

**ICAR RESEARCH COMPLEX FOR GOA
ELA, OLD GOA**

F.No.4(82)/2012/Assistant/Estt

Date:14-2-2013

NOTIFICATION

Applications are invited from eligible candidates for filling up the following posts at ICAR Research Complex for Goa, Ela, Old Goa, under the administrative control of Indian Council of Agricultural Research:-

Sr.No.	Name of the post	Number of post & category	Pay band	Essential Qualification	Desirable qualification	Age
1	Assistant	Two posts – (Unreserved)	PB-2 ₹.9300-34800/- + Grade Pay ₹.4200/-	A Bachelor's degree from a recognized University	Working knowledge in Computers	20-27 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category)
2	Lower Division Clerk	Two posts- (one Unreserved and one reserved for OBC)	PB-1 ₹.5200-20200/- + Grade Pay ₹.1900/-	i) 12 th Class or equivalent qualification from a recognized Board or University. ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)	Working knowledge in Computers	18-27 years (Relaxation in upper age shall be allowed to SC/ST/OBC as per the Government of India rules issued from time to time).

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- Written examination will be conducted for all the posts.
- The candidates appearing for the post of LDC will have to qualify in the typing test.
- The Successful candidates, who attains the minimum qualifying marks as may be fixed by the Institute as per merit will be eligible for personal interview.
- The medium of examination will be English/Hindi as opted by the candidate in the application form.
- The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications.
i.e. **30-03-2013**.

General Instructions for candidates:-

1. Duly completed application form should be submitted in the proforma appended, accompanied by a latest passport size photograph, attested copies of certificates in proof of age, educational qualification, mark sheets, experience, caste status(in case of SC/ST/OBC certificate issued by the Competent Authority in the prescribed form).
2. Name of the post applied for should invariably be mentioned on the top of the envelope and application should be addressed to the Director, ICAR Research Complex for Goa, Ela, Old Goa.
3. The prescribed qualifications are minimum. Where the number of applications received in response to advertisement is large the Institute will restrict the number of candidates as per norms.
4. The Director, ICAR Research Complex for Goa reserves the right to shortlist the candidates for test/interview, after due screening of applications, on the basis of qualifications, experience etc.
5. The post is Non-Government under the Indian Council of Agricultural Research which will be governed by New Pension Scheme introduced by Govt. of India w.e.f 01-01-2004 mutatis mutandis as amended or modified from time to time.
6. The post is purely temporary but likely to continue.
7. Persons already employed should route their application through proper channel.
8. **The application in the prescribed format complete in all respect along with a demand draft of ₹.100/- for each post drawn in favour of “ICAR Unit ICAR Research Complex for Goa, Ela, Old Goa” should reach the Director, ICAR Research Complex for Goa, Ela, Old Goa 403 402, on or before 30-03-2013.**
9. No fee for SC/ST/PH and women candidates.
10. Incomplete/unsigned applications will not be considered.
11. Application received after the due date for any reason including postal delays will not be entertained.
12. No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will be treated as disqualification.
13. Shortlisted candidates will be called for written examination & typing test/interview.
14. All the candidates in the ICAR service/Govt. Service whether in a permanent or in temporary capacity or as work charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the examination.
15. In the case the candidate do not indicate the medium of Written/Typing Test at Serial No.12 of the application form, this Institute will consider English as the medium for the test and such candidates will not be allowed to change the medium at a subsequent stage.

ADMINISTRATIVE OFFICER

Recent
photograph
of the
Candidate

APPLICATION FORM

Application for the post of	
1. Name in full (in Block Letters)	
2. Father's/Husband 's name	
3. Nationality	
4. Place & Date of Birth	
5. Age	
6. Sex (Male /Female)	
7. Present Address	
8. Permanent Address	
9. Whether belong to SC/ST/OBC/PHC/Defence Service Personnel/Border Security Forces etc. If yes, state name of caste & enclose attested copy of the caste certificate and other documents duly attested by a Gazetted Officer.	
10. Domicile (Name of the State)	
11. Name of Employment Exchange Registration No., if any.	
12. Medium of written/typing test (English/ Hindi)	
13 Education /Technical Qualification	
14. Experience if any	
15. Any other information the candidate may like to add.	
16. Whether any relative is working in ICAR(RC)for Goa/ ICAR (if so give his/her name & address)	
12. Declaration : I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that incase any of the particulars furnished by me are found to be false or incorrect at any stage, my application/candidature is liable to be summarily rejected and my services is liable to be terminated. I also declared that (I) I have never been punished or debarred from Govt. (Central/State), Autonomous Organizations and ICAR service (II) I have not been convicted by a court of law for any offence. In the event of any information being found false or incorrect or ineligibility being detected any time before or after the interview, action may be taken against me, and I shall be bound by the decision of the Employers.	

Place:

Date:

Signature of the Candidate.