



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



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

F.No: 18-20/2022-Estt.

Date: 10.05.2023

To

The Directors/ Project Directors of ICAR Research Institute / Project Directorates/NRCs/ATARIs.

Subject: - Filling up of vacant Administrative posts by deputation/ permanent absorption basis-reg

Sir/Madam,

It is proposed to fill up the following posts at this Institute immediately on deputation/permanent absorption basis among the eligible candidates who fulfill the requisite qualifications as mentioned below:

Sl. No	Name of the post with scale of pay	Category	Pay Bands/ Grade Pay	Eligibility
1.	Assistant Finance & Accounts Officer (Coimbatore)	1-UR	Pay Level 7 in the pay matrix (Pay Band Rs.9300-34800 + Grade Pay of Rs.4600/- pre-revised)	By promotion of Junior Accounts Officer in Level 6 of 7 th CPC Pay Matrix with three years of regular service in the grade from other Institutes / Headquarters of the council on permanent absorption basis. Failing above by promotion of Assistants having rendered 5 years of continuous and regular service in Level 6 of 7 th CPC Pay Matrix and have qualified Audit and Account Exam conducted by the ICAR.
2.	Personal Assistant (Coimbatore)	2-UR	Pay Level 6 in the pay matrix (Pay Band Rs.9300-34800 + Grade Pay of Rs.4200/- pre-revised)	By deputation of Stenographer.Gr.III working in ICAR Institutes on regular basis with ten years regular service in the Steno.Gr.III or equivalent May be absorbed permanently based on satisfactory performance and Director's approval.
3.	Assistant (Coimbatore-10, Karnal-1 & Kannur-1)	12-(UR-6, SC-2, ST-1, OBC-3)	Pay Level 6 in the pay matrix (Pay Band Rs.9300-34800 + Grade Pay of Rs.4200/- pre-revised)	By transfer of officials holding analogous post of Assistant in ICAR headquarters/ICAR Institutes

It is requested that the vacancy may please be circulated amongst the eligible and desired candidates, working at your Institute and also in regional/research 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, integrity certificate, Vigilance clearance certificate to the Director, ICAR-SBI, Coimbatore latest by 26.06.2023. Incomplete application(s) and those received after the due date or without Vigilance Clearance will not be entertained.

Yours faithfully,


Administrative Officer

Encl: As Above

Copy to:-

1. All HDs/HSs, ICAR-SBI, Coimbatore
2. Officer I/c/ 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
5. Notice Board (Main / Farm)

**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: