



भा0 कृ0 अ0 प0- राष्ट्रीय पादप आनुवंशिक संसाधन ब्यूरो
ICAR-National Bureau of Plant Genetic Resources
पूसा परिसर नई दिल्ली-110012
Pusa Campus, New Delhi – 110012



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No. Rec/LDC/2010/PIII/(e146422)

Dated: 23.07.2025

To

All the Directors/ Project Director of
ICAR Research Institute/ NRCs/ ATAARIs

Sub: Filling up the vacant post of Lower Division Clerk on Inter-Institutional transfer basis against DR at ICAR-NBPGR, Hqrs and its Regional Stations-reg.

Sir/Madam,

ICAR-NBPGR is filling vacant posts Lower Division Clerk (LDC) under Inter-Institutional transfer basis against DR at ICAR-NBPGR, Hqrs. New Delhi and its 10 Regional Stations from eligible candidates working in ICAR Hqrs/ICAR's Institute.

The candidates may choose their preferred place of posting at ICAR-NBPGR Hqrs., New Delhi or any of its 10 Regional Station i.e. Akola (Maharashtra), Bhowali (Nainital), Cuttack (Odisha), Hyderabad (Telangana), Jodhpur (Rajasthan), Ranchi (Jharkhand), Shillong (Meghalaya), Shimla (Himachal Pradesh). Srinagar (Jammu & Kashmir), Thrissur (Kerala) and their preference will be considered favourably. The particulars of the vacant posts are as given below:

Sl. No.	Name of the post	Number of vacancies	Pay Level	Eligibility
1.	Lower Division Clerk	06 (UR-03, OBC-02 & SC-01)	Level – 02 of 7 th CPC	LDCs of other ICAR Institute/Headquarters, who have successfully completed probation period and confirmed in the ICAR service.

Interested applicants may send their applications through proper channel in the enclosed proforma (as Annexure-I) to the undersigned. Other terms & conditions for Inter-Institutional transfer shall be governed as laid down in the ICAR's letter No. Admn.7-1/2020-R&P dated 23.08.2023.

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APARs of the last 05 years, certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate(s) along with integrity certificate may also be furnished while forwarding the application through proper channel. Incomplete applications or applications received after due date will not be entertained. The applications should reach this office on or before the last date i.e. 31.08.2025. The selection committee/ the Director, ICAR-NBPGR, New Delhi, however, will reserve the right to accept/reject the applications without assigning reason thereof.

Yours faithfully

Encl: As above:

Amrita Negi
23/7/2025
(Amrita Negi)

Asstt. Admn. Officer

Copy:

In-charge, AKMU, ICAR-NBPGR, New Delhi for uploading the same on Bureau's website.

PROFORMA FOR APPLYING FOR THE POST OF Lower Division Clerk

1. Name of the candidate :
2. Name of the ICAR Institute where candidate is working at present:
3. Date of birth & age:
4. Educational & other qualifications :
5. Present post held on regular basis with date of appointment :
6. Brief particulars of the service including the present post:

Post held	Scale of pay	Period	Office	Nature of Duties

7. Date of confirmation/post held substantively :
8. Category:
9. Email address/contact details :
10. Any other information/ particulars relevant to the service of the employee :

SIGNATURE OF THE CANDIDATE

Date:

CERTIFICATE BY THE HEAD OF OFFICE

Certified that particulars furnished above have been verified from the service book and found correct. Attested copies of last 5 years APARs are enclosed. It is also certified that the application being forwarded by this Institute is in conformity with ICAR-NBPGR circular No. dated and that he /she fulfils all the requisite criteria as mentioned therein and the ICAR guidelines regarding inter-institutional transfer of such personnel.

SIGNATURE WITH STAMP OF THE HEAD OF OFFICE

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आवेदन करने के लिए प्रोफार्मा

1. उम्मीदवार का नाम :
2. भाकृअनुप संस्थान का नाम जहां उम्मीदवार वर्तमान में काम कर रहा है:
3. जन्म तिथि और आयु:
4. शैक्षिक और अन्य योग्यताएं:
5. वर्तमान पद धारित नियमित नियुक्ति की तारीख के साथ आधार:
6. वर्तमान पद सहित सेवा का संक्षिप्त विवरण:
7. मूल रूप से धारित पुष्टि/पद की तिथि:
8. वर्ग:
9. ईमेल पता/संपर्क विवरण:
10. कोई अन्य सूचना/विवरण
कर्मचारी की सेवा के लिए प्रासंगिक:

उम्मीदवार के हस्ताक्षर

दिनांक:

कार्यालय के प्रमुख द्वारा प्रमाण पत्र

प्रमाणित किया जाता है कि ऊपर दिए गए विवरणों का सेवा पुस्तिका से सत्यापन किया गया है और वे सही पाए गए हैं। पिछले 5 वर्षों की वार्षिक कार्य निष्पादन रिपोर्ट (APAR) की सत्यापित प्रतियाँ संलग्न हैं। यह भी प्रमाणित किया जाता है कि इस संस्थान द्वारा अग्रेषित किया जा रहा आवेदन पत्र ICAR-NBPGR के दिनांक के परिपत्र संख्या के अनुरूप है और वह इसमें उल्लिखित सभी आवश्यक मानदंडों और ऐसे कार्मिकों के अंतर-संस्थागत स्थानांतरण के संबंध में ICAR के दिशानिर्देशों को पूरा करता है।

कार्यालय प्रमुख के स्टाम्प के साथ हस्ताक्षर

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