



भाकृअनुप-खुम्ब अनुसंधान निदेशालय  
चम्बाघाट, सोलन (हि.प्र.) - 173213

ICAR-DIRECTORATE OF MUSHROOM RESEARCH  
CHAMBAGHAT, SOLAN (H.P.) - 173 213



फस 3(2)/स्थापना/2021

9170

दिनांक 10.10.2022

सेवा में

निदेशक/परियोजना निदेशक  
परिषद के समस्त संस्थान/राष्ट्रीय ब्यूरो/परियोजना निदेशालयों/राष्ट्रीय अनुसंधान केन्द्र |

Sub: Filling up 01 post (UR) of Personal Assistant (निजी सहायक) at ICAR-DMR, Solan on Deputation/Permanent absorption basis-reg.

Sir/Madam,

It is proposed to fill up 01 vacant post (UR) of Personal Assistant (PA) in the Level-6 of 7<sup>th</sup> CPC at ICAR-Directorate of Mushroom Research, Solan (HP) on Deputation/Permanent absorption basis. The particulars of the post and eligibility are detailed below:-

SN	Name of the Post	No. of Vacancy	Pay Level	Essential requirements/eligibility
1	Personal Assistant	01 (UR)	Pay Level 6 in the pay matrix 7 <sup>th</sup> CPC	Stenographer Grade-III in the pay matrix level-4 (PB-1, Rs 5200-20200+GP Rs 2400/- pre-revised) of 7 <sup>th</sup> CPC at the respective institutes having at least 10 years of regular service in the grade.

It is requested that the vacancy may be circulated among the eligible and desirous candidates if any, working at your Institute/Establishment. The applications of eligible persons who fulfill the requisite eligible conditions and who can be relieved immediately in the event of their selection may please be forwarded to the Director, ICAR-DMR, Solan in the Proforma given overleaf alongwith attested copies of APAR Dossiers for the last 05 years, Vigilance clearance certificate and AIPR (Year 2021) so as to reach this Directorate on or before 04.11.2022.

भवदीय

(तरुण कुमार)  
03/10/2022

प्रशासनिक अधिकारी

प्रतिलिपि

1. उप सचिव (प्रशासन), भारतीय कृषि अनुसंधान परिषद, कृषि भवन, नई दिल्ली-110001.
2. अवर सचिव (बागवानी विज्ञान), भारतीय कृषि अनुसंधान परिषद, कैब-II, पूसा, नई दिल्ली-110012.
3. इंचार्ज, ए.के.एम्.यू, खुम्ब अनुसंधान निदेशालय, सोलन से अनुरोध है कि वह इस पत्र को निदेशालय की वेबसाइट पर अपलोड करें |
4. नोडल अधिकारी/लोकल एडमिन, इ-ऑफिस, खुम्ब अनुसंधान निदेशालय, सोलन से अनुरोध है कि वह इस पत्र को इ-ऑफिस पर अपलोड करें |
5. निजी सचिव, निदेशक, खुम्ब अनुसंधान निदेशालय, सोलन |

**प्रोफोर्मा**

**भा.क.अनु.प-खुम्ब अनुसंधान निदेशालय, सोलन में निजी सहायक के पद पर आवेदन हेतु प्रपत्र**

1. Name of the Candidate :
2. Institute Name where candidate is presently working :
3. Date of appointment on regular basis in the present post :
4. Whether permanent or Temporary :
5. Date of Birth & Age :
6. Educational qualifications:

S.NO.	NAME OF EXAM PASSED	BOARD/INSTITUTION	YEAR
1			
2			
3			
4			

7. Category (UR/SC/ST/OBC) :
8. Full Postal address :
9. Contact number & E Mail :
10. Service Particulars:

Name of Institute	Post Held	Scale	Period		Nature of duties attended
			From	To	

11. Any other relevant information :

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

Place:

Date:

**Signature of the applicant**

**Certificate to be furnished by the Head of Office**

It is certified that the information furnished by the candidate has been verified from the service records of the candidate and found correct. It is also certified that no vigilance/disciplinary case is pending/contemplated against the above candidate.

Place:

Date:

**Head of Office**

**(Signature with Seal)**