



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



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

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Date: 24.08.2022

To

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

Subject: - Filling up 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	Eligibility	Essential Qualifications
1.	Assistant Finance & Accounts Officer- 1 (UR)	Holding analogous post in the similar capacity (or) Junior Accounts Officer in Pay Level 6 as per 7 <sup>th</sup> CPC at the respective institutes having at least 3 years of regular service in the grade.	a)100% by promotion of Junior Accounts Officer in Level 6 of 7 <sup>th</sup> CPC Pay Matrix with three years of regular service in the grade within the Institute concerned. b) Failing (a) above by promotion of Junior Accounts Officer in Level 6 of 7 <sup>th</sup> CPC Pay Matrix with three years of regular service in the grade from other Institutes / Headquarters of the council on permanent absorption basis. c)Failing (a) and (b) above by promotion of Assistants having rendered 5 years of continuous and regular service in Level 6 of 7 <sup>th</sup> CPC Pay Matrix and have qualified Audit and Account Exam conducted by the ICAR.
2.	Private Secretary -1 (UR)	Holding analogous post in the similar capacity (or) Personal Assistant in Pay Level 6 as per 7 <sup>th</sup> CPC at the respective institutes having at least 5 years of regular service in the grade.	a)100% by promotion of Personal Assistants in Level 6 of 7 <sup>th</sup> CPC Pay Matrix at the respective Institutes having at least five years of regular service. b) Failing (a) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in Level 6 of 7 <sup>th</sup> CPC Pay matrix and continuous regular service of 15 years as Personal Assistant and Stenographer.Gr.III ( Level-4 of 7 <sup>th</sup> CPC Pay Matrix)

3.	Personal Assistant -2 (UR) Pay Level 6 in the pay matrix (pay band of Rs. 9300-34800 + Grade pay of Rs. 4200/- pre-revised)	Holding analogous post in the similar capacity (or) Steno Gr.III in Pay Level 4 as per 7 <sup>th</sup> CPC at the respective institutes having at least 10 years of regular service in the grade.	a) 100% by promotion of Steno Gr.III in Level 4 of 7 <sup>th</sup> CPC Pay Matrix having at least 10 years of regular service in the grade.  b) Failing (a) above by deputation of Stenographer.Gr.III working in ICAR Institutes on regular basis; or with ten years regular service in the Steno.Gr.III or equivalent  The period of deputation is permanent absorption basis.The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
4.	Assistant- 12 (UR-6, SC-2, ST-1, OBC-3)	Holding analogous post in the similar capacity (or) Upper Division Clerk in Pay Level 4 as per 7 <sup>th</sup> CPC at the respective institutes having at least 10 years of regular service in the grade.	a) By Promotion from the Upper Division Clerks (UDCs) in Pay Band-1. Rs.5200-20200+ Grade Pay of Rs.2400 (Level 4 of 7 <sup>th</sup> CPC) from ICAR Institutes / Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.  OR  b) By transfer of officials holding analogous post of Assistant in ICAR headquarters/ICAR Institutes
5.	Upper Division Clerk - 1 (SC) Pay Level 4 in the pay matrix (pay band of Rs. 5200-20200 + Grade pay of Rs. 2400/- pre-revised)	Holding analogous post in the similar capacity (or) Lower Division Clerk in Pay Level 2 as per 7 <sup>th</sup> CPC at the respective institutes having at least 8 years of regular service in the grade.	1. By deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding two years.  2.Failing (1) above, by deputation of regular Lower Division Clerks of ICAR Hqrs./Institutes having at least 8 years regular service. The deputation shall not be for a period not exceeding two years.

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 ACR/APAR for the last 5 years, integrity certificate, Vigilance clearance certificate to the Director, ICAR-SBI, Coimbatore latest by 23.09.2022. Incomplete application(s) and those received after the due date or without Vigilance Clearance will not be entertained.

Yours faithfully,

  
(DEVASSY.P.V)  
24/09/22  
Administrative Officer

Encl: As Above

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
5. Notice Board (Main / Farm)

**PROFORMA**

**APPLICATION FOR VARIOUS ADMINISTRATIVE POSTS ON DEPUTATION /  
INTER-INSTITUTIONAL TRANSFER BASIS AT ICAR- SUGARCANE BREEDING  
INSTITUTE, COIMBATORE 641 007, TAMILNADU**

**(Please specify the post)**

1. Name of the Candidate (In Block Letters) :
2. Post applied for (along with SL.No) :
3. Name of the Institute where presently working:
4. Full Postal address :
5. Date of appointment on regular basis in the present post:
6. Whether permanent / temporary :
7. Date of Birth :
8. Educational Qualification :
9. Whether belongs to SC/ST/OBC :
10. Service Details :

Name of the Institute	Post held	Pay level	Period		Nature of duties
			From	To	

11. Any other information relevant to the application:

I do hereby declare that particulars furnished by me are correct to the best of my knowledge and belief.

Signature of the applicant

Date:

**CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

Certified that the information furnished by the aforesaid applicant has been verified from the Office/ service records and are found correct. Attested copies of last 5 years APARs enclosed. It is also certified that no vigilance / disciplinary action has been initiated or being contemplated against him / her.

Signature with seal