



कुक्कुट अनुसंधान निदेशालय
DIRECTORATE OF POULTRY RESEARCH
(Indian Council of Agricultural Research)
Rajendranagar, Hyderabad 500 030

Ph:040-24017000/24015651, Fax : 040-24017002 email : pdpoult@ap.nic.in, website : www.pdonpoultry.org



F.No.1-38/2010-11-Estt./ 33941

Date: 16-01-2015

All the Directors/ Project Directors of ICAR Research Institutes/ NRCs/ZCUs/ Director (Admn), I.C.A.R.Krishi Bhavan, New Delhi.

Subject: Filling up the post of Personal Assistant (Un-reserved) on deputation / on transfer basis- reg.

Sir/ Madam,

This Directorate is proposed to fill up the vacant post of Personal Assistant on deputation for a period not exceeding three years among the eligible candidates of Stenographer Gr.III./on transfer among the Personal Assistants working on an analogous post on regular basis at this Directorate. The particulars of the post and eligibility are detailed below:

Sl. No.	Name of the Post	No. of Posts	Pay Band + Grade Pay	Eligibility
1.	Personal Assistant	1(Un-reserved)	PB-2 9300-34800 + Grade Pay 4200/-	Stenographer Grade-III in the Pay Band-1 5200-20200 + GP 2400 having completed at least ten (10) years of regular service in the grade or working on an analogous post on regular basis on permanent absorption basis

It is requested that the vacancy may be circulated among the eligible and desirous candidates, if any, working at your Institute/ Establishment. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the proforma appended along with their complete CR Dossiers (attested photo copies) for the last 10 years, so as to reach this office on or before **16th February, 2015**.

A Certificate to the effect that No Disciplinary/ Vigilance case is pending or being contemplated against the candidate(s) may also be furnished while forwarding the application through proper channel. The application received without CR dossiers and vigilance/ disciplinary clearance will not be entertained.

Yours faithfully,


(S.R.MEENA)

ADMINISTRATIVE OFFICER
(M) 09705071161

Encl: As above

Copy forwarded to:

1. In-charge ARIS cell- it is requested to upload on the PDP website for wider circulation.
2. The Under Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi-110001 for kind information.



PROFORMA

APPLICATION FOR THE POST OF PERSONAL ASSISTANT ON DEPUTATION/ ON TRANSFER (AS SUCH PERSONAL ASSISTANT) AT DIRECTORATE OF POULTRY RESEARCH(PDP), RAJENDRANAGR, HYDERABAD-500 030.

1	Name of the Applicant (in block letters)	
2	Name of the Institute where presently working	
3	Date of appointment on regular basis in the present post	
4	Whether permanent/temporary	
5	Date of Birth	
6	Educational Qualifications	
7	Whether SC/ST/OBC	
8	Service Particulars	

Name of the Institute	Post Held	Scale of Pay	Period		Nature of duties performed
			From	To	

9. Any other information relevant to the service of the applicant:

I do hereby declare and certify that the information furnished by me is correct and true to the best of my knowledge and belief.

Signature of the applicant with date.

Certificate to be furnished by the Head of Office

Certified that the information furnished by the candidate has been verified from the service records of the candidate and found correct.

Signature of the Head of Office with the seal.