



भा.कृ.अनु.प.-केन्द्रीय कंद फसल अनुसंधान संस्थान  
(भारतीय कृषि अनुसंधान परिषद)

श्रीकारियम, तिरुवनंतपुरम - 695 017, केरल, भारत

**ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE**

(Indian Council of Agricultural Research)

Sreekariyam, Thiruvananthapuram - 695 017, Kerala, India



फ. सं./F.No.1-18/2011-Estt.

दिनांक/Dated 24.09.2020

*All the Directors/Project Directors/Project Co-ordinators  
of the ICAR Institutes/NRCs/Directorates/Deputy Secretary (Admn), ICAR Hq.*

**विषय/Sub:Filling up the post of Upper Division Clerk (UDC) at ICAR-CTCRI,  
Thiruvananthapuram by deputation/permanent transfer basis - reg.**

Sir/Madam,

It is proposed to fill up the **02 (two) vacant posts (UR-01, SC-01) of Upper Division Clerks(UDCs)** in the Pay Matrix Level-4 (25500-81100) on deputation/permanent absorption basis at ICAR-CTCRI HQ, Thiruvananthapuram/Regional Centre, Bhubaneswar from eligible ICAR officials as per the criterion furnished below:

- (i) **By deputation of regular UDCs of ICAR Institutes/Hqrs.**  
The deputation shall be for a period of not exceeding three years.
- (ii) Failing (i) above,  
**By deputation of regular LDCs of ICAR Institutes/Hqrs. Having at least 08 (eight) years regular service.**  
The deputation shall be for a period of not exceeding three years.
- (iii) Failing (i) & (ii) above,  
**By transfer on permanent absorption of regular UDC of ICAR Institutes/Hqrs.**

It is requested that the above vacancy may kindly be circulated among the eligible and desirous candidates, if any, working at your Institute/HQ. The application of suitable and willing eligible candidates may please be forwarded in the enclosed proforma along with their complete ACR/APAR dossiers (attested photo copies) for the last five years, so as to reach ICAR-CTCRI, Thiruvananthapuram **on or before 23.10.2020.**

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be furnished while forwarding the application. Incomplete applications and the applications received after the prescribed date or without APAR dossiers and prescribed certificates will not be considered.

आपका/Yours faithfully,

वरिष्ठ प्रशासनिक अधिकारी /  
Senior Administrative Officer

अनुलग्नक / Encl:- as above (01 page).

Copy to: Dr. V.S.Santhosh Mithra, Principal Scientist, ICAR-CTCRI- for publishing in website.

## PROFORMA

## APPLICATION FOR THE POST OF UPPER DIVISION CLERK

|     |   |                                 |   |
|-----|---|---------------------------------|---|
| 1.  | Name of the Candidate<br>(In BLOCK letters)   | :                               |   |
| 2.  | Date of Birth & Age   | :                               |   |
| 3.  | Educational & other qualifications  | :                               |   |
| 4.  | Name of the Institute   | :                               |   |
| 5.  | Date of regular appointment   | :                               |   |
| 6.  | Brief particulars of the service including the present post                                 |                                 |   |
|     | Post held   | Pay Matrix<br>Level/Pay<br>band | Period<br>Office<br>Nature of duties                                |
|     |   |                                 |   |
| 7.  | Whether belonging to SC/ST  | :                               |   |
| 8.  | Applying for deputation or permanent absorption <b>(strike off which is not applicable)</b> | :                               | Deputation / Permanent Absorption                                   |
| 9.  | Indicate the desired place of posting <b>(strike off which is not applicable)</b>           | :                               | ICAR- CTCRI HQ, Thiruvananthapuram/<br>Regional Centre, Bhubaneswar |
| 10. | Any other information/particulars relevant to the service of the Employee                   | :                               |   |

## DECLARATION

I, \_\_\_\_\_ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. I fully understand that in the event of any information being found false or incorrect at any point of time, I shall be liable for appropriate action as decided by the Director, ICAR-CTCRI.

Date:

Signature of the Candidate

## CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above are correct. The Integrity Certificate and Vigilance clearance certificate and attested photo copies of the ACRs/APARs of the last five years are attached.

Signature of Head of office with seal