



भा.कृ.अ.प - गन्ना प्रजनन संस्थान
ICAR - SUGARCANE BREEDING INSTITUTE
कोयंबटूर / COIMBATORE – 641007



Email: director.sbi@icar.gov.in, **Telephone No:** 0422-2472621

F.No: 18-20/2022-Estt

Date: 09.05.2023

To

1. The Directors/ Project Directors of ICAR Research Institute/Project Directorates/NRCs/ATARIs.
2. The Deputy Secretary (Admn), ICAR, Krishi Bhavan, New Delhi- 110 001
3. The Deputy Secretary (CS), ICAR, Krishi Bhavan, New Delhi

Subject: - Filling up of 1 vacant post of Assistant Administrative Officer (ST) at ICAR-Sugarcane Breeding Institute -reg

Sir/Madam,

It is proposed to fill up 01 vacant post of Assistant Administrative Officer (ST) in this Institute on permanent absorption basis from eligible candidates working in ICAR Institutes. The particulars of the post and eligibility are as given below:

Name of the post	Reservation Position	No. of Post	Pay Level as per 7 th CPC	Eligibility
Assistant Administrative Officer	ST	One (01)	Level-7	Assistants in the Level 06 (PB-2, Rs.9300-34800 + GP 4200/-) having rendered 5 years of regular service in the grade.

It is requested that the vacancy may please be circulated amongst the eligible and desired candidates, working at your Institute and also in regional stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along-with the attested copies of APAR for the last 5 years. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate(s) alongwith integrity certificate may also be furnished while forwarding the application through proper channel.

The applications received without CR dossiers or vigilance clearance or integrity certificate will not be entertained. The applications should reach this office on or before 26th June 2023.

Encl: As Above

Yours faithfully,


10/5/23
Administrative Officer

Copy to:-

1. All HDs/HSs, ICAR-SBI, Coimbatore
2. Head/ Scientist I/c, Karnal/Kannur/Agali
3. I/c AKMU – with the request to upload the circular on the Institute website.
4. Vigilance Officer, ICAR-SBI, Coimbatore

**APPLICATION PROFORMA FOR THE POST OF AFAO /AAO/Personal Assistant/Assistant AT
ICAR- SUGARCANE BREEDING INSTITUTE, COIMBATORE-7**

1. Name of the candidate (Block letters) :
2. Name of the post applied for :
3. Postal Address :
4. Name of the Institute where the candidate is working right now :
5. Date of Birth :
6. Present post held with date of appointment on regular basis :
7. Present basic Pay :
8. Educational Qualification giving details of examination passed from matriculation onwards :
9. Technical Qualification/other qualifications, also details of Departmental examination passed if any :
10. Details of Service including present post :

Name of the Institute	Post held	Scale of pay	Period		Nature of duties
			From	To	

11. Whether permanent/temporary :
12. Whether belongs to SC/ST :
13. Any other information :

Declaration

I do hereby declare and certify that the information furnished are correct and true to the best of my knowledge and belief.

Signature of the applicant

Date:

Certificate to be furnished by the Head of the Department/Office

1. Certified that the information furnished by the candidate has been verified from the office/service record and found correct.
2. Certified that no vigilance or disciplinary cases is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
4. Copies of APAR dossiers for the last five years are enclosed.

Signature with Seal

Place:
Date: