



भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETSRESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
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F. No. 4(572)Admn/19-20/9537

Dated:03-03-2020

To,
The Director(s)/Project Director(s) of IIMR Institutes/Project Directorate/Bureaux/NRCs.

Sub:- Filling up the post of Upper Division Clerks (UDCs) on deputation basis at IIMR, Hyderabad-reg.

Sir/Madam,

It is proposed to fill up one vacant posts of UDCs in Level-4 of 7CPC (pre-revised PB-1 Rs.5200 - 20200+2400/-) at IIMR. On deputation basis as per recruitment rules of Council.

Name of the Post	No of posts	Scale of Pay	Eligibility	Period
Upper Division Clerk	1	Level-4 of 7 th CPC (pre-revised PB-1 Rs. 5200-20200 plus Grade pay of Rs. 2400/-)	(a) Regular Upper Division Clerk (Level-4 of 7 th CPC (pre-revised PB-1 Rs. 5200-20200 plus Grade pay of Rs. 2400/-) of ICAR Hqtrs/ Institutes (b) Failing above, by deputation of regular Lower Division Clerks of ICAR Hqtrs./ Institutes having at least 8 years regular service.	3 years

It is requested that the vacancies may please be circulated among the eligible regular UDC/regular LDC with 8 years of service working at your Institute to enable them to apply for the same on the Performa given overleaf. Application of only such candidates who can be relived immediately in the event of their selection for the above post may please be forwarded along with up to date CR Dossiers so as to reach to the undersigned within **15 days** from the date of this circular.

Certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the candidate may also be furnished in the application of the official.

The application(s) and those received after closing date and without CR dossiers and Vigilance Clearance Certificate will not be entertained.

Your faithfully,

Charles Ekka
Senior Administrative Officer

PROFORMA
Application for the post of Upper Division

1. Name of the Candidate (in block letters) :
2. Date of Birth :
3. Name of the Institute where serving :
4. Designation and scale of the post presently held by the applicant :
5. Whether Permanent/Temporary :
6. Whether belongs to SC/ST :
7. Educational & other Qualifications :
8. Brief particulars of the service :

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

9. Any other information/particulars relevant to the service of the employee :

Signature of the candidate

(To be filled up by the Head of Office)

1. The above particulars furnished by the candidate has been verified from the office/service records and found correct.
2. It is certified that no vigilance/disciplinary case is pending or being contemplated against the above candidate.

Signature with Seal