



राष्ट्रीय अंगूर अनुसंधान केन्द्र
(भारतीय कृषि अनुसंधान परिषद)

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत
NATIONAL RESEARCH CENTRE FOR GRAPES
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA
Tel: +91-20-26956000 (EPABX), Fax: +91-20-26956099
E-Mail: dirnrcg@icar.org.in Website: http://nrcgrapes.nic.in



F.No. NRCG/2(7)/97-Estt./

Date: 10.1.2012

All the Directors/Project Directors of ICAR Research Institutes/NRCs ZCUs

Subject: Filling up of the posts of Assistant Finance & Accounts Officer/ Personal Assistant/Lower Divisional Clerk on Transfer /deputation/absorption basis – reg

Sir/Madam,

It is proposed to fill up the following posts at this Institute. The particulars of the post and eligibility are detailed below :

| Sr. | Name of the Post | No. of Post | Pay band + Grade Pay | Eligibility |
|-----|---|-------------|---|---|
| 1. | Assistant Finance & Accounts Officer | 1 | (PB -2) ₹ 9300-34800 + Grade Pay ₹ 4600/- | Officials holding analogous post OR by promotion of Junior Accounts Officer in the Pay Band-2 , ₹ 9300-34800 + Grade Pay of ₹ 4200/- with five years of regular service in the grade, on permanent absorption basis OR By promotion of Assistant having rendered 5 years of continuous and regular service in the PB-2 ₹ 9300-34800 + Grade Pay ₹ 4200/- and have qualified ICAR Audit and Accounts examination conducted by ICAR, by promotion. |
| 2. | Personal Assistant | 1 | (PB -2) ₹ 9300-34800 + Grade Pay ₹ 4200/- | Stenographer Grade III in the pay band-1 ₹ 5200-20200 + Grade Pay ₹ 2400 having completed at least ten years of regular service in the grade or working on an analogous post on regular basis on permanent absorption basis. |
| 3. | Lower Divisional Clerk | 2 | (PB -1) ₹ 5200-20200 + Grade Pay ₹ 1900/- | Officials holding analogous post. |

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 & up-to-date CR Dossiers (attested photo copies) for the last five years, so as to reach this office on or before **29.2.2012.**

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,

Administrative Officer

Encl.: as above.

Copy forwarded to:

1. Incharge ARIS cell, - It is requested to upload on the website.
2. Under Secretary (Admin) - ICAR – for kind information.