



**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./ 1765/100

Date : 20.07.2023

To

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

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

Sir,

It is proposed to fill up the following Administrative posts on deputation basis & permanent absorption 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.	Personal Assistant (Five posts) <b>Nagpur, Bangalore, Jorhat</b>	5-UR	<b>Pay Level 6 in the pay matrix</b> (Pay band Rs. 9300-34800 + Grade Pay Rs. 4200/- pre- revised)	Holding analogous post in the similar capacity OR Steno. Gr.III working at ICAR Institute on regular basis or with ten years regular service in the Steno. Gr.III (PB-1, Rs. 5200-20200 with Grade Pay of Rs. 2400/-) or equivalent.
2.	Upper Division Clerk (Eight posts) <b>Nagpur, Bangalore, Kolkata, New Delhi and Jorhat</b>	8-UR	<b>Pay Level 4 in the pay matrix</b> (Pay Band Rs. 5200-20200 + Grade Pay Rs. 2400/- pre- revised)	The officials of ICAR system or Central Government or state Government or union territories or Autonomous Bodies or PSUs. (iii) Holding the analogous post on regular basis in parent cadre/department or (iv) Having eight years of regular service in the pay level-2 (Rs. 19900-63200) (Pre-revised pay band-I, Rs. 5200-20200 with Grade pay of Rs. 1900) in parent cadre/department.
3.	Lower Division Clerk (One post) <b>Nagpur</b>	2-UR	<b>Pay Level 2 in the pay matrix</b> (Pay Band Rs. 5200-20200 + Grade Pay Rs. 1900/- pre- revised)	(iii) LDCs of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service, desiring transfer can be appointed against the vacancies meant for direct recruitment. (iv) LDCs from the Central Government or state Government or union territories or Autonomous Bodies or PSUs who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification (a) 12 <sup>th</sup> class or equivalent qualification from a recognized Board or University. (b) A typing speed of 35 w.p.m in English or 30 w.m.p in Hindi on computer. Above for direct recruitment can be appointed against the vacancies meant for direct recruitments.

**Note:**

1. Period of deputation including period of deputation in another in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.
2. Preference in deputation will be given to the officials of ICAR system.
3. The departmental officials in the feeder category, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation.
4. The maximum age limit for appointment on deputation / deputation (including short term contract) shall 'not exceeding fifty-six-years' on the closing date of receipt of application.

5. *The official, who initially comes on deputation and considered suitable for the post, will 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.*

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.

- I. Xerox copies of APARs for last three/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/permanent absorption, 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 **last date of receipt of application is 21.08.2023**. 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.

Yours faithfully,



(Toran Prasad)

Asstt. Admn. Officer

**Encl : As above**

Copy to :

- ✓ 1. The In-charge, ARIS Cell with a request to upload the same on Institute's website.
2. The Nodal Officer e-Office.

## 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