

23

ICAR - CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
SIRSA ROAD HISAR (HARYANA)

ADVERTISEMENT NO. CIRB/ESTT/2016/1

Applications are invited for filling up the following administrative posts at CIRB, Hisar (Haryana) under the administrative control of Indian Council of Agricultural Research (ICAR):

Sl. No.	Name of the posts	Pay Band and Grade Pay	No. of vacancies & Reservations position	Qualifications
1.	2.	3.	4.	5.
1.	Lower Division Clerk	PB-1/Rs. 5200-20,200/- + Grade Pay Rs. 1900/-	02 posts (Unreserved) (One each at CIRB, Hisar (Haryana) and CIRB Sub Campus, Nabha (Punjab))	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)

Closing date for receipt of applications will be 30 days from the date of publication of Advt. (in Employment News) and for applications posted from Andaman and Nicobar Islands, Lakshdweep, Minicoy and Amindeivi Islands, States/Union Territories in the North-Eastern Region, Ladakh Division of J & K State, Sikkim, Pangi, Sub-division of Chamba, Lahul and Spiti Districts of Himachal Pradesh, last date will be 45 days from the date of publication of Advt.

For details with regard to age limit, general instructions to the candidates, form etc. and further communications, please visit Institute's website (www.cirb.res.in).

Chetan S. Issar
(Chetan S. Issar) 14/1/16
Administrative Officer

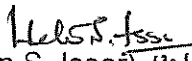


General instructions for candidates:

1. These posts are Non-Government but pensionable under New Pension Scheme introduced by Govt. of India w.e.f. 1.1.2004 and service conditions are mutatis mutandis as applicable to Indian Council of Agricultural Research employees and as amended from time to time.
2. All posts are temporary but likely to continue and transferable to anywhere in India. The posting of the selected candidates will be made as per their merit and on availability of vacancy at the CIRB, Hisar and its Sub Campus Nabha. Number of posts indicated above are tentative which may increase or decrease.
3. Age limit for the posts of Lower Division Clerk is 18-27 years as on 01.01.2016. Upper age limit relaxation upto 5 years for SC/ST candidates, 3 years for OBC candidates and 10 years for Physically Handicapped candidates is admissible as per rules. Age relaxation for Ex-serviceman will be as per Government of India rules/orders
4. Crucial date for determining the age limit of candidates for each post will be as on **01.01.2016**.
5. Persons already in employment should route their applications through proper channel only. In case a candidate anticipates delay in forwarding of his / her application through proper channel, he / she must send an advance copy of the application along with fee which must reach this office on or before the closing date.
6. All candidates possessing minimum prescribed qualifications and other conditions will be called for the written test. Typing test of the Candidates qualifying the written examination will be conducted thereafter in the manner approved by the Governing Body, ICAR.
7. A copy of the scheme of examination and syllabus for the post of Lower Division Clerk is attached herewith.
8. Applications should be submitted in the prescribed proforma neatly typed/hand written. Complete present and permanent address with Pin Code number should be mentioned clearly in the application proforma otherwise application found with incomplete address/wrong address will be rejected. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfill the criteria / essential qualification/age etc. prescribed for the post (s). **ATTESTED COPIES OF THE RELEVANT DOCUMENTS ARE TO BE ATTACHED WITH THE APPLICATION** such as Educational qualification/Age Certificate/Caste Certificate applicable for Central Government jobs etc. Caste certificate issued for State Govt. jobs are not applicable. If any information furnished by the candidate(s) is found false at any stage his/her candidature for appointment will be stand forfeited.
9. Application form must accompany with a **NON REFUNDABLE** fee of **Rs.750/-** in shape of Bank Draft (SC/ ST/Women and Physically Handicapped candidates are exempted) drawn in favour of Director, C.I.R.B, payable at Hisar. **No other means of payment i.e. IPO / money orders will be accepted and the application will be liable to be rejected.** The date of bank draft should not be prior to the date of issue of the advertisement in the Employment News and the same should be valid for a period of three months. Candidate must write his/her name alongwith name of the post applied for on the back side of the Bank Draft. The application form or any other information can be accessed on CIRB website www.cirb.res.in.
10. No TA will be paid for appearing in written test examination. However, un-employed SC/ST candidates who will be called for test/examination will only be paid IInd Class Train / Bus fare by the shortest route.

21

11. Name of the post for which applied must be clearly indicated with category on the envelope alongwith sender's name and address. Applications should be addressed to the Establishment Section, Room No. 17, Laboratory-cum Administrative Building, Central Institute for Research on Buffaloes, Sirsa Road, Hisar-125 001 (Haryana)
12. Closing date for receipt of applications will be 30 days from the date of publication of Advt.(in Employment News) and for applications posted from Andaman and Nicobar Islands, Lakshdweep, Minicoy and Amindeivi Islands, States/Union Territories in the North-Eastern Region, Ladakh Division of J & K State, Sikkim, Pangi, Sub-division of Chamba, Lahul and Spiti Districts of Himachal Pradesh, last date will be 45 days from the date of publication of Advt.
13. Institute will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained at all.
14. Please ensure your eligibility for the post before submission of application. In case the candidate is found to be ineligible on any ground, his candidature will be cancelled immediately and no correspondence will be entertained in this regard.
15. The recruitment process will be the subject to the jurisdiction of Punjab & Haryana High Court, Chandigarh.
16. The Director, C.I.R.B., Hisar reserves the right to cancel the recruitment to any posts without assigning any reason thereof.


(Chetan S. Issar) 16/11/16
Administrative Officer

20

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SIRSA ROAD HISAR (HARYANA)

FORMAT FOR THE APPLICATION
(To be sent neatly typed / handwritten)

Advertisement No. CIRB/ESTT/2016/1

Recent Passport
size Photograph
of the Candidate
duly attested by
Gazetted Officer

Name of the post applied for -----

1. Name in full (in CAPITAL letters) -----
2. Father's/Husband's Name -----
3. 1)Date of Birth -----
2)Age as on 01.01.2016 -----
-----Years-----Months-----days
4. Nationality: -----
5. Sex (Male/Female) -----
6. Present Address: -----
(In Block Letters) -----Pin Code-----
7. Permanent Address: -----
(In Block Letters) -----Pin Code-----
8. a)Whether belongs to SC/ST/OBC ? -----
b)If yes, state name of the caste -----
c)Whether Physically Handicapped? -----
9. a) Name of Employment Exchange, -----
if registered -----
b) Regn. No. with date of registration-----
10. a)Educational/Technical Qualifications:

Sl.No.	Name of Examination passed	University/Board	Years of Passing	Grade/Division & % of marks in aggregate	Subjects taken

1a

11. Experience/Particulars of all previous and present employment, if any.

Name of Employer (Indicate Pvt./ Autonomous/Govt.)	Designation	Pay scale/ Salary	Period From To	Duties performed

12. Detail of the Bank Draft: (write name and address on the back side of the draft)

Amount of Bank Draft (Rs. 750/=)	Bank Draft Number and date of issue	Name of the issuing bank and branch address

13.

DECLARATION:

(a) I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Director, CIRB, Hisar

(b) I, _____ declares that none of my near or distant relatives is working in CIRB. If employed, then please give details as under:

S.No.	Name of relative	Relationship	Name of the post	Place of posting

Place-----

Date:-----

Signature of the Candidate