



भारत-राष्ट्रीय चावल अनुसंधान संस्थान  
कटक (ओडिशा) 753 006, भारत  
**ICAR – NATIONAL RICE RESEARCH INSTITUTE**

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F.No.10-130/2015/Adm-II/26

Dated: 24.12.2021

To

All the Directors/Project Directors of ICAR Research Institutes/  
Project Directorates /NRCs/ATARI/National Bureaus.

Sub: - Filling up the vacant posts of LDC, UDC, Assistant and Personal Assistant on Deputation/ transfer basis at ICAR-National Rice Research Institute, Cuttack, Odisha.

Sir/Madam,

I am directed to inform that the following vacant posts of LDC, UDC, Assistant and Personal Assistant are proposed to be filled up on Deputation/transfer basis at ICAR-National Rice Research Institute, Cuttack, Odisha. The particulars of posts, category and eligibility are detailed below.

Sl. No.	Name and Scale of Pay of the Post	No. of Posts & Category	Eligibility
1	Lower Division Clerk Pay Level -2, (Pre-revised, PB-1 Rs.5200-20200/- + GP Rs.1900/-)	03 (UR-01) (ST-02)	By deputation/Transfer of regular LDC of ICAR Hqrs./ICAR Institutes having completion of probation period.
2	Upper Division Clerk Pay Level -4 (Pre-revised, PB-1 Rs.5200 - 20200/- + GP Rs.2400/-)	03 (UR-02) (ST-01)	By Deputation/Transfer of regular UDC of ICAR HQ/ICAR-Institutes. OR By deputation of regular LDCs of ICAR HQ/Institutes having at least 8 years' service in the grade.
3	Assistant Pay Level 6, (Pre-revised, PB-2, Rs.9300 -34800/- + GP Rs.4200/-)	05 (UR-03) (ST-01) (SC-01)	By Deputation/Transfer of regular Assistants of ICAR HQ/ICAR-Institutes having completion of probation period. OR By deputation of regular UDCs of ICAR HQ/Institutes having at least 10 year's service in the grade.
4	Assistant Pay Level 6, (Pre-revised, PB-2, Rs.9300 -34800/- + GP Rs.4200/-)	01 (UR) for KVK, Santhpur, Cuttack	By Deputation /Transfer of regular Assistants of ICAR KVKs having completion of probation period as per ICAR Guideline.
5	Assistant Pay Level 6, (Pre-revised, PB-2, Rs.9300 -34800/- + GP Rs.4200/-)	01 (UR) for KVK, Koderma, Jharkhand Cuttack	
6	Personal Assistant, Pay Level 6, (Pre-revised, PB-2, Rs.9300 -34800/- + GP Rs.4200/-)	08 (UR-07) (SC-01)	By Deputation/Transfer of regular Personal Assistant of ICAR Hqrs./ICAR-Institutes. OR By deputation of regular Stenographer- Gr.III of ICAR Hqrs./ICAR Institutes having at least 10 years' regular service.

The above inter-institutional transfer and deputation will be regulated as per ICAR guidelines.

It is requested that the above vacancies may kindly be circulated amongst the eligible employees working under your Institute/Regional Station/Centers. The name of the suitable and desirous candidates who fulfill the requisite Qualification etc. may be forwarded in the proforma given overleaf along with their up-to-date CR dossiers of last five years on or before **31.01.2022**. Applications of only such candidate may kindly be forwarded who can be relieved immediately in the event of their selection for deputation at ICAR-NRRI, Cuttack, Odisha.

**A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those received after the prescribed date or without CR dossiers and certificate as desired above will not be entertained.**

Yours faithfully,

  
Assistant Administrative Officer

Copy to: -

The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-1

**Application Proforma for the post of LDC, UDC. Assistant & Personal Assistant  
at ICAR-NRRI, Cuttack.**

1	Name, Serial no & Category of the post applied for					
2	Name of the applicant (Block letters)					
3	Date of Birth					
4	Name of the Institute where presently working					
5	Name of the post to which originally appointed with date					
6	Present post held on regular basis with date of appointment					
7	Date of confirmation/post held substantively					
8	Whether belongs to SC/ST/OBC/PH					
9	Service Details					
	Name of the Institute	Post held	Scale of Pay	Period		Nature of duties
				From	To	
10	Any other information/particulars relevant to the service of the employee					

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

Date:

(Signature of the Applicant)

Certificate to be furnished by Head of Deptt. / Officer

It is certify that the information furnished by the candidate has been verified from the office / service record and found correct.

Signature with seal of the Head of Office