



भाकृअनुप - औषधीय एवं संगंधीय पादप अनुसंधान निदेशालय
बोरीयावी 387310, आणंद, गुजरात, भारत
ICAR - Directorate of Medicinal and Aromatic Plants Research
Boriavi 387 310, Anand, Gujarat, India



F.No.3-20/95-Estt./ 3453-3460

Date: 29/08/2024

To,

1. All the Directors/Project Directors of ICAR Institutes/ NRCs/ ATARIs/ Bureaus/ Zonal Project Directorates.
2. The Deputy Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi-110001.
3. The Under Secretary (Horti. Sciences Div.), Krishi Anusandhan Bhawan- II, New Delhi-110012.

Sub: Filling up of the administrative post on Transfer / Deputation/ Absorption basis at ICAR-DMAPR, Boriavi, Anand, Gujarat -regarding

Sir/Madam,

The Director, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi, Anand, Gujarat invites applications from amongst the eligible candidates working at ICAR Institutes, Headquarters/Project Directorate/NRCs/ATARIs/Bureaus/ Zonal Project Directorates for the administrative post vacant at this Directorate on Transfer/Deputation/Absorption basis. Particulars of the post & eligibility are detailed below:

Name of the post	No. of Post & Category	Pay Level	Eligibility
Lower Division Clerk (LDC)	02 (Two) Posts, (UR-01, ST-01)	Level-2, Rs.19,900- Rs.63,200/- as per 7 th CPC (Pre-revised Rs.5200-20200+ GP Rs. 1900/-)	(i), By transfer of regular LDCs of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service.
Upper Division Clerk (UDC)	01 (One Post)- SC	Level-4, Rs.25,500-Rs. 81,100/- as per 7 th CPC (Pre-revised Rs.5200-20200 + GP Rs. 2400/-)	(i) By deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding three years (ii) Failing above, By deputation of regular Lower Division Clerk of ICAR Institutes/Hqrs. having at least 8 years regular service. The deputation shall be for a period not exceeding three years. (iii) Failing (i) & (ii) above, By transfer on permanent absorption of regular UDC of ICAR Hqrs./Institutes. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority,

			if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/GOI and the parent Department agrees to the proposal of permanent absorption.
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Aforesaid filling up of vacant post of LDC and UDC through transfer/deputation shall be governed by Group "C" Recruitment Rules for Administrative Posts notified by ICAR vide OM No.Admn.11-2/2022-R&P dated 07.06.2023.

It is requested that the aforesaid vacancies may please be circulated amongst the eligible and desirous candidates working at your Institute / Establishment.

The application of only such candidates who fulfill the requisite eligibility and who can be relieved immediately in the event of their selection may please be forwarded **Through Proper Channel** in the prescribed proforma to **The Director, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi-387310, Anand, Gujarat** along with the following documents:

- I. Attested copies of APARs for the last 05years for Deputation.
- II. Certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the official.
- III. Integrity Certificate.

Incomplete applications or those received after prescribed due date or without APAR Dossiers/Vigilance Clearance Certificate/Integrity Certificate or not forwarded through proper channel will not be considered. Only complete applications in all respects will be considered.

The last date for the receipt of the applications through proper channel along with all relevant documents is **18th September, 2024**.

Yours faithfully,

(Handwritten signature)
27/8/24

(Hitesh Bijarnia)

Administrative Officer

Encl: Application proforma.

Copy to:

1. All the Directors/Project Director of ICAR Institutes/ NRCs/ ATARIs/ Bureaus/ Zonal Project Directorates.
2. The Deputy Secretary (Admn.), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi-110001.
2. The Under Secretary (Horticultural Science Division), Indian Council of Agricultural Research, Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110012.
3. Vigilance Officer, ICAR-DMAPR, Boriavi, Anand, Gujarat.
4. OIC, AKMU, ICAR-DMAPR, Boriavi, Anand, Gujarat with a request to please upload the same on Directorate's website and E-Office Notice Board.
5. PPS to Director, ICAR-DMAPR, Boriavi, Anand, Gujarat.
6. Notice Board, ICAR-DMAPR, Boriavi, Anand, Gujarat.
7. Guard File.

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Twitter: twitter.com/akmudmapr

**ICAR-DIRECTORATE OF MEDICINAL AND AROMATIC PLANTS RESEARCH
BORIAVI-387310, ANAND, GUJARAT**

**APPLICATION FOR THE POST OF LDC and UDC ON TRANSFER/ DEPUTATION BASIS/PERMANENT
ABSORPTION BASIS**

1. Name of the candidate (in block letters):
2. Father's/Husband's Name :
3. Date of Birth :
4. Name of the Institute where presently:
working
5. Present post held on regular basis :
with date of appointment
6. Date of confirmation/ post held substantively:
7. Educational Qualifications :
8. Details of Technical/other qualifications:
If any, also details of the Departmental
Examination if ay, passed.
9. Postal Address :
10. Personal contact details:
 - a). Mobile No. :
 - c). E-mail address (preferably ICAR email ID):
11. Whether belongs to SC/ST/General/OBC/EWS/PwD:
12. Service particulars :

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

14. Any other information/particulars relevant to the service of the applicant:

_____ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall abide by the decision of the Director, ICAR-DMAPR, Boriavi, Anand, Gujarat.

Signature of the candidate with date

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

Certified that information furnished by the aforesaid applicant has been verified from the office/service records and found correct. It is also certified that no vigilance/disciplinary case is pending/contemplated against the above candidate. Attested copies of last five years APARs are enclosed.

Signature with seal of Head of Office/Director