

भा.कृ.अनु.प - गन्ना प्रजनन संस्थान कोयंबतूर-641 007  
**ICAR- SUGARCANE BREEDING INSTITUTE,  
COIMBATORE - 641 007**

F.No: 18-17/2017-Estt.Vol.II

Date: 27.11.2019

**CIRCULAR**

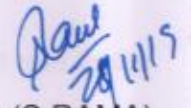
It is hereby brought to the notice of all the **Administrative employees working in all the ICAR Units** (including ICAR Headquarters/ICAR Research Institutes/Bureaus/ Complexes/Project Directorates/AICRPs/ICAR-managed KVKs) that the following Administrative posts, currently lying vacant at ICAR- Sugarcane Breeding Institute, Coimbatore and its Regional centre, Karnal\* are hereby circulated to the eligible Administrative employees willing to apply for transfer (under col.10 of respective Recruitment Rules read with the latest ICAR Letter No.33-8/2016-Estt-I dated 15<sup>th</sup> September, 2016):

Sl. No	Name & Details of the post	No. of Post	Eligibility Criteria for applying for transfer to the post
1.	Assistant (PB-2. Rs 9300-34800/- + GP Rs 4200/-) (Since Revised to Level 6 of 7 <sup>th</sup> CPC Pay Matrix)	07 (UR-5,OBC-1, ST-1)	Persons holding analogous post i.e Assistant on substantive basis in Level-6 of 7 <sup>th</sup> CPC Pay Matrix in any ICAR Unit*

\*If any Assistant is willing for transfer to ICAR-SBI, Regional Centre, Karnal also can apply.

As per the latest ICAR's circular No.33-8/2016 Estt.I dated 15<sup>th</sup> September, 2016, "the part of service rendered by the transferred employee prior to his/her transfer after availing the last promotion in the parent institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute/Headquarters." for Administrative categories.

Accordingly it is requested to all the ICAR Units (including ICAR Headquarters/ ICAR Research Institutes/ Bureaus/ Complexes/ Project Directorates/ AICRPs/ ICAR-managed KVKs) to forward the application who are free from vigilance/disciplinary cases (in the prescribed proforma along with last five years APARs) of the eligible and willing candidate(s) who may subsequently be relieved immediately in the event of his/her selection. The last date for receipt of application is 26<sup>th</sup> December 2019.

  
(S.RAMA)

Senior Administrative Officer.

Distribution:

1. All Directors/ Project Directors of ICAR Institutes / NRCs/ Project Directorates/ Bureau/ Zonal Coordinators
2. The Director (Admn), ICAR, Krishi Bhavan, New Delhi -110 001
3. The Sr. Director (CS), ICAR, Krishi Bhavan, New Delhi – 110 001.
4. The Assistant Director General ( Commercial Crops), ICAR, Krishi Bhavan, New Delhi- 1

**APPLICATION PROFORMA FOR THE POST OF UDC /Personal Assistant/ Assistant AT  
ICAR- SUGARCANE BREEDING INSTITUTE, COIMBATORE-7**

1. Name of the candidate ( Block letters) :
2. Name of the post applied for :
3. Postal Address :
4. Name of the Institute where the candidate is working right now :
5. Date of Birth :
6. Present post held with date of appointment on regular basis :
7. Present basic Pay :
8. Educational Qualification giving details of examination passed from matriculation onwards :
9. Technical Qualification/other qualifications, also details of Departmental examination passed if any :
10. Details of Service including present post :

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

11. Whether permanent/temporary :
12. Whether belongs to SC/ST :
13. Any other information :

**Declaration**

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

Date:

Signature of the applicant

**Certificate to be furnished by the Head of the Department/Office**

1. Certified that the information furnished by the candidate has been verified from the office/service record and found correct.
2. Certified that no vigilance or disciplinary cases is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
4. Copies of APAR dossiers for the last five years are enclosed.

Place:  
Date:

Signature with Seal