



कृषिरत महिला अनुसंधान निदेशालय, भुवनेश्वर  
DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE

(आई.एस.ओ. 9001:2008 प्रमाणित) (ISO 9001:2008 Certified)

(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)

Plot No.50-51, Mouza-Jokalandi, Post-Baramunda, Bhubaneswar - 751 003, Odisha, INDIA

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फा.स. II-14018/01/10-प्रशासन

दिनांक : अगस्त 22, 2013

सेवा में

भा.कृ.अनु.प. संस्थानों / राष्ट्रीय अनुसंधान केन्द्रों / परियोजना निदेशालय / क्षेत्रीय परियोजना निदेशालय  
के निदेशक / परियोजना निदेशक

**विषय:** निजी सचिव / सहायक / उच्च श्रेणी लिपिक पद की भर्ती हेतु ।

महोदय/ महोदया,

इस निदेशालय के निम्नलिखित रिक्त पदों को भरने हेतु निचे दी गई विवरण के अनुसार परिषद मुख्यालय / अनुसंधान संस्थानों में स्थित कर्मचारियों से आवेदन पत्र आमंत्रित की जाती है :

क्र.सं. Sl. No.	पद का नाम Name of the post	पोस्ट की संख्या Number of post	वेतनमान Scale of pay	भर्ती की प्रणाली Mode of recruitment	पात्रता Eligibility
1	निजी सचिव Private Secretary	01	₹9300- 34800- + GP ₹4600/-	Deputation basis	Holding analogous post in the similar capacity <b>OR</b> Personal Assistants (PB-2 ₹9300-341800/- with grade pay of ₹4200/-) having at least Six years regular service in the grade.
2	सहायक Assistant	01	₹9300- 34800- + GP ₹4200/-	Transfer on permanent absorption	Holding analogous post in the similar capacity
3	उच्च श्रेणी लिपिक Upper Division Clerk	01	₹5200- 20200- + GP ₹2400/-	Deputation basis/ Transfer on permanent absorption	<b>By Deputation</b> Holding analogous post in the similar capacity <b>OR</b> Lower Division Clerks having at least 8 years regular service. <b>OR</b> <b>By Transfer on permanent absorption</b> Regular UDC

It is requested that the above vacancies may kindly be circulated amongst the eligible employees working under your institutes/ organizations. The application of only such candidate may please be forwarded who can be relieved immediately in the event of his/her selection in the proper proforma along with their CR dossiers for the last five years (photocopy duly attested) on or before **30<sup>th</sup> September 2013**.

A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also be sent while forwarding the application. Incomplete or application without CR dossier and vigilance/ disciplinary clearance will not be entertained.

धन्यवाद,

भवदीय,

जी.एस.राव  
प्रशासनिक अधिकारी

**सूचना हेतु :**

- निदेशक (प्रशासन), भा.कृ.अनु.प., कृषि भवन, नई दिल्ली
- निदेशक (GA/AE), भा.कृ.अनु.प., कृषि अनुसंधान भवन-I, नई दिल्ली
- गार्ड फाइल / अतिरिक्त प्रतियां

**कृषिरत महिला अनुसंधान निदेशालय, भुवनेश्वर**  
**DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE**  
Plot No.50-51, Mouza-Jokalandi, Post-Baramunda, Bhubaneswar – 751 003, Odisha, INDIA

**PROFORMA**

Applications for the post of \_\_\_\_\_ should be sent to the **Administrative Officer, Directorate of Research on Women in Agriculture, Plot No. 50-51, Mouza - Jokalndi, Post – Baramunda, Bhubaneswar – 751003, Odisha** on or before **30<sup>th</sup> September 2013**.

1.	Name of the candidate (in block letters)	:	
2.	Name of the Institute where presently working	:	
3.	Postal address	:	
4.	Date of appointment on regular basis in the present post	:	
5.	Whether permanent/ temporary	:	
6.	Date of Birth	:	
7.	Educational qualification giving details of examination passed from matriculation onwards	:	
8.	Details of Technical/ other qualifications if any also details of the Departmental examination if any passed	:	
9.	Whether belongs to SC/ST	:	
10.	Details of Service	:	

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

11.	Any other information / particulars relevant to service of the applicant	:	
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**Declaration**

I \_\_\_\_\_ do hereby declare that all the statements made above are completed and correct to the best of my knowledge and belief. In the event of any other information found false or incorrect at any time before or after the deputation / transfer, action may be taken against me and I shall abide by the decision of the DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE, BHUBANESWAR

Date:

SIGNATURE OF THE APPLICANT

**Certificate to be furnished by Head of Dept. / Office**

Certified that the information furnished by the candidate has been verified from the office/ service records and found correct.

Place:  
Date:

Signature of the Competent Authority