



भा0कृ0अनु0प0-राष्ट्रीय पादप जैवप्रौद्योगिकी संस्थान  
लाल बहादुर शास्त्री भवन, पूसा परिसर, नई दिल्ली-110012  
ICAR-National Institute for Plant Biotechnology  
Lal Bahadur Shastri Building, Pusa Campus, New Delhi-110012



File No. 19-3/2013-NIPB/2070/6

Date: 03/10/2023

Computer No.: 199923

To,

1. The Director/Project Director of all the ICAR Institute/NRCs/ATARIs.
2. The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi.
3. The Director (CS.), ICAR, KAB, Pusa, New Delhi.

**Sub: Filling up of 01 Post of Lower Division Clerk (LDC) Group - C, level-2 (as per 7<sup>th</sup> CPC pay matrix) on Inter-Institutional Transfer basis at ICAR-NIPB, New Delhi - reg.**

Sir/Madam,

It is proposed to fill up the 01 vacant post of Lower Division Clerk (LDC) on inter-institutional transfer/permanent absorption basis amongst the eligible ICAR employees who fulfill the requisite qualifications as mentioned below.

Sl.No	Name of Office	No. of Post	Name of the Post & Pay Level	Essential Requirement/ Eligibility
1.	ICAR-National Institute for Plant Biotechnology, Pusa Campus, New Delhi.	01 (UR)	Lower Division Clerk Pay Level - 2 in the Pay matrix of 7 <sup>th</sup> CPC, Pay Band-01 Rs.5200-20,200 with Grade Pay of Rs. 1900.	Candidates holding the analogous post i.e. Lower Division Clerk having five (05) years of qualifying service on Substantive basis in the Pay Matrix Level-2 (PB-1, Rs.5200-20,200 with Grade Pay of Rs. 1900) in the ICAR Headquarters/any ICAR Institute/NRC/ATARIs.

While submitting the application of willing candidates, he/she may be kept in the mind the ICAR guidelines/instructions vide F.No.33-8/2016-Estt.I dated 19<sup>th</sup> September 2016 that the part of service rendered by the transferred employee prior to his/.her transfer after availing the last promotion in the parent Institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute/Headquarters. For availing promotion including by Limited Departmental Competitive Examination (LDCE) to the next higher grade he/she has to render the prescribed years of service, as per Recruitment Rules, in the new Institute/headquarters. He/she has to start afresh his/her service in the new Institute/Headquarters being placed at the bottom of the concerned cadre, however, his/her existing pay may be protected. Other terms & Condition for inter-institutional transfer shall be governed as laid down in the ICAR letter No. F.No. Admn. 7-1/2020-R&P, dated 23<sup>rd</sup> August 2023.

**Note:**

1. All above mentioned posts are to be filled by promotion/transfer on permanent absorption basis.
2. Any amendment in recruitment rule made by Council from time to time will be considered.


It is requested that the above vacancies may please be circulated amongst all the eligible employees of your Institute regional station and necessary particulars of such candidates who are willing to apply for the post and can be immediately relived, if selected, may be forwarded in the enclosed proforma along with following records:-

- (i) Xerox copies of the APAR for the last five years duly attested.
- (ii) Certificate to the effect that no disciplinary proceedings are pending / contemplated against the official.
- (iii) Undertaking of candidate that in the event of his transfer, he/she will be placed at the bottom of the concerned cadre and he/she has to start afresh his/her services from the date of his/her joining in the transferred Institute.

The last date of receipt of application is **15<sup>th</sup> November, 2023**. Incomplete application or those received after the prescribed date without APARs dossiers / vigilance clearance certificate as desired above will not be entertained.

This issues with the approval of the Competent Authority of this Institute.

Yours faithfully,



(Sumit Singh)

Senior Admn. Officer

011-25843533

**Enclosure:** Annexure-I

**Copy to:**

1. The Project Director, DKMA, KAB-I, Pusa Campus, New Delhi - 110012 with the request to upload on ICAR's website and e-office notice board.
2. Incharge website, ICAR-NIPB, New Delhi with request to upload on Institute website.
3. PS to Director, ICAR-NIPB, New Delhi for information please.

**APPLICATION**  
**FOR THE POST OF LDC**

1. Name of the Candidate (in Capital Letters) :
2. Father/Husband Name :
3. Name of the Institute :
4. Date of Birth :
5. Educational & other qualification (Matriculation onward) :
6. Present post held on regular basis with date of appointment :
7. Whether Permanent / Temporary :
8. Brief particulars of service including the present post :

Post Held	Pay/Scale/Level	Period		Deptt./Instt./Office	Nature of duties
		From	To		

9. Whether opted for ICAR service or not :
10. Full address of candidate on which Correspondence could be made with contact no. :
11. Whether belongs to reserved community, if so whether SC/ST/OBC/ESM/others :
12. Any other information/particular relevant to the Service of the employee and significant contribution made :

I do hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the Director, ICAR-NIPB, New Delhi.

**(Signature of the applicant)**

Date: -----

**CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

**Certified that:-**

1. The information furnish by the candidate have been verified from the service records of the candidate and found correct.
2. No Vigilance / Disciplinary case are pending contemplated against the above candidate.
3. Copies of APARs dossiers for the last three/five/ten years enclosed.
4. A certificate is required that no disciplinary enquiry is pending against him.

**Signature of the Head of Office**  
(With Stamp)

Place: .....

Date: .....