



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

**ICAR: Indian Institute of Soil & Water Conservation**  
218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)  
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ISO 9001:2015

File No. 8-03/2019-Adm. 3761

Dated: - 24-3-2021

To,

All Director/Project Directors of ICAR Institutes / NRCs/ATARIs

**Subject : Filling up of vacant post of Assistant & Upper Division Clerks (UDC) at ICAR- IISWC, Dehradun on Deputation basis- req.**

Sir/ Madam,

It is proposed to fill up the following vacant posts at ICAR- Indian Institute of Soil & Water Conservation, Dehradun on priority basis on **deputation basis** among the eligible candidate(s) who fulfil the requisite qualification as mentioned below:-

Sl. No.	Name of the post	No. of Post(s)	Pay-Level	Eligibility
1.	Assistant (UR)	02	Pay Level-6 in the pay matrix of 7 <sup>th</sup> CPC	UDCs (level -4 of 7 <sup>th</sup> CPC) in ICAR Headquarters/ Institutes having at least 10 years of regular service in the grade. The period of deputation shall be of 03 years.
2.	Upper Division Clerk (UR)	01	Pay Level-4 in the Pay matrix of 7 <sup>th</sup> CPC	Holding analogous post in the similar capacity at the ICAR Institutes/ Headquarters. The period of deputation shall be of 03 years.

It is requested that the above vacancy may be circulated amongst the eligible and desirous candidate if any, working at your office and necessary particulars of such candidates who are willing to apply for the posts and can be relieved immediately in the event of their selection may please be forwarded to the institute in the prescribed proforma of the application enclosed herewith along with the following documents:

- I. Attested copies of APARs for the last 05 years.
- II. Certificate to the effect that no disciplinary/ vigilance case is pending against the official.
- III. Integrity certificate.

The last date for the receipt of the applications through proper channel along with all relevant documents **is within 30 days of the issue of this circular**. Incomplete applications and those which are received after the prescribed date or without APARs and certificate as mentioned above or applications received not through the proper channel will summarily be rejected.

Yours faithfully,

*Neha Dobhal*

(Neha Dobhal)

Assistant Admin. Officer

**Copy to:**

1. The Director (A), ICAR, Krishi Bhawan, New Delhi – 110001.
2. The Officer-in-charge, AKMU, ICAR-IISWC, Dehradun for uploading on institute's website.
3. PS to Director, ICAR IISWC, Dehradun.
4. 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. Whether permanent or temporary स्थायी अथवा अस्थायी
5. Date of joining in ICAR/ परिषद में कार्य ग्रहण करने की तिथि :
6. Date of joining in present grade and status of probation/ वर्तमान पद ग्रहण करने की तिथि एवं परीक्षा की तिथि :

7. 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 /वेतन मान	Nature of duties /कार्य की प्रकृति

8. Educational Qualification/ शैक्षणिक योग्यता :
9. Whether SC/ST/General/ EWS/PwD अनु.जा / अनु. जजा. / सामान्य/ईडब्ल्यूएस/दिव्यांग :
10. Any other relevant information/ अन्य कोई आवश्यक सूचना :

I do, hereby declare and certify that the information provided above is correct and true to the best of my knowledge and belief.

Signature of the candidate with date  
आवेदक के हस्ताक्षर/ दिनांक

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 Office with seal/  
कार्यलय प्रमुख के हस्ताक्षर सील सहित