



**ICAR - NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING  
AMRAVATI ROAD: NAGPUR-440 033**

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F.No. 3-154/16-Admn./ 3367/100

Date : 08.12.2022

To

4. The Director / Project Directors of ICAR Research Institutes / Project Directorates / NRCs / ZPDs
5. The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110 001
6. The Deputy Secretary (NRM), ICAR, Krishi Anusandhan Bhawan- II, Pusa, New Delh-110012

**Subject : Filling up the following Administrative posts on deputation basis or transfer on permanent basis at ICAR – NBSS&LUP, Nagpur and its Regional Centres – reg.**

Sir,

It is proposed to fill up the following Administrative posts on deputation basis or transfer on permanent basis. The particulars of posts / eligibility etc. are detailed below:-

Sl. No.	Particular of posts and Place of posting	Category	Pay Bands / Grade Pay	Eligibility
1.	Assistant (Six posts) Nagpur, Bangalore, Kolkata, Jorhat, Delhi	6-UR	Pay Level 6 in the pay matrix (Pay band Rs. 9300-34800 + Grade Pay Rs. 4200/- pre-revised)	Holding analogous post in the similar capacity OR Upper Division Clerk (PB-1, Rs. 5200-20200 with Grade Pay of Rs. 2400/-) of ICAR headquarters/ Institutions having at least 10 years regular service in the Grade .
2.	Personal Assistant (Five posts) Nagpur, Bangalore, Jorhat	5-UR	Pay Level 6 in the pay matrix (Pay band Rs. 9300-34800 + Grade Pay Rs. 4200/- pre-revised)	Holding analogous post in the similar capacity OR Stenographer Steno. Gr.III (PB-1, Rs. 5200-20200 with Grade Pay of Rs. 2400/-) having at least 10 years of regular service working at ICAR Institutes.
3.	Upper Division Clerk (Eight posts) Nagpur, Bangalore, Kolkata, New Delhi and Jorhat	8-UR	Pay Level 4 in the pay matrix (Pay Band Rs. 5200-20200 + Grade Pay Rs. 2400/- pre-revised)	Holding analogous post in the similar capacity OR Lower Division Clerk in the Pay Band PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900 with minimum of 8 years regular service in the Grade .
4.	Lower Division Clerk (One post) Nagpur	1-UR	Pay Level 2 in the pay matrix (Pay Band Rs. 5200-20200 + Grade Pay Rs. 1900/- pre-revised)	Holding analogous post in the similar capacity with three years of service.

It is requested that the above vacancies may please be circulated amongst the eligible employees of ICAR Institutes and their regional stations and necessary particulars of such candidates who are willing to apply for the posts and can be immediately relieved may be forwarded in the prescribed proforma along with the following documents.

- iv) Xerox copies of APARs for last three/five years duly attested.
- v) Certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.
- vi) Undertaking of candidate that "in the event of his transfer, he will be placed at the bottom of the concerned cadre and he has to start afresh his services from the date of his joining in the transferred institute

The application may be sent to this office within 20 days. Incomplete applications 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-NBSS&LUP, Nagpur.

Encl : As above

Yours faithfully,

(Toran Prasad)  
Asstt. Admn. Officer

✓ Copy to : The In-charge, ARIS Cell with a request to upload the same on Institute's website.

**PROFORMA**

**Application for the Post of \_\_\_\_\_**

1. Name of the candidate (IN BLOCK LETTERS) :
2. Name of the Institute where the candidate is working now :
3. Date of Birth & Age :
4. Present post held on regular basis with date of appointment and basic pay with Pay Band + Grade Pay :
5. Whether permanent/temporary :
6. Education & other qualification :
7. Whether belongs to SC/ST/OBC :
8. Brief particulars of the service including the present post

Post held	Pay Band+ Grade Pay	Period		Office	Nature of duties performed
		From	To		

9. Whether opted for ICAR Service :
10. Any other Information/particulars relevant to the service of the applicant :

I ..... 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 the time before or after the selection of deputation/permanent transfer, action may be taken against me and I shall abide by the decision of the National Bureau of Soil Survey and Land Use Planning, Amravati Road, Nagpur-440 033

Signature of the applicant

Date :

**Certificate to be furnished by the Head of Department/Office**

Certified that the information furnished by the candidate has been verified from the officer/service records.

Date :

Place :

Signature with seal