



F.No: 3-1(69)/UDC/Rectt/Estt/2022

Date:21/01/2025

To

The Directors/ Project Directors of all ICAR Institutes/Project Directorates/NRCs/ATARI etc.

Sub: Filling up of Administrative Posts of Administrative on deputation or permanent absorption basis at ICAR-CIRC, Meerut -reg.

Sir/Madam,

It is proposed to fill up the following vacant Administrative posts by deputation/permanent absorption basis/transfer on permanent absorption basis at ICAR-Central Institute for Research on Cattle, Meerut. The particulars of the post and eligibility are as given below:

S.No.	Name of Post	No. of Posts	Pay level	Eligibility Criteria
1.	Assistant	01(UR)	Pay level-06	By deputation from amongst regular UDCs in an ICAR Institute/Headquarters having at least ten years of regular service in the grade. Or Holding the analogous post on regular basis in parent cadre/departement deputation/permanent basis
2.	Upper Division Clerk (UDC)	02(UR)	Pay level-04	By deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs, (i) Holding the analogous post on regular basis in Parent cadre/ department. Or (ii) Having eight (08) years of regular service in Pay level-2 (Rs. 19900-73200)(Pre-revised Pay Band-1), Rs.5200-20200 with GP Rs.1900 in Parent cadre/departement.
3.	Lower Division Clerk (LDC)	02(UR)	Pay level-02	(i) LDCs of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service, desiring transfer can be appointed against the Vacancies meant for direct recruitment. Or (ii) LDCs from the Central Government/State Government/Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed (12 th Class or equivalent qualification from a recognized Board or University and a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer) for direct recruitment, can be appointed against the vacancies meant for direct recruitment. Note: Request of LDCs of ICAR system for appointment through transfer shall be given

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4.	Multi Tasking Staff	03	Pay level -01 (Rs.18,000 - 56,900)	preference over the request of LDCs of other organization. Candidates holding analogous posts on substantive basis working in ICAR Headquarters/ Institutes Project Directorates/ ATARIs having minimum 05 years of regular service.
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The above Deputation will be regulated as per ICAR guidelines.

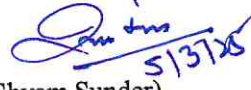
It is requested that the above vacancies may kindly be circulated widely amongst the eligible and desired candidates, working in ICAR HQ/Institutes/Regional Station etc. Application of those candidates who fulfill the requisite eligible conditions and can be relieved immediately in the event of their selection may kindly be forwarded to this institute in the prescribed proforma which is enclosed herewith so as to reach this office on or before 31.03.2025.

Terms & Conditions of Inter-Institutional transfer shall be governed as laid down in Council's Circular No. 33-8/2016-Estt. I dated 15th/19th September 2016, No. Admn.33-8/2016-Estt.I(R&P), 24th October, 2018, OMs of even number dated 25th November 2020 and 8th February 2022, F.No. Admn. 7-1/2020-R&P dated 23rd August 2023/ any amendments issued from time to time in this regard.

A certificate to the effect that no disciplinary/vigilance case is pending/being contemplated against the candidate, Statement showing major/minor penalties imposed during last five years if any, Integrity Certificate, and APAR dossiers for the last five years may also be forwarded alongwith the application. Incomplete applications including advance copies of applications or those received after the prescribed due date or without requisite documents are not likely to be considered. The Director, ICAR-CIRC, however will reserve the right to accept/reject the application(s) without assigning reason(s) thereof.

Yours faithfully,

Encl.: Proforma of application.


(Shyam Sunder)
Sr. Administrative Officer

Copy to :

1. The Under Secretary (R&P), ICAR, Krishi Bhawan, New Delhi-110001
2. The Under Secretary (Admin), ICAR, Krishi Bhawan, New Delhi-110001
3. The Under Secretary (FS), ICAR, Krishi Bhawan, New Delhi-110001
4. The Incharge ARIS Cell, ICAR-CIRC Meerut
5. E-office Nodal officer to upload the notice on e-office.
6. Notice Board
7. Guard File

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भाकृअनुप-केंद्रीय गोवंश अनुसंधान संस्थान

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON CATTLE

ग्रास फार्म रोड, मेरठ छावनी - 250001 (उ.प्र.), भारत

Grass Farm Road, Meerut Cantt - 250001 (UP), India

Phone: 0121-2657136 (Director), 2657133 (AO), 2657134 (Fax)

EPABX : 0121-2645598 & 2656021

E-mail : director.circ@icar.gov.in Website: http://www.circ.icar.gov.in



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PROFORMA

Application for the post ofon
deputation/ permanent absorption/transfer

1.	Name of the candidate (CAPITAL LETTERS)			
2.	Post Applied for			
3.	Date of Birth (DD/MM/YYYY Format)			
4.	Present Post held on regular basis with the date of appointment			
5.	Date of confirmation/post held substantively			
6.	Name of the Institute/office where presently working and postal address			
7.	Present basic pay with level			
8.	Category to which the candidate belongs(SC/ST/OBC/EBC/UR)			
9.	Father/Husband Name			
10.	Address for Communication			
11.	Mobile No.			
12.	Email Id (preferable@icar.gov.in)			
13.	Educational Qualification			
	Name of the Institute	Post Held	Scale of pay	Period From-To
				Nature of duties performed

14. Any other relevant information, if any

Signature of Candidate

DECLARATION BY THE CANDIDATE

I.....hereby declare that all the statements made in the application form are true , complete and correct to the best of my knowledge and belief.

Date:
Official Email ID:
Mobile No :

(Signature of the candidate)

CERTIFICATE FURNISHED BY THE HEAD OF THE OFFICE

1. It is certified that the information furnished by the candidate has been verified from the office/ Service records and found correct.
2. Certified that no Vigilance or Disciplinary cases is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
4. Attested copies of last five (05) years APAR are enclosed.

(Signature of the Head of Office)