



भाकृअनुप. : भारतीय मृदा एवं जल संरक्षण संस्थान
२१८ कौलागढ़ रोड, देहरादून २४८ १६५ (उत्तराखंड)
ICAR: Indian Institute of Soil & Water Conservation
(Formerly known as CSWCRTI)
218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)
Telefax (O) 0135 275 7214, Fax : 0135, 275 4213 & 2755386



महोदय / महोदया

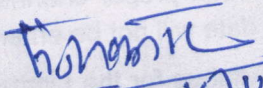
कृपया संलग्न परिपत्र 8-03/2019-प्रशा / ३११० दिनांक 15.12.2022 आपके सूचनार्थ प्रेषित है।

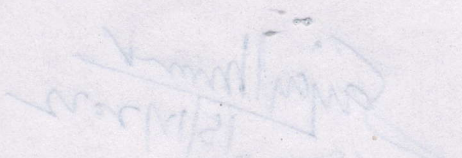
Sir / Madam

Please find enclosed Circular No. 8-03/2019-Adm/ ३११० dated 15.12.2022 for kind information please.

सादर आभार सहित / with Regards

भवदीय/Yours Faithfully


स.प्र.अ./AAO 15/12/2022


Assistant Administrative Officer

- Distribution:
1. Head, RC Agr. Bldg. Chandigarh, Distt. Kangra, Himachal Pradesh & Vessal
 2. Head, Division of H&E, MRS&S, P.O. 22, Dehra
 3. The OIC, Research Farm, Dehra
 4. The OIC, AKRIS, for uploading the same in the website
 5. All Sectional Heads, Administration, Audit & Accounts, B&C, (22/1) ICAR-IISWC, Dehra
 6. P.S. to Director, ICAR-IISWC, Dehra
 7. P.S. to CAO(SG), ICAR-IISWC, Dehra
 8. Guest file



भाकृअनुप : भारतीय मृदा एवं जल संरक्षण संस्थान
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F. No. 8-03/2019-Adm(comp.no.75325)/3910

Dated:

ISO 9001:2015
15/12/2022

CIRCULAR

Applications are invited to fill up following vacant posts in Administrative category through Limited Departmental Competitive Examination (LDCE), examination for which will be held tentatively during the month of Jan, 2023 at ICAR – Indian Institute of Soil & Water Conservation, Dehradun:-

Sl. No.	Name & Details of the post	No. of posts	Essential qualification/ Eligibility criteria	Minimum Qualifying Marks
1.	Assistant Administrative Officer Level – 7 (7 th CPC)	01 (UR)	*Three years of regular service in the grade of Assistant / Personal Assistant as on 01.01.2022	1. 35% in each paper and 40% in aggregate for General (UR) Category 2. 30% in each paper and 35% in aggregate for SC/ST candidates.
2.	Assistant Level – 6 (7 th CPC)	01 (UR)	*Six years of regular service in the grade of UDC as on 01.01.2022	1. 33% in each paper and 38% in aggregate for General (UR) Category 2. 28% in each paper and 33% in aggregate for SC/ST candidates.

*Assistants / Personal Assistants completing three years service as on 31.3.2022 shall also be eligible for promotion through LDCE for the post of Assistant Administrative Officer in accordance with DoPT vide its OM No.AB-14017/17/2018-Estt.RR dated 12.8.2021 duly endorsed vide Council's endorsement No.21-50/2021-CDN dated 15.9.2021.

*UDCs completing six years service as on 31.3.2022 shall also be eligible for promotion through LDCE for the post of Assistant in accordance with DoPT OM dated 12.8.2021 referred to above

The eligible employees at the Institutes headquarters and the Research Centres of ICAR-IISWC, Dehradun, who wish to appear for the aforesaid examination, may send their application in the proforma given overleaf, through proper channel so as to reach this office on or before 23.12.2022. Application(s) received after above date will not be entertained.

The syllabus for the Limited Departmental Competitive Examination for aforesaid posts is also enclosed herewith. The question papers shall be in bilingual, while submitting application choice of medium to answer the question paper has to be given in the Proforma.

All the controlling officers are requested that the contents of the circular may be brought to the notice of eligible employees, and their application may be forwarded to the Institute headquarters within the stipulated time period.

This is issued with the approval of the competent authority.

(Sanjay Pant)
Assistant Administrative Officer

Distribution:-

1. Head, RC Agra, Bellary, Chandigarh, Datia, Kota, Udaghmandalam & Vasad.
2. Head, Division of H&E, HRD&SS, PI. Sci. & SS&A
3. The OIC, Research Farm, Selaqui/PME Cell.
4. The OIC, AKMU for uploading the same to the institute website.
5. All Sectional Heads (Administration, Audit & Accounts, B&C, S&P) ICAR-IISWC, Dehradun.
6. PS to Director, ICAR-IISWC, Dehradun.
7. PS to CAO(SG), ICAR-IISWC, Dehradun.
8. Guard File.

PROFORMA

Application for the post of / पद के लिए आवेदन पत्र

1. Name in block letters/
आवेदक का पूरा नाम :
2. Place of Posting/ कार्य स्थल :
3. Date of birth/ जन्म तिथि :
4. Date of joining in ICAR/
परिषद में कार्य ग्रहण करने की तिथि :
5. Date of joining in present grade
and status of probation/
वर्तमान पद ग्रहण करने की तिथि एवं
परिवीक्षा की तिथि :

6. Brief particulars of service including present post/ वर्तमान पद पर सेवा से जुड़े ब्योरा:

S.No. /क सं	Post held / पद	Period / अवधि	Pay Scale/ वेतनमान	Nature of Duties/ कार्य की प्रकृति

7. Educational Qualification/ शैक्षणिक योग्यता :
8. Whether SC/ST/General/OBC/EWS:
अनु.जा/अनु. जजा./सामान्य/ओबीसी/आर्थिक पिछड़ा वर्ग:
9. Option to answer either in English or Hindi :
उत्तर देने का विकल्प अंग्रेजी अथवा हिन्दी
10. Any other relevant information/ अन्य आवश्यक सूचना :

Signature of the candidate with date
आवेदक के हस्ताक्षर एवं दिनांक

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the official and no penalty, major or minor, was imposed on the official during last ten years. His/Her integrity is beyond doubt.

Signature of Head of Centre / Office