



File No. 2(9)UDC(CPCRI)/2020-Estt.

भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कुडलु, कासरगोड - 671124 केरल, भारत  
ICAR- CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
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F.No. 2(9)UDC(CPCRI)/2020-Estt.

Date: 17.02.2021

To

All Directors/Project Directors of ICAR Institutes/  
NRC's/Project Directorates/ATARI's

Sub: Filling up of vacant post of Upper Division Clerks in the Level 4 of the pay matrix of 7<sup>th</sup> CPC by transfer on permanent absorption of regular UDC of ICAR Institutes/Hqrs.

Sir/Madam,

It is proposed to fill up the following vacant post of UDCs in the Level 4 of 7<sup>th</sup> CPC by **transfer on permanent absorption of regular UDC of ICAR Hqrs / Institutes** at ICAR-CPCRI. The particulars of post are furnished below:

Sl. No.	Name of the post	Place of posting	No. of vacancies
1.	Upper Division Clerk	ICAR-CPCRI Regional Station, Kayamkulam, Kerala.	Two (2)
		ICAR-CPCRI, Research Centre, Kahikuchi, Guwahati.	One (1)

It is requested that the vacancy may kindly be circulated among the eligible and desirous candidates working at your Institute and applications of candidates who fulfill the requisite eligibility conditions and who can be relieved immediately in the event of their selection may kindly be forwarded to this Institute in the proforma appended along with their up-to-date APAR dossiers for the last five years so as to reach this Institute **on or before 21.03.2021.**

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. Incomplete application and those received without APAR dossiers/certificates as desired above will not be entertained.

Yours faithfully,

Chief Administrative Officer

Encl: as above

Copy to :

1. Director (Administration), ICAR, Krishi Bhawan, New Delhi- I 10001.
2. Director (Finance), ICAR, Krishi Bhawan, New Delhi-I 10001.
3. Under Secretary (HS), ICAR, Krishi Anusandhan Bhavan, Pusa, New Delhi -110 012.
4. Administrator (e-office), ICAR-CPCRI, Kasaragod with a request to publish in the e-office
5. I/c. Library for uploading in the CPCRI Website
6. PS to Director, CPCRI, Kasaragod

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**Application for the post of UDC by transfer on permanent absorption under ICAR-CPCRI.**

- 01 Name of the candidate (in block letters) :
- 02 Date of birth / Present Age :
- 03 Name of the Institute in which Presently working :
- 04 Present post held with date of appointment on regular basis :
- 05 Educational qualifications :
- 06 Present basic pay with scale of pay :
- 07 Brief particulars of services including the present post :

<i>Name of the Institute</i>	<i>Post held</i>	<i>Scale of pay</i>	<i>Period</i>		<i>Nature of duties</i>
			<i>From</i>	<i>To</i>	

- 08 Whether belongs to SC/ST/OBC :
- 09 Ex-Servicemen/P.H :
- 10 Whether Permanent/Temporary :
- 11 Computer operational knowledge :
- 12 Any other information :

I do hereby declare and certify that the information furnished above is complete, correct and true to the best of my knowledge and belief.

Signature of the applicant with date

**CERTIFICATE BY THE HEAD OF OFFICE**

Certified that the particulars furnished by the above candidates at Sl. Nos. 1 to 11 above have been verified from his service records and found to be correct. His/her ACR/APARS (attested copies) for the last five years are enclosed herewith.

Signature of Head of office with seal