



भा0कृ0अनु0प0-राष्ट्रीय पादप जैवप्रौद्योगिकी संस्थान
लाल बहादुर शास्त्री भवन, पूसा परिसर, नई दिल्ली-110012
ICAR-National Institute for Plant Biotechnology
Lal Bahadur Shastri Building, Pusa Campus, New Delhi-110012



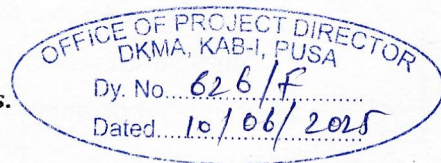
File No. 19-3/2013-NIPB/623/3

Date: 04/06/2025

Computer No.: 199923

To,

1. The Director/Project Director of all the ICAR Institute/NRCs/ATARIs.
2. The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi.
3. The Director (CS.), ICAR, KAB, Pusa, New Delhi.



Sub: Filling up of 01 Post of Lower Division Clerk (LDC) Group - C, level-2 (as per 7th CPC pay matrix) on Inter-Institutional Transfer basis at ICAR-NIPB, New Delhi - reg.

Sir/Madam,

It is proposed to fill up the 01 vacant post of Lower Division Clerk (LDC) on inter-institutional transfer/permanent absorption basis amongst the eligible ICAR employees who fulfill the requisite qualifications as mentioned below.

Sl.No	Name of Office	No. of Post	Name of the Post & Pay Level	Essential Requirement/ Eligibility
1.	ICAR-National Institute for Plant Biotechnology, Pusa Campus, New Delhi.	01 (UR)	Lower Division Clerk Pay Level - 2 in the Pay matrix of 7 th CPC, Pay Band-01 Rs.5200-20,200 with Grade Pay of Rs. 1900.	Candidates holding the analogous post i.e. Lower Division Clerk having five (05) years of qualifying service on Substantive basis in the Pay Matrix Level-2 (PB-1, Rs.5200-20,200 with Grade Pay of Rs. 1900) in the ICAR Headquarters/any ICAR Institute/NRC/ATARIs.

While submitting the application of willing candidates, he/she may be kept in the mind the ICAR guidelines/instructions vide F.No.33-8/2016-Estt.I dated 19th September 2016 that the part of service rendered by the transferred employee prior to his/.her transfer after availing the last promotion in the parent Institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute/Headquarters. For availing promotion including by Limited Departmental Competitive Examination (LDCE) to the next higher grade he/she has to render the prescribed years of service, as per Recruitment Rules, in the new Institute/headquarters. He/she has to start afresh his/her service in the new Institute/Headquarters being placed at the bottom of the concerned cadre, however, his/her existing pay may be protected. Other terms & Condition for inter-institutional transfer shall be governed as laid down in the ICAR letter No. F.No. Admn. 7-1/2020-R&P, dated 23rd August. 2023.

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Single

Note:

1. All above mentioned posts are to be filled by promotion/transfer on permanent absorption basis.
2. Any amendment in recruitment rule made by Council from time to time will be considered.

It is requested that the above vacancies may please be circulated amongst all the eligible employees of your Institute regional station and necessary particulars of such candidates who are willing to apply for the post and can be immediately relived, if selected, may be forwarded in the enclosed proforma along with following records:-

- (i) Xerox copies of the APAR for the last five years duly attested.
- (ii) Certificate to the effect that no disciplinary proceedings are pending / contemplated against the official.
- (iii) Undertaking of candidate that in the event of his transfer, he/she will be placed at the bottom of the concerned cadre and he/she has to start afresh his/her services from the date of his/her joining in the transferred Institute.

The last date of receipt of application is **4th July 2025**. Incomplete application or those received after the prescribed date without APARs dossiers / vigilance clearance certificate as desired above will not be entertained.

This issues with the approval of the Competent Authority of this Institute.

Yours faithfully,

(Sumit Singh)

Senior Admn. Officer

011-25843533

Enclosure: Annexure-I

Copy to:

- ✓ 1. The Project Director, DKMA, KAB-I, Pusa Campus, New Delhi – 110012 with the request to upload on ICAR's website and e-office notice board.
2. Incharge website, ICAR-NIPB, New Delhi with request to upload on Institute website.
3. PS to Director, ICAR-NIPB, New Delhi for information please.

APPLICATION PROFORMA FOR LOWER DIVISION CLERK IN LEVEL-2 AT ICAR-NATIONAL INSTITUTE FOR PLANT BIOTECHNOLOGY, NEW DELHI (ON INTER-INSTITUTIONAL TRANSFER BASIS):

1.	Name of the applicant & (FMS No.)				
2.	Father's/Husband's Name				
3.	Gender: Male/Female				
4.	Date of Birth & Age				
5.	Date of Joining of ICAR				
6.	Name of ICAR Institute where applicant is working at present				
7.	Date of Joining of the Present Grade and Status of probation				
8.	Whether Permanent/Temporary				
9.	Nature of duties performed (in brief)				
	Sl.No.	Post Held	Period	Pay Scale	Nature of duties
10.	Educational Qualification				
11.	Whether belongs to UR/SC/ST/OBC/ Physically handicapped & selected under with category (UR/SC/ST/OBC/PH)				
12.	Email Address (preferably ICAR email ID i.e @icar.gov.in) and Mobile No.				

13.	<p>Reason for transfer: (Pl. Specify- Max 100 words and attach necessary documents, if any)</p> <p>a. Spouse ground (Whether employed in State Gov./Central Gov./PSUs. If yes, please attach copy of self attested ID proof issued by the department where spouse is working).</p> <p>b. Medical ground (Self or any family members: Family as defined under CGHS/CS (MA) rules).</p> <p>c. Other (Give details)</p>	
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I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

(Signature of the applicant)

Date: -----

It is certified that particulars furnished above have been verified from the service book and found correct and no disciplinary case is either pending or being contemplated against the official.

Signature of the Head of Office
(With Stamp)