



# भा.कृ.अ.प.- केन्द्रीय बकरी अनुसंधान संस्थान

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON GOATS

Makhdoom, P.O. Farah-281 122, Mathura, U.P.

Phone: 0565-273328 (Director), 2763327 (Sr. Admin. Officer)

Fax No.565-273246



F. No. CIRG/R&P/Admn./2023

Dated: 16<sup>th</sup> October 2023

To,

All the Directors/ Project Directors of  
ICAR Research Institute/NRCs/ATARIs.

Sub: Filling up of Administrative Posts at ICAR-CIRG, Makhdoom – reg.

Sir/Madam,

It is proposed to fill up the following vacant Administrative Posts at ICAR-Central Institute for Research on Goats, Makhdoom by deputation/permanent observation basis from eligible candidates working in ICAR Headquarter/Institutes/NRCs/Project Directorates etc. The particulars of the post and other details given below:

Sl. No.	Name of the post	Pay level as per 7 <sup>th</sup> CPC	No. of Vacant Posts	Essential requirement and eligibility
1.	Assistant Admin. Officer (AAO)	Pay Level-7	02 Posts (UR)	By deputation of persons holding analogous post i.e. AAO at any ICAR Hqrs./Institutes/NRCs/Project Directorates etc.  OR By deputation of regular Assistants (pay Level-6) of 7 <sup>th</sup> CPC pay matrix at ICAR Hqrs./Institutes/NRCs/Project Directorates etc. having at least 5 years regular service in the Grade.

*[Handwritten Signature]*  
17/10/23

2.	Assistant	Pay Level-6	02 Posts (01 UR) (01ST)	By Deputation of regular Assistant of ICAR Hqrs./ICAR Institutes/NRCs/ Project Directorates.  OR By deputation of regular UDC of ICAR Hqrs./ICAR Institutes/NRCs/ Project Directorates having at least 10 years regular service in the Grade.
3.	Upper Division Clerk (UDC)	Pay Level-4	02 Posts (UR)	By deputation of regular UDC of ICAR Hqrs./ICAR Institutes/NRCs/ Project Directorates.  OR Failing above, by deputation of regular Lower Division Clerk of ICAR Hqrs./ICAR Institutes/NRCs/ Project Directorates having at least 08 years regular service in the grade.
4.	Lower Division Clerk (LDC)	Pay Level-2	01 Post (UR)	Candidate holding analogous post i.e. Lower Division Clerk on substantive basis in the pay level 2 of ICAR Hqrs./ICAR Institutes/NRCs/ Project Directorates.
5.	MTS (SSS)	Pay Level-1	03 Posts (UR)	Candidate holding analogous post i.e. MTS/SSS on substantive basis in the pay level 1 of ICAR Hqrs./ICAR Institutes/NRCs/ Project Directorates.

1. The initial deputation period shall be two (02) years (may be further extended one (01) year at a time further for three (03) years maximum). The Director, ICAR-CIRG, Makhdoom may revert the decision at any time based on the performance or on consequent joining of applicant on DR quota.

  
17/7/23

2. Eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure-A) in duplicate to the undersigned. **The last date of receipt of applications is 15.11.2023.** Applications received after the last date or otherwise incomplete including advance copies of the application are not likely to be considered. The Director, ICAR-CIRG, Makhdoom, however, will reserve the right to accept/reject the applications without assigning reasons thereof.
3. In case, applications are received in large numbers, criteria as prescribed by ICAR vide its Circular No. Admn.7-1/2020-R&P dated 25.11.2020 shall be applied and/or any other criteria formulated by the Selection Committee of ICAR-CIRG, Makhdoom (in case of transfer sought on the same ground) for selecting the candidate for the above vacancies.
4. Terms & Conditions for Inter-Institutional transfer shall be governed as laid down in the ICAR's Circulars(s) No. 33-8/2016-Estt.I dated 15<sup>th</sup> / 19<sup>th</sup> September, 2016 & F. No. Admn.7-1/2020-R&P dated 25.11.2020.
5. It is requested that the above vacancies may be circulated widely and the applications of willing candidates having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of their selection may be forwarded.

**The following documents may also please be sent along with the application:-**

- I. Attested copies of the APAR dossiers for the last five years.
- II. Vigilance Clearance & Integrity Certificate.
- III. A statement of major/minor penalty, if any, imposed on the applicant during the last three years.

Yours faithfully,

Encl: Proforma.

  
(P.K. Sharma)

Nodal Officer (Admin.)

**Copy to:**

1. The Deputy Secretary (Admin.), ICAR, Krishi Bhawan, New Delhi – 110001.
2. The Deputy Secretary (AS), ICAR, Krishi Bhawan, New Delhi – 110001.
3. The Director, ICAR-CIRG, Makhdoom for kind information please.
4. I/c, AKM Unit to upload the said documents on ICAR-CIRG & e-office Notice Board.
5. Guard file.

**PROFORMA**

**Application for the post of** : \_\_\_\_\_

1. Name of the Candidate : \_\_\_\_\_

2. Name of the Institute : \_\_\_\_\_

3. Postal Address with Email ID and Phone No. : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Date of appointment to the Present Post : \_\_\_\_\_

5. Date of Joining in ICAR Services : \_\_\_\_\_

6. Date of Birth : \_\_\_\_\_

7. Education Qualification : \_\_\_\_\_

8. Whether belongs to SC/ST/OBC/General : \_\_\_\_\_

9. Service Particulars:

Name of the Institute	Post held	Scale of pay	Period		Nature of duty	Whether Adhoc or on regular basis
			from	to		

10. Any other information/particulars relevant to :  
the service of the applicant \_\_\_\_\_

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

**Signature of the Applicant**

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

Certified that the information furnished by the applicant have been verified from the service records and found correct.

**Head of Office/AO/Director**