

Email/Registered

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

No.3-12/RVC/2010

Dated the 7th Sept., 2016

To

The Directors/Project Director/NRC/
Project Directorate/Zonal Project Directorate of ICAR

Sub: Filling up the post of Personal Assistant at CIRB, Hisar.

Sir,

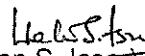
It is proposed to fill up the following post at this Institute on deputation from among the eligible candidates working at ICAR Headquarters and Research Institutes as per details given below:-

S. N	Name of post	No. of Post	Scale of Pay	Mode of recruitment	Eligibility
1.	Personal Assistant	01	Rs.9300-34800+GP of Rs. 4200/- Pay band - 2	On deputation basis for a period not exceeding three years.	Stenographer Gr.III (Pay Band-I Rs. 5200-20200+Grade Pay of Rs.2400/- having at least 10 years of regular service in the grade or working on analogous post on regular basis.

It is requested that the vacancy may kindly be circulated amongst the eligible employees working in your Institute. The application of only such candidates may be forwarded who can be relieved immediately in the event of their selection in the proforma given overleaf along with their CR dossiers for the last ten years so as to reach to the Director, Central Institute for Research on Buffaloes, Sirsa Road, Hisar (Haryana) latest by 31.10.2016.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be sent while forwarding the application.

Yours faithfully,


(Chetan S. Issar) 7/9/16

Administrative Officer
Ph.No. 01662-281611

Email: aocirb@gmail.com

Copy to:

1. Incharge, ARIS Cell for uploading on Institute Website.

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

APPLICATION FOR THE POST OF

1. Name of the Candidate (Block letters) :
2. Name of Institute where candidate is working now :
3. Date of Birth/Present Age :
4. Date of Appointment on regular basis in the present grade :
5. Educational qualification giving details of Examination :
passed from Matriculation onwards :
6. Details of Service including present post :

Name of Institute	Post held	Scale of Pay	Period		Nature of duties in details
			From	To	

7. Whether Permanent/Temporary :
8. Whether belongs to SC/ST/Ex-Servicemen/PH :
9. Whether opted for the ICAR Service :
10. Present basic pay with scale of pay :
11. Computer operational knowledge :
12. Any other information :

Declaration

I.....hereby declare that all the statements made above are completed and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the promotion/transfer, action may be taken against me and I shall abide by the decision of the Director, ICAR - Central Institute for Research on Buffaloes, Sirsa Road, Hisar (Haryana)

Date:

Signature of the applicant

Certificate to be furnished by the Head of Deptt./Office

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

Signature with seal

Date:

Place: