

Indian Council of Agricultural Research  
**CENTRAL SHEEP AND WOOL RESEARCH INSTITUTE**  
**AVIKANAGAR, RAJASTHAN – 304501**

Dated:12.02.2021

To

All the Directors/Project Directors of ICAR Research Institute/Project Directorates / National Research Centers/Bureaux/ATARIs

Sub.: Filling up of vacant post of Private Secretary on deputation basis at CSWRI, Avikanagar - reg

Sir/Madam,

It is proposed to fill up one vacant post of Private Secretary in Pay Matrix Level-7 in the 7<sup>th</sup> CPC Rs.44,900-142400 (GP Rs.4600 in PB-2 Rs. 9300-34800 pre-revised) at ICAR-CSWRI HQs at Avikanagar on deputation basis from the **Personal Assistant in 7th CPC Pay Matrix Level-6 Rs.35400-112400 (Pre-revised PB-2 Rs.9300-34800 + GP 4200/-) having rendered at least 5 years of regular service in the grade OR Persons holding analogous post i.e. Private Secretary serving on regular basis in the Pay Matrix Level - 7 of 7th CPC (Pre-revised PB-2 Rs. 9300-34800 + GP 4600/-) at ICAR Hqrs/Institutes.**

It is requested that above vacancy may please be circulated amongst the eligible officials working at your institute to enable them to apply to the same on the performa attached. Application of only such candidates who can be relieved immediately in the event of their selection for the above post may please be forwarded along with up-to-date APAR dossiers of last 5 years so as to reach to the undersigned on or before **31.03.2021** positively.

Certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the candidate(s) may also be sent along with the application of the official.

Crucial date of determining the eligibility of candidates will be the closing date of receipt of applications.

Incomplete application and those received after the closing date or without APAR dossiers and disciplinary/vigilance clearance certificate will not be entertained.

Yours faithfully,

Encl.: Application Form

Sd/-  
(Suresh Kumar)  
Chief Administrative Officer  
Phone No. 01437-220164  
Email Id: cao.cswri@icar.gov.in

Copy to:

1. Director (Admn.), ICAR, Krishi Bhawan, New Delhi 110001
2. The Project Director, DKMA, KAB-I, Pusa, New Delhi 110012 with the request to upload on the ICAR website and e-office notice board
3. I/c AKMU to upload on Institute's website/e-office portal
4. DS (AS), ICAR, Krishi Bhawan, New Delhi 110001
5. PS to Director for information
6. Guard File

Digitally signed by SURESH  
KUMAR  
Date: Fri Feb 12 11:03:25 IST  
2021

Reason: Approved

**Application form for the post of Private Secretary in Level-7 in the 7<sup>th</sup> CPC on Deputation basis at CSWRI, Avikanagar.**

1. Name of the candidate (In Block letters) :
2. Name of the Institute where the candidate is working :
3. Postal address :
4. Date of appointment & post held at present indicating whether on Temporary/Permanent basis :
5. Date of Birth :
6. Educational Qualification giving details of examination passed as Matriculate and onwards :
7. Details of Technical/other qualifications, if any :
8. Whether belongs to SC/ST/OBC, if so indicate the same :
9. E-mail ID/ Contact No. :
10. Service Details

Name of the Institute	Post held	Scale of pay	Period		Nature of duties performed

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

Signature of the candidate

Certificate that the above information furnished by the candidate has been verified with the service records and found correct.

Signature of Authorized Signatory with Stamp