



भाकृअनुप-केन्द्रीय कटाई-उपरान्त अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
डाक घर: पी ए यू, लुधियाना -141 004 (भारत)  
**ICAR-Central Institute of Post-Harvest Engineering & Technology**  
**P.O. PAU, Ludhiana - 141 004 (India)**  
(An ISO 9001:2015 Certified Institution)



Tele: 0161- 2313163

Fax: 0161-2308670

E-mail: sao.ciphnet@icar.gov.in

F. No. 8(14)/2021-Estt-I / 582

Through email  
Dated: 24.11.2021

To

All the Director/ Project Director of  
ICAR Research Institutes/ NRCs/ATAARIs

**Sub: Filling of vacant administrative posts at ICAR-CIPHET, Ludhiana-reg.**

Sir/Madam,

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

S. No.	Name of Posts/	No. of posts	Scale of Pay	Eligibility
1.	Assistant Finance & Accounts Officer (AF&AO)	02 (UR)	Pay Level-7 (Pre-revised PB-2 Rs. 9300-34800 + GP 4600)	Junior Accounts Officer in pay Level-6 in 7 <sup>th</sup> CPC Pay Matrix (Pre revised PB-2, Rs. 9300-34800 + GP Rs. 4200) with 03 years of regular service in the grade from other Institutes/ Headquarters of the Council on permanent absorption basis. <b>OR</b> By promotion of Assistants having rendered 5 years of continuous and regular service in the pay Level-6 in 7 <sup>th</sup> CPC (Pre revised PB-2, Rs. 9300-34800 + GP Rs. 4200) and have qualified ICAR Audit and Accounts Exam conducted by the ICAR.
2.	Personal Assistant (PA)	02 (UR)	Pay Level-6 (Pre-revised PB-2 Rs. 9300-34800 + GP 4200)	Steno Gr. III in the pay Level-4 in 7 <sup>th</sup> 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.
3.	Assistant	05 (UR)	Pay Level-6 (Pre-revised PB-2 Rs. 9300-34800 + GP 4200)	Deputation/absorption: Upper Division Clerk (UDCs) in the Level-4 (Pre-revised PB-1, Rs. 5200-20200 + GP Rs. 2400) of the ICAR Institutes having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee

S. No.	Name of Posts/	No. of posts	Scale of Pay	Eligibility
4.	Upper Division Clerk (UDC)	02 (UR-01; ST-01)	Level-4 (Pre-revised PB-1 Rs. 5200-20200 + GP 2400)	By deputation of regular Upper Division Clerks of ICAR Institutes/ Hqrs. The deputation shall be for a period not exceeding three years. <b>OR</b> By deputation of regular Lower Division Clerks (LDCs) of ICAR Hqrs/ Institutes having at least 8 year regular service. The deputation shall be for a period not exceeding three years. <b>OR</b> By transfer on permanent absorption of regular UDC of ICAR Hqrs/Institutes.
5.	Lower Division Clerk (LDC)	07 (UR-06 ; SC-01)	Level-2 (Pre-revised PB-1 Rs. 5200-20200 + GP 1900)	Deputation/ absorption of Group 'C' employees who have 3 years regular service in the posts in pay Level-1 in 7 <sup>th</sup> CPC Pay Matrix (Pre-revised PB-1 Rs. 5200-20200 + GP 1800) and possessives 10+2 or equivalent education 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 05 years, so as to reach the undersigned **on or before 23.12.2021**.

A certificate to the 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,



(R.C. Meena)

Chief Administrative Officer

Encl: Proforma

**Copy to:**

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

## Proforma

Application for applying to 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 the 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/UR :
9. Email address/contact details Email 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.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the candidate  
Name:

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### CERTIFICATE BY THE HEAD OF OFFICE

1. 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 enclosed.

Signature of the Head of Office  
Seal

Date : \_\_\_\_\_