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भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओडीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



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Date:30.12.2021

To

The Directors/ Project Directors of ICAR Research Institutes/ NRCs/
ATARIs/Bureaux/ ZPDs etc.

Sub: Filling of vacant administrative posts at ICAR-IIWM, Bhubaneswar- reg.

Sir/Madam,

It is proposed to fill up the vacant administrative posts at this Institute on deputation/
permanent absorption basis from eligible candidate working in ICAR Hqrs. / ICAR's Institute. The
particulars of the vacant posts are as given below:

| Sl. No. | Name of the Posts | No. of posts | Scale of Pay | Eligibility Criteria |
|---------|-------------------------|--------------------|---|---|
| 1. | Personal Assistant (PA) | One (01) Post (UR) | Pay Level-6 (Pre- revised PB-2 Rs.9300-34800 + GP 4200) | Persons holding analogous post i.e. Personal Assistant (PA) on regular basis in Pay matrix Level- 6 of 7 th CPC (pre-revised PB-2, GP - Rs.4200/-) at ICAR Hqrs/ Institutes. OR By deputation/ permanent absorption of regular Stenographer Gr. III in the pay Level- 4 in 7 th CPC Pay Matrix (pre-Revised PB-1, Rs.5200-20200+ GP - Rs.2400/-) at the respective Institutes having at least 10 years of regular service in the grade. |

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| | | | | |
|----|----------------------------|--------------------------|---|---|
| 2. | Assistant | Four Posts (03-UR 01-SC) | Pay Level-6 (Pre- revised PB-2 Rs.9300-34800 + GP 4200) | Persons holding analogous post i.e. Assistant on regular basis in Pay matrix Level- 6 of 7 th CPC (pre-revised PB-2, GP - Rs.4200/-) at ICAR Hqrs/ Institutes. OR Deputation/ permanent absorption: Upper Division Clerk (UDCs) in the Level-4 (pre-revised PB-1, Rs.5200-20200+ GPRs.2400/-) at the ICAR Hqrs/ Institutes having at least 10 years of regular service in the grade. |
| 3. | Lower Division Clerk (LDC) | One (01) (UR) | Pay Level-2 (Pre- revised PB-1 Rs.5200-20200 + GP 1900) | By deputation/ permanent absorption of regular LDC of ICAR Institutes. OR Deputation/ permanent absorption of Group "C" Employees who have 3 years regular service in the posts in pay Level- 1 of 7 th CPC Pay Matrix (Pre- revised PB-1 Rs.5200-20200 +GP 1800) and possessives of 10+2 or equivalent educational qualification. |

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidates who fulfill the eligibility criteria and who can be relieved immediately on the event of their selection for appointment may kindly be forwarded in the enclosed proforma along with their upto date CR dossiers for the last 5 years, so as to reach The Director, ICAR-IIWM, Chandrasekharpur, Bhubaneswar on or before **31.01.2022**.

A certificate to effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate(s) may also be sent.

Incomplete application 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

Encl: Proforma

एके नाथक 30/12/2021
प्रशासनिक अधिकारी (प्रभारी)

Copy to:

1. The Under Secretary (Admn.) ICAR, Krishi Bhawan, New Delhi- 11001 for information.
2. The Deputy Secretary (NRM), ICAR, KAB-II, Pusa, New Delhi - 110012 for information.
3. In-charge, AKMU, ICAR-IIWM, Bhubaneswar for uploading on the Institute's website.
4. PS to the Director, ICAR-IIWM, Bhubaneswar.
5. Notice board.

PROFORMA

Application for the post of

1. Name of the Candidate :
2. Name of the ICAR Institute where candidate is working at present :
3. Date of Birth & Age (as on date of circulation) :
4. Educational & other qualifications :
5. Present post held on regular basis with date of appointment :
6. Brief particulars of the service including the present post:

| Name of the Institute | Post held | Scale of pay | Period | Nature of Duties |
|-----------------------|-----------|--------------|--------|------------------|
| | | | | |

7. Date of confirmation/post held substantively :
8. Whether belong to SC/ST/OBC :
9. Contact details, e-mail ID :
Mobile No. :
10. Any other information/particulars relevant to the service of the employee :

Declaration

I do hereby declare and certify that the information furnished above are correct and true to the best of my knowledge and belief. In the event of my 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-IIWM, Bhubaneswar.

Place:_____

Signature of the candidate

Date:_____

Name:

CERTIFICATE BY THE HEAD OF OFFICE

1. Certified that the information furnished by candidate has been verified from the office/service record and found correct.
2. It is certified that no vigilance/disciplinary case is pending or being contemplated against the above candidate.
3. Attested copies of last 05 years APARs are enclosed.

Date:_____

Signature of the Head of Office
With Seal