

ICAR RESEARCH COMPLEX FOR GOA  
ELA, OLD GOA 403 402

F.No.4(82)/2010/Estt

Date: 25-11-2010

**NOTIFICATION**

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

Name of the post	Pay band	Essential Qualification	Desirable	Age
Stenographer Grade III ( under KVK) (1 post -UR)	PB-1 ₹5200- 20200 /- + Grade Pay ₹.2400/-	i) Matriculation and knowledge of Computer. ii) <b><u>Proficiency efficiency</u></b> : The Candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The Candidates who opt to take the test in English will be required to transcribe the matter in 65 minutes on manual typewriter or 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes on manual typewriter or 65 minutes on computer.	i)12 <sup>th</sup> Class or equivalent from a recognized Board or University. ii)Diploma in Computer Applications.	18-27 years (the upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).
Lower Division Clerk (under Institute) (1 post –UR) (1 post- reserved for Ex-Servicemen)	PB-1 ₹.5200- 20200 /- + Grade Pay ₹.1900/-	i) Matriculation or its equivalent. ii) Proficiency in typewriting at a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.	i)12 <sup>th</sup> Class or equivalent from a recognized Board or University. ii)Proficiency in Computer operations.	18-27 years (the upper age is relaxable for SC/ST/OBC and other category as per the instructions issued by the Government of India from time to time).

- Written examination will be conducted for the candidates. Candidates who pass the written part of the exam would be required to qualify in a typing test/stenography as the case may be, as part of the examination.
- The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications. ie. 31-12-2010.

**Contd..2/-**

**General Instructions for candidates:-**

1. Applications 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, typewriting, 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 the envelop, to 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 completed in all respect should reach the Director, ICAR Research Complex for Goa, Ela, Old Goa 403 402, on or before **31-12-2010.**
9. Incomplete/unsigned applications or applications received after the last date will not be considered. No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will be treated as disqualification.
10. Shortlisted candidates will be called for written test/interview.
11. Application received after the due date for any reason including postal delays will not be entertained.
12. In the case of the post reserved for Ex-servicemen, the applicant has to submit an undertaking that he had been duly released/retired/discharged from the army forces.

**ASST. ADMN. OFFICER (ESTT)**

**APPLICATION FORMAT**

1. Application for the post of	
2. Name of Candidate (in Block Letters)	
3. Full Postal Address	
4. Date of Birth/Age	
5. Qualification (Academic & Technical)	
6. Whether belongs to SC/ST/OBC	
7. Name of the Employment Exchange with Registration Number and Date.	
8. Languages known	
9. Experience if any	
10. Nationality	
11. Any other information	
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: <span style="float: right;">Signature of the Candidate.</span>	