



An ISO 9001:2008 Certified Institute



कृषि मंत्रालय (कृषि अनुसंधान एवं शिक्षा विभाग), भारत सरकार
भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान
भारतीय कृषि अनुसंधान परिषद
एला, ओल्ड गोवा - 403 402 (भारत)

Ministry of Agriculture (Department of Agricultural Research and Education), GOVERNMENT OF INDIA

ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE

Indian Council of Agricultural Research

Ela, Old Goa - 403 402 (INDIA)



F.No. II-13024/1/2020-Estt

Date: 24-11-2020

CIRCULAR

In continuation to this Office Circular No. 4(157)/2010/PA/Estt dated 12-03-2020, the last date for receipt of the applications for filling up the post of Personal Assistant on deputation basis at this Institute has been extended up to **31-12-2020**.

The eligibility criteria is as detailed below:-

Sr.No	Name of the post	No. of Post	Pay level	Eligibility	Period of Deputation
1	Personal Assistant	01	Level 6	Steno Grade III with ten years of regular service or equivalent	Not exceeding three years

It is requested that the above vacancies may be circulated among the eligible and desirous employees, if any, working at your Institute. The application of only such employees who can be relieved immediately in the event of their selection may be forwarded in the proforma appended along with their complete APAR Dossiers (attested photo copies), latest by 31-12-2020.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the employee may also be furnished while forwarding the application through proper channel. The application received without APAR dossiers and Vigilance/disciplinary clearance will not be considered.


24/11/2020
ADMINISTRATIVE OFFICER

Encl: as above.

For distribution to :

1. All Directors/Project Directors of ICAR Institutes /NRCs/Project Directorates/Bureau/ Zonal Co-ordinators.
2. The Director (Admn.), ICAR, Krishi Bhavan, New Delhi -110 001
3. The Under Secretary (NRM), ICAR, Krishi Anusandhan Bhavan, Pusa-II, New Delhi -110 012


ADMINISTRATIVE OFFICER

ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE
ELA, OLD GOA 403 402

Application for the post of **PERSONAL ASSISTANT** (on deputation basis) at ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa.

S. No.	Particulars	Affix recent passport size photograph of the candidate duly attested by Gazette Officer			
1.	Name (in block letter)				
2.	Name of the Institute where presently working				
3.	Date of appointment on regular basis				
4.	Whether permanent/temporary				
5.	Date of birth				
6.	Whether belongs to SC/ST/OBC				
7.	Educational qualification				
8.	Service Particulars:				
	Name of the Institute	Post held	Pay	Period	Nature of duties attended
				From	To
9	Any other information relevant to the application				

Place:

Date:

Signature of Applicant

CERTIFICATE BY THE EMPLOYER

1. Certified that the information furnished above are verified from the service records of the candidate and are found correct.
2. Certified that no vigilance or disciplinary case is pending or being contemplated
3. Certified that no minor/major penalty has been imposed on him during the last ten years.
4. Copies of APAR Dossiers for the last five years are enclosed.

Place:

Date:

Signature of Employer with seal