the Candidate (in BLOCK Letters) : _____
- 2. Name of the Present Organization : _____
- 3. Father/ Husband Name : _____
- 4. Date of Birth : _____
- 5. Whether Belong to SC/ST/OBC/GEN : _____
(Self-attested copy of caste certificate required)
- 6. Present Post Held : _____
- 7. Present Pay Band and Grade Pay : _____
- 8. Temporary or Permanent on Present Post : _____
- 9. Date of Appointment to the Present Post : _____
- 10. Address for Correspondence : _____
- 11. Personal Contact Details:
 - a) Mobile No. : _____
 - b) Residence No. : _____
 - c) E-mail Address : _____
- 12. Educational Qualification (Furnish details of examinations passed from Matriculation onward):

Exam Passed	Subject(s)	Board/University	Year of Passing	% of Marks

13. Details of Technical/Other Qualifications / : _____
Departmental Exams Passed (if any)

14. Experience/Service Particulars:

Name of Institute/Organization	Post Held	Scale of Pay	Period		Nature of Duties Performed/Performing
			From	To	

15. Training Related to the Field : _____

16. Any Other Specific Information : _____

Ihereby declare that all the statements made above are 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 or after the selection, action may be taken against me and I shall abide by the decision of the Director, ICAR-NRCE, Hisar.

Date: _____

Signature of the Applicant: _____

To be Filled up by the Head of Office

1. It is certified that the above particulars furnished by the officer/official have been verified from the office/service records and found correct.
2. The attested copies of ACRs of the officer/official for the last five years are enclosed, as required.
3. It is certified that no disciplinary/vigilance case is pending or being contemplated against the above officer/official.
4. It is also certified that the honesty and integrity of the above officer/official are satisfactory and no major/minor penalty has been awarded to him/her.

(Signature with Seal)

POST NAME & FUNCTIONAL GROUP:

1.	Name of the candidates (In Block Letters)	:	
2.	Name of the Institute where the candidate is working	:	
3.	(a) Postal Address	•	
	(b) Mobile No.	•	
	(c) E-Mail id	•	
4.	(a) Date of initial appointment on DR	:	
	(b) Name of the DR post & pay scale	:	
	(c) Functional Group	•	
	(d) Present Post & Pay Scale	:	
5.	Date of Birth	•	
6.	Sex (M/F)	•	
7.	Whether belongs to SC/ST/OBC, (attach the self attested copy of the certificate in case SC/ST/OBC)	:	

8. Date of conformation/ Post held substantively.-

9. Grounds on which transfer is sought (Tick mark as applicable) (supporting documents to be enclosed)

- a) Medical Grounds _____
- b) Spouse Grounds _____
- c) Two years before superannuation _____
- d) Length of Service in difficult areas _____
- e) Others (Give details) _____

10. Educational Qualification given details of examination passed as Matriculate and onwards:

Examination passed	Board/University	Year of passing	Subjects	% of Marks

11. Details of Technical/other qualification, if any:

12. Service Details:

Name of the Institute	Post Held	Scale of pay	Period		Nature of duties performed

I do hereby declare and certify that the information furnished above is correct and true to the best of my knowledge and belief.

Signature of the candidate with date

Certified that the above information furnished by the candidate has been verified with the service records and found correct and is free from vigilance angle and no disciplinary case is either pending or contemplated against him/her.

Signature of Head of Administration with Seal