



भा.कृ.अनु.प.- महात्मा गांधी समेकित कृषि अनुसंधान संस्थान
ICAR- MAHATMA GANDHI INTEGRATED FARMING RESEARCH INSTITUTE
पीपराकोठी-८४५४२९, मोतिहारी, पूर्वी चम्पारण, बिहार
Piprakothi-845429, Motihari, East Champaran, Bihar

फा.कृ./ F.No. MGIFRI/12-20/Estt./Advt Admin Posts/ ----- 1742

दिनांक/ Date: 14.06.2023

To
The Directors/ Project Directors of all ICAR Institutes/Project Directorates/NRCs/ATARI etc.

Sub: Filling up the posts of Administrative Posts at ICAR-MGIFRI, Motihari on deputation/ permanent absorption/ transfer basis – reg.

Sir/ Madam,

It is proposed to fill up the following vacant posts at ICAR-MGIFRI, Motihari on priority basis on deputation/ permanent absorption/ transfer basis among the eligible ICAR employees who fulfil the requisite qualification as mentioned below.

Sl. No.	Name of post	No of Posts	Pay level	Eligibility criteria
1	Assistant Administrative Officer (AAO)	01 (UR)	Pay level-07 in the pay matrix of 7 th CPC	By promotion of Assistant having 5 years regular service in the Pay level-06 Or By deputation of regular Assistant who are in Pay level-06 of ICAR Hqrs./ICAR Institutes having at least 5 years regular service in the grade Or Failing above by transfer on permanent absorption of regular AAO of ICAR institutes.
2	Assistant	03(UR) 01(OBC)	Pay level-06 in the pay matrix of 7 th CPC	Persons holding analogous post i.e., Regular Assistants of ICAR Hqrs/Institute. Or By deputation from amongst regular UDCs in an ICAR Institute/Hqrs having at least ten years of regular service in the grade.
3	Upper Division Clerk (UDC)	02 (UR)	Pay level-04 in the pay matrix of 7 th CPC	Persons holding analogous post i.e., Regular UDC at ICAR Hqrs/Institute. Or By deputation from amongst regular LDCs in an ICAR Institute/Hqrs having at least eight years of regular service in the grade. Or Failing above by transfer on permanent absorption of regular UDC of ICAR Hqrs/ Institutes.
4	Lower Division Clerk (LDC)	02 (UR)	Pay level-02 in the pay matrix of 7 th CPC	Candidates holding analogous post i.e., LDC of ICAR Hqrs/Institutes. Or By promotion of SSS of ICAR Hqrs/ Institutes having minimum educational qualification of

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[Signature]
14/6/23
Head of Office
ICAR-Mahatma Gandhi Integrated
Farming Research Institute
Motihari, Bihar, India - 845429

				10+2 or equivalent and have rendered 3 years of regular service. In this regard, persons so promoted will be required to qualify in a typing test within a period of one year from the date of their appointment failing which no Annual Increment shall be allowed until he/she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules.
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(UR: Un-reserved; OBC: Other Backward Caste)

It is requested that the aforesaid vacancy may kindly be circulated amongst the eligible employees and the necessary particulars of such candidates who can be immediately relieved and who are willing to be considered for the post along with the copies of the CR dossiers for the last five/ ten years may please be forwarded in the enclosed proforma to this office at an early date not later than 15.07.2023. A certificate in that 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 date and without CR dossiers/Vigilance clearance certificate will not be considered.

Yours faithfully,


14/06/23

I/C Head of the Office-cum-Administrative officer

Head of Office
ICAR-Mahatma Gandhi Intergrated
Farming Research Institute
Piprakothi-845429, Motihari
East Champaran (Bihar)



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PROFORMA

Application for the post of _____ on deputation/permanent absorption/transfer

1. Name of the candidate (in block letters) :
2. Name of the institute where candidate is presently Posted :
3. Address of correspondence :
4. Date of birth/present age :
5. Date of appointment on regular basis in the present post :
6. Educational qualification giving details of examination passed from matriculation onwards :
7. Whether belongs to SC/ST/OBC :
8. Contact No :
9. Details of service including present post

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

10. Other information, if any

Declaration

I _____ hereby declare that all the statements made above are complete and correct 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-MGIFRI, Motihari.

Signature of the Candidate

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

Certified that the information furnished by the candidate has been verified from the office/service records and found correct. It is further certified that no disciplinary action has been taken, initiated or being contemplated against the employee.

Date:

Signature of the Head of the Office