



भा.कृ.अनु.प. - राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो

ICAR - NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS

ग्राम व पोस्ट: कुशमौर, मऊ नाथ भंजन, मऊ (उ.प्र.)-275101

Vill & Post: Kushmaur, Mau Nath Bhanjan, Mau (UP)- 275101

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File No. 2(4-1)/Admn-Staff/NBAIM/2020/1194

Dated: 13.05.2020

To,

The Directors/Project Directors of ICAR Research Institutes/Project Directorates/NRCs/ZPDs

Sub: Filling up of the following Administrative Posts on Promotion/Deputation/Permanent Absorption basis-regarding.

Sir,

The Director, ICAR-National Bureau of Agriculturally Important Microorganisms, Mau U.P. invites applications from amongst the eligible candidates working at ICAR Institutes, Headquarters/Project Directorate/NRCs etc. for the post of Assistant Finance & Accounts Officer, Personal Assistant, and Assistant vacant at this Institute on Promotion/Deputation/Permanent Absorption basis. Particulars of the posts & Eligibility for deputation are detailed below:-

Sl. No.	Name of the Post	No. of Posts	Pay Scale	Eligibility Criteria
1.	Assistant Finance & Accounts Officer	01 (UR)	Level-7 under 7 th CPC (pre-revised PB-2 9300-34800 + Grade Pay 4600)	Jr. Accounts Officer in the level-6 under 7 th CPC (Pre-revised Pay Band -2, Rs. 9300-34800+G.P. of Rs. 4200) with three years of regular service in the grade in the ICAR Institute/ICAR Headquarter.
2.	Personal Assistant	01 (UR)	Level-6 under 7 th CPC Equal to GP 4200/-	Steno. Gr.III having experience at least 10 years of regular service in the GP 2400/- (Pre revised) The Deputation is initially for a Period of two years and likely to be extended as per rules and satisfactory performance. The incumbent is likely for permanent absorption.
3.	Assistant	01 (UR)	Level-6 under 7 th CPC Equal to GP 4200/-	UDC having at least 10 years of regular service in the grade. The Deputation is initially for a Period of two years and likely to be extended as per rule and satisfactory performance. The incumbent is likely for permanent absorption.

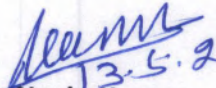
It is requested that the above vacancies may kindly be circulated amongst the eligible candidates working at your Institute/regional stations and necessary particulars of such candidates who are willing to apply for the posts and can be relieved immediately may be forwarded in the prescribed proforma of the application (enclosed with this notification) along with the following records.

Contd. to next....

1. Photo copies of APARs for the last five years duly attested.
2. Certificate to the effect that no disciplinary/vigilance case is pending against the official.

The last date for the receipt of the applications through proper channel along with all relevant documents is **15th June, 2020**. Incomplete applications and those received after the prescribed date or without APARs and certificates as mentioned above or applications received not through proper channel will summarily be rejected.

This issues with the approval of the Competent Authority of the Bureau.


13.5.2020
Navin Kumar
Administrative Officer,

Encl:-Proforma of application

Copy forwarded for information and necessary action to:

- 1- The Deputy Secretary (Admin.), Indian Council of Agriculture Research, Krishi Bhawan, New Delhi-01
- 2- In-charge AKMU Cell / NBAIM website: www.nbaim.org.in, with request to up-load the AD on the Bureau web site.
- 3- In-Charge MGR portal: www.mgrportal.org.in with a request to up-load the AD on the mgrportal.
- 4- Director's Personal Cell, NBAIM, Mau.
- 5- Concerned file

PROFORMA FOR APPLYING THE POST OF AFAO

1. Name of the Candidate :
2. Name of the ICAR Institute/ Units/HQ where candidate is working at present. :
3. Date of Birth & age :
4. Educational & other qualifications :
5. Date of qualifying ICAR Audit and Accounts Exam (Please enclose copy of relevant orders) :
6. Present post held on regular basis with date of appointment :
7. Brief particulars of the service including the present post :

Post held	Scale of Pay	Period	Office	Nature of Duties

8. Date of Confirmation/Post held substantively :
9. Whether belong to SC / ST/ UR :
10. Email address / Any other information / Particulars relevant to the service of the employee :

Date: _____

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above have been verified from the Service Book and found correct. Attested copies of last 5 years Confidential Reports enclosed.