

**ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL(HARYANA)**

ADVERTISEMENT No. 01/2015-E.III(M)

Applications are invited from the eligible candidates for recruitment of temporary post of **Lower Division Clerk** at Main Station, NDRI, Karnal and its Regional Station, Bangalore as per details given below:-

| | | |
|------------------------------------|---|---|
| Scale of Pay | : | Pay Band-1, Rs.5200-20200 + 1900 Grade Pay |
| No. of Post(s) | : | Main Station, NDRI, Karnal 02 – Unreserved 01 – Unreserved(PHC-OH) 01 – Reserved for SC 01 – Reserved for OBC |
| | : | Regional Station, SRS of NDRI, Bangalore 01– Unreserved |
| Essential Qualification | : | (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) |
| Age | : | 18 to 27 years |
| Probation | : | Two years. |
| Syllabus and scheme of examination | : | Will be available in due course |

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General instructions for the above post:-

1. The prescribed essential qualifications are minimum and enhanced qualification does not entail candidates to be called for Written Test/Typing Test. Where the numbers of applications received in response to the Advertisement are large and it will not be convenient or possible for the Institute to call all those candidates for written test/typing test, the Director, NDRI, Karnal reserves the right to fix the criteria for calling the candidates on the basis of qualification & experience etc. After screening the applications, the candidates will be called for written examination/typing test.
2. The Maximum age limit for Council's employees will be relaxable up to 45 years.
3. The crucial date for determining the age limit & qualification in each case will be the closing date for receipt of applications i.e. 16.02.2016.
4. The upper age limit is relaxable in case of SC/ST/ OBC as permissible under the rules. (5 years for SC/ST, 3 years for OBC).
5. Age relaxation for Physically Handicapped candidates is applicable to 10 years (15 years for SCs/STs and 13 years for OBCs).
6. No candidate will be paid TA for taking written/typing test.
7. These posts are non-government under the Indian Council of Agricultural Research, which is an autonomous body and will be governed by New Pension Scheme 2004 introduced by Govt. of India with other service conditions mutatis-mutandis and as amended from time to time.
8. All posts are temporary but likely to continue. Candidates must ensure that they fulfill all the eligibility conditions for these posts with regard to qualifications and age.
9. Persons already in employment should route their application through proper channel which should reach to the Institute within the closing date failing which his/her application will not be considered.
10. No correspondence will be entertained from any candidates for selection/appointment. Request in any form will be treated as disqualification.
11. Candidates are advised to send self attested copies of each testimonial in support of their qualification or any other authentic document in support of their age alongwith mark-sheets and caste certificates as applicable etc. with their applications.
12. The application should be addressed to the **Sr.Admn.Officer, E-III(M) Section, ICAR-National Dairy Research Institute, Karnal-132 001** in the proforma appended strictly type-written accompanied by a latest passport size photograph affixed thereon duly self attested alongwith Examination fee (Non-refundable) of Rs.100/- (Rs. One Hundred only) is to be sent in the shape of Bank Draft only drawn in favour of "ICAR-UNIT-NDRI" payable at Karnal issued after the date of publication of Advertisement & written on the back the name of the candidate and post name. Candidate belonging to SC/ST &PH are not required to pay any fee. Women candidates are also exempted to pay application fee. OBC candidates are not exempted and they are required to pay the full prescribed fee. Application Proforma and advertisement are also available on the Institute Website "www.ndri.res.in."

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13. **The last date of receipt of application in the Institute is 09.02.2016. Now, the last date may read as 16.02.2016 instead of 09.02.2016. The corrigendum will be appeared in Employment News and Dainik Bhaskar shortly.**

14. Application not accompanied by the prescribed fee or incomplete or defective or unsigned declaration or without certified copies of their certificates viz. without proof of qualification, age and caste certificate shall be summarily rejected. **No representation or correspondence regarding such rejection shall be entertained under any circumstances.**
15. The candidates may submit their application strictly in the prescribed proforma as given in Annexure-I fill up the column in their own handwriting. The envelope containing the application form should super-scribed in bold letters as **Application for the post of Lower Division Clerk**.
16. The selected candidates will be posted at Karnal and its Regional Station, Bangalore. However, appointee will be liable to serve in any Institute(s) of ICAR located anywhere in India.
17. **APPLICATION RECEIVED AFTER DUE DATE FOR ANY REASON INCLUDING POSTAL DELAY BE SUMMARILY REJECTED.**
18. The Director, NDRI reserves the right to increase or decrease the number of vacancies, change any of the conditions, change the dates of tests and reject any or all applications without assigning any reason thereof, whatsoever & examination fee will not be refunded.
19. All the dispute/litigation, if any, will be subject to Karnal (Haryana) jurisdiction only.
20. **Earlier Advertisement No. 1-170/09/E.II(T)/03-2014 appeared in the Employment news on 4-10th October, 2014 and Advt. No.1-10/Estt./Rect.SRS/2014-15 in Employment news paper appeared on 6-14th Nov., 2014 for the post of Lower Division Clerk may be treated as cancelled. Those who are already applied for the said post against the said advertisement may also be required to apply fresh.**
21. All further instructions will appear only at the NDRI website: <http://www.ndri.res.in/ndri/Announcements/ShowCirculars.aspx>.

Abbreviation used: UR=Un Reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Class, PH=Physical Handicapped, OH-Orthopedics Handicapped, **SRS**-Southern Regional Station of NDRI, Bangalore (Karnataka).

Sd/-
Sr.Admn.Officer

**ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL (HARYANA)**

APPLICATION FORMAT

Affix latest pass-
post size
photograph duly
self attested.

Advt.No. _____

1. Application for the post of : _____
2. Name of the applicant (in Block letters) : _____
3. Father's/Husband's Name : _____
4. Nationality : _____
5. Place & Date of birth : _____
6. Age as on closing date of Advt. : _____
7. Sex (Male/Female) : _____
8. Present Address : _____
: _____
9. Permanent Address : _____
: _____
10. Whether belong SC/ST/OBC/PH : _____

If yes, enclose self attested copy of the certificates

11. (a) Name of Employment Exchange : _____
(b) Regn. No. and valid upto, if any : _____

12. Educational/Technical Qualification:-

| Sl.No. | Name of Exam. | Univ./Board | Year of passing | Grade/Divn. & % of marks in aggregate | Subject passed |
|--------|---------------|-------------|-----------------|---------------------------------------|----------------|
| 1. | | | | | |

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13. Experience/proficiency (particulars of all previous and present employment:-

| Name of Employer indicate Autonomous/ Govt./Private | Designation | Pay Scale/ Salary | Period | | Duty |
|---|-------------|----------------------|--------|----|------|
| | | | From | To | |
| | | | | | |

14. Details of Application fees:

| Name and address of the issuing Bank | Date of Issue | Demand Draft No. | Amount (Rs.) |
|---|------------------|------------------|--------------|
| | | | |

15. Medium of Written Examination : _____
(Hindi/English)

16. Medium of Typing Test(Hindi/English): _____
(Typing test will be conducted later for those candidates who qualify in Written Examination).

17. Whether his/her relative is employee in NDRI, Karnal or any of the ICAR's Institute
(If yes, clearly state the name, designation, Place of posting and described the nature of his/her relationship)

18. Any other information the candidate may like to add:-----

19. Declaration:-

I do hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the Director, National Dairy Research Institute, Karnal.

Place:

Signature of candidate

Date: