



भाकृअनुप : भारतीय मृदा एवं जल संरक्षण संस्थान
२१८ कौलागढ़ रोड, देहरादून २४८ १६५ (उत्तराखंड)

ICAR: Indian Institute of Soil & Water Conservation
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ISO 9001:2015

F. No. 8-03/2019-Adm(comp.no.75325)/1097

Dated: 13/10/21, 2021

CIRCULAR

Applications are invited to fill up following vacant posts in Administrative category through Limited Departmental Competitive Examination (LDCE), which will be held tentatively in the month of December, 2021 at ICAR – Indian Institute of Soil & Water Conservation, Dehradun:-

Sl. No.	Name & Details of the post	No. of post & Place of posting	Essential qualification / Eligibility criteria	Minimum Qualifying Marks
1.	Assistant Administrative Officer Level – 7 (7 th CPC)	01 (UR) & Ballari/ Udhagamandalam/ Vasad	*Three years of regular service in the grade of Assistant / Personal Assistant as on 01.01.2021	1. 35% in each paper and 40% in aggregate for General Category 2. 30% in each paper and 35% in aggregate for SC/ST candidates.

*The officials (Assistant & PA) completing three years service as on 31.3.2021 shall also be eligible for promotion through LDCE for the above post in accordance with DoPT vide OM No.AB-14017/17/2018-Estt.RR dated 12.8.2021 duly endorsed vide Council's endorsement letter No.21-50/2021-CDN dated 15.9.2021.

The eligible employees at the Institutes headquarters and the Research Centre 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 30th October, 2021. Application(s) received thereafter 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.

(Kamla Bargali)

Assistant Administrative Officer

Encls. – As above

Distribution:-

1. All Heads of the Center/ Heads of Division/, ICAR-IISWC, Dehradun.
2. The OIC, Research Farm, Selaqui.
3. The OIC, AKMU for uploading the same to the institute website.
4. Sectional Heads (Administration, Audit & Accounts, B&C, S&P) ICAR-IISWC, Dehradun.
5. PA to the Director, ICAR-IISWC, Dehradun.
6. PS to the CAO (Sr. Grade), ICAR-IISWC, Dehradun.
7. 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 ब्य I:

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

7. Educational Qualification/ शैक्षणिक योग्यता :
8. Whether SC/ST/General/OBC/
अनु.जा/अनु. जजा./ सामान्य/ओबीसी/:
9. Option to answer either 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 दिनाँव

It is certified that particular 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 integrity is beyond doubt.

Signature of Head of Centre / Office (with seal)
कार्यालय प्रमुख के हस्ताक्षर सील सहित