

F. No. 9(20)/90-Estt.

Dated:- 06-08-2010

To

The Directors/Project Directors if ICAR Institute/NRCs/Project  
Directorate/Zonal Co-ordinators.

Sub:- Filling up the vacant post of Asst. Admn. Officer at IISR Cardamom Research  
Centre, Appangala (Karnataka) on deputation basis -reg.

Sir,

It is proposed to fill up one post of Asst. Admn. Officer at IISR Cardamom Research Centre, Appangala, Madikeri-571 201, Kodagu Dist, (Karnataka) of this Institute on deputation basis from amongst the eligible candidates working at ICAR Institute/Project Directorate/NRCs etc. Particulars of the post and eligibility for deputation are detailed below:

1. Name of the Post : Assistant Administrative officer
2. Pay Scale : Rs. 9300-34800+GP Rs. 4600/-
3. Number of Posts : One
4. Eligibility : (a) Assistant having completed five years of regular service in the grade.

The deputation will be for a period of one year in the first instance and extendable for one more year as per the standard terms and conditions of deputation prescribed by the Govt. of India/ICAR. The transfer of selected candidate on deputation to this Institute will be treated in public interest. The pay of the selected candidate will be fixed as per Govt. of India/ICAR Rules on deputation.

It is requested that the vacancy may kindly be circulated amongst the eligible candidates working at your Institute and application (in the prescribed proforma enclosed) of eligible persons along with -CR dossiers for the last five years may be furnished on **or before 6<sup>th</sup> September 2010**.

Application of only such candidate who can be relieved immediately in the event of their selection may be forwarded. A Certificate to the effect that no vigilance/disciplinary case is pending/ being contemplated against the candidate also be forwarded along with the applications.

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

Yours faithfully,

( C. Padmanabhan )  
Asst. Admn. Officer  
for Director

Encl: Proforma for application.

Copy to:

1. The asst. Fin. & Accts. officer, IISR, Calicut.
2. The Head, IISR, Cardamom Reserch Centre, Appangala, MADIKERI – 571 201, Kodagu Dist., Karnataka.

### PROFORMA

#### APPLICATION FOR THE POST OF ASST. ADMN. OFFICER AT IISR, CARDAMOM RESEARCH CENTRE, APPANGALA (KARNATAKA )

1. Name of the Applicant :  
(in block letter)
2. Name of the Institute where presently working :
3. Date of appointment on regular basis :

in the present post.

- 4. whether permanent/temporary :
- 5. Date of birth :
- 6. Educational qualifications :
- 7. Whether SC/ST :
- 8. Service particulars :

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

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- 9. Any other information relevant to the application :

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

**Signature of Applicant with date**

**Certificate to be furnished by the Head of Officer**

certificate that the information furnished by the candidate has been verified from the service records of the candidate and found correct.

**Signature with Seal of Office**