

भा. कृ. अनु. प. - राष्ट्रीय केला अनुसंधान केंद्र  
ICAR – National Research Centre for Banana  
तिरुचिरापल्ली, तामिलनाडु  
Tiruchirappalli, Tamil Nadu.  
Telephone: 0431 – 2618125

F.No.2 (05)/2022/Estt./ 1492

Date: 21.10.2022

To

The Director / Project Director of all the ICAR Institutes/  
Project Directorate / Burex / NRCs.

Sub : Filling up of One post of Private Secretary (1 – UR) in Level 7 in the Pay Matrix of VII CPC (pre-revised PB-2 Rs.9300-34800/- + Grade Pay of Rs.4600/-) at ICAR – National Research Centre for Banana (ICAR) on deputation basis.

Dear Sir / Madam,

It is proposed to fill up One vacant post of Personal Assistant (1 – UR) in Level 7 in the Pay Matrix of VII CPC (pre-revised PB-2 Rs.9300-34800/- + Grade Pay of Rs.4600/-) at ICAR – National Research Centre for Banana, Tiruchirappalli, Tamil Nadu on deputation basis as per details given below:-

S.No.	Name of the Post	Level (pre-revised Pay Band + GP)	Total Post	Eligibility
1.	Private Secretary	Level 7 in the Pay Matrix of VII CPC (pre-revised PB-2 Rs.9300-34800/- + GP 4600/-)	One	Deputation of Persons holding the analogous posts i.e. regular Private Secretary of ICAR Institutes / ICAR Headquarters. or Persons with five years of continuous service in the grade of Personal Assistant in Level 6 in the Pay Matrix of VII CPC (Pre-revised PB-2 Rs.9300 – 34800 + GP 4200) or equivalent. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

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. Applications of only such candidates who can be relieved immediately in the event of their selection may be forwarded in the enclosed proforma along with the attested copies of APAR during the last 5 years so as to reach the “Director, ICAR – National Research Centre for Banana, Thogamalai Road, Thayanur Post, Tiruchirappalli – 620 102, Tamil Nadu” **latest by 06.12.2022**

A certificate to the effect that no disciplinary / vigilance case is pending or being contemplated against the candidate(s) may also be furnished while forwarding the application through proper channel. Incomplete application(s) and those received after the due date or without vigilance clearance will not be entertained.

Yours faithfully,

सहायक प्रशासनिक अधिकारी

Assistant Administrative Officer

Encl: proforma

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**APPLICATION FOR THE POST OF PRIVATE SECRETARY IN LEVEL 7 IN THE PAY MATRIX OF VII CPC (PRE-REVISED PAY BAND OF Rs.9300-34800/- + GP 4600/-) AT ICAR – NRC FOR BANANA, TIRUCHIRAPALLI, TAMIL NADU**

1. Name of the candidate :  
(in Block letters)
2. Name of the Institute where candidate is working now :
3. Date of Birth & Present age :
4. Date of appointment on regular basis in the present grade :
5. Educational qualification giving details of examination passed from matriculation onwards. :

Name of the exam passed	Name of board / university	Class / division	Percentage	Year of passing	Subjects taken
1	2	3	4	5	6

6. Details of service including present post :

Name of the Institute	Post held	Scale of pay	Period		Nature of duties in detail
			From	to	
1	2	3	4	5	6

7. Whether permanent / temporary :
8. Whether belongs to Gen./ SC / ST / OBC / ESM / PH / EWS :
9. Present basic pay with scale of pay :
10. Details of computer operational knowledge :
11. Any other information :

**DECLARATION**

I ----- 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 information found false or incorrect at any time before or after the selection of post of Private Secretary, action may be taken against me and I shall abide by the decision of the Director, ICAR – National Research Centre for Banana, Tiruchirappalli, Tamil Nadu.

Date:

Signature of the applicant

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

Certified that the information furnished by the candidate has been verified from the Office / Service Records and found correct. Certified that no vigilance case or disciplinary case is pending or being contemplated. Certified that no minor / major penalty has been imposed on him during the last ten years. Copies of APAR for the last 5 years are enclosed.

Date:  
Place:

Signature with Office seal