



भाकृ.अनुप.-राष्ट्रीय आर्किड्स अनुसंधान केंद्र

ICAR-National Research Centre for Orchids

पाक्योङ-737106, सिक्किम, भारत

Pakyong - 737 106, Sikkim, India

दूरभाष सं. 91-03592-257954(निदेशक)

टेलिफैक्स 03592-257289

वैबसाइट: www.nrcorchids.nic.in

ई-मेल nrcorchids@rediffmail.com



F: No. NRC(O)/Admn./01/ 13 67

Dated: 02/12/15

To,

1. All the Director/Project Directors of ICAR Institutes/ NRCs/ Project Directorates/ Bureau/ Zonal Coordinators. (To PIA with request to send scanned copy through email)
2. The Deputy Secretary (Admn), ICAR, Krishi Bhavan, New Delhi - 110001.
3. The Director (CS), ICAR, Krishi Bhavan, New Delhi - 110001.

Sub: Filling up the vacant posts of Assistant Administrative Officer and Assistant on deputation basis at ICAR-NRCO, Pakyong, Sikkim-reg.

Sir/Madam,

It is proposed to fill up the following vacant Administrative posts on deputation basis at ICAR-National Research Centre for Orchids, Pakyong, East Sikkim-737106 by deputation basis as per the details shown below:

Sl. No.	Name of the post	No. of posts & Category	Pay Band + Grade Pay	Eligibility
01.	Assistant Administrative Officer	One post	PB-2 Rs.9300-34800+ Grade Pay Rs.4600	1) AAOs holding analogous post in the same capacity of the ICAR Institute or Assistants in the PB-2 Rs.9300-34800 + Grade Pay Rs.4200 with 5 years of regular service in the grade from ICAR Institute on deputation basis. The deputation will be for a period of 01 (One) year in the first instance per standard terms and conditions of deputation prescribed by the Govt. of India/ICAR and extendable for one more year & will not be extended for more than one year in any case.

It is requested that the vacancy may kindly be circulated widely amongst eligible and desired candidates working at your Institute/Establishment. Application of such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed Proforma along with their up-to-date ACR/ APAR dossiers (attested photocopies) for the last 05 years along with a certificate to the effect that no disciplinary/Vigilance case is pending or being contemplated against the candidate(s), must be furnished while forwarding the application through proper channel, so as to reach the Director, ICAR-National Research Centre for Orchids, Pakyong, East Sikkim latest by 31-12-2015.

Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without APAR Dossiers etc. will not be entertained.

Assistant Administrative Officer (I/c)

Encl: Application Proforma

Copy to:

1. Scientist In-charge ARIS Cell, ICAR-NRCO, Pakyong Sikkim for uploading in the Institute website.

PROFORMA

APPLICATION FOR THE POST OF ----- ON DEPUTATION BASIS AT ICAR-NATIONAL RESEARCH CENTRE FOR ORCHIDS, PAKYONG, EAST SIKKIM-737106

1.	Name of the Application (in block letters)	:	
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/OBC	:	
8.	Service particulars	:	

Sl. No.	Name of the Institute	Post Held	Pay Scale	Period From : To	Nature of duties performed

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

Signature of the applicant with date

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

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

Signature of the Director with seal