



भा.कृ.अनु.प.-केन्द्रीय उपोष्ण बागवानी संस्थान

रहमानखेड़ा, डाकघर काकोरी, लखनऊ-226 101 (भारत)

ICAR-Central Institute for Subtropical Horticulture

Rehmankhhera, P.O. Kakori, Lucknow - 226 101 (India)



F.No.: 1-6(12)/Estt.

Dated: 06.08.2022

To

1. All Directors of ICAR Institutes/National Bureaus/Project Directors/NRCs
2. The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi

Sub: **Filling up of one post of Personal Assistant at ICAR-CISH, Lucknow -reg.**

Sir/Madam,

It is proposed to fill up one post of Personal Assistant on deputation/permanent absorption basis at ICAR-CISH, Lucknow. The particulars of the post/eligibility are given below:-

Sr. No.	Post	No. of posts & Reservation category	Pay Level (Pay Bands & Grade Pay)	Eligibility
1.	Personal Assistant	01 (UR)	Pay Level-6 in the pay level of Rs. 35400-112400/- (PB-2 Rs. 9300-34800 + GP Rs. 4200/- pre-revised)	<ol style="list-style-type: none"> 1. Stenographers working at ICAR Institutes holding analogous post on regular basis in the parent cadre. 2. Stenographer Grade-III with 10 years regular service in the PB-1 (Rs. 5200-20200) + Grade Pay of Rs. 2400/- or equivalent.

It is requested that the above vacancy may kindly be circulated amongst the eligible employees of your Institute and regional stations and necessary particulars of such candidates who are willing to apply for the post and can be immediately relieved, if selected, may be forwarded in the proforma given overleaf along with the following records:-

- i. Duly attested copies of APARs for the last five years.
- ii. Certificate to the effect that no disciplinary proceedings/case is pending or being contemplated against the official/candidate.

The last date of receipt of application is 16th September, 2022. Incomplete and those received after prescribed date or without APARs and certificates as desired above will not be entertained.

This issues with the approval of the Director, ICAR-CISH.

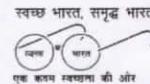
Yours faithfully

Encl. as above.

S.K.V.
06/08/2022
(S. K. Verma)
Sr. Adm. Officer

Copy to:

1. The Deputy Secretary (Hort.), ICAR, Krishi Anusandhan Bhawan-II, New Delhi-110012.
2. Institute Website / e-office notice board.



PROFORMA

**Application for the post Of Personal Assistant on Deputation/Permanent
Absorption Basis At ICAR- CENTRAL INSTITUTE FOR SUBTROPICAL
HORTICULTURE, LUCKNOW**

1. Name of the Candidate & Designation
(In Block letters) :
2. Name of the Institute where presently working :
3. Full postal address :

4. Date of appointment on regular basis in the
Present post. :
5. Whether permanent/temporary :
6. Date of Birth :
7. Educational Qualification :
8. Whether belongs to SC/ST/OBC :
9. Service particulars:

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

10. Any other information relevant to the application:

I do hereby declare that particulars furnished by me are correct to the best of my knowledge and belief.

Signature of the applicant

Date:

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

Certified that the information furnished by the aforesaid applicant has been verified from the Office/service records and are found correct.

Signature with seal