



**ICAR-CENTRAL PLANTATION CROPS
RESEARCH INSTITUTE**
(Indian Council of Agricultural Research)
KASARAGOD - 671 124, KERALA, INDIA



ICAR-CPCRI Advt. No. 01/15-16

[No. F. 4(21)/2014-Estt.]

Director, ICAR-CPCRI, Kasaragod, Kerala invites applications from the eligible candidates for filling up the following vacancies under Administrative category at CPCRI (Hqrs.), Kasaragod or its Regional Stations/Research Centres located at various States:

01	Name of the Post	Lower Division Clerk
	Pay Band	PB-1 ₹5200-20200 + GP ₹1900/-
	No. of vacancies & Reservation status	01 (Reserved for SC)
	Place of posting	CPCRI Regional Station, Vittal, DK District, Karnataka However, the selected candidate will be liable to serve in any Institute of ICAR located anywhere in India.
	Qualification	<u>Essential:</u> (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 limit	18-27 years as on the closing date of applications. (Relaxation of 5 years in the upper age limit is admissible as per Govt. of India rules)
02	Name of the Post	Stenographer Grade-III
	Pay Band	PB-1 ₹5200 - 20200 + GP ₹2400/-
	No. of vacancies & Reservation status	02 [Reserved one each for PH(OH) and SC]
	Place of posting	One post each at CPCRI, Kasaragod, Kerala and CPCRI Regional Station, Vittal, DK District, Karnataka However, the selected candidate will be liable to serve in any Institute of ICAR located anywhere in India.
	Qualification	<u>Essential:</u> 1. 12 th Class pass or equivalent from a recognized Board or

		University. 2. Candidates should qualify the Professional Efficiency Test: The candidates will be given one dictation test in English or in Hindi at 80 w.p.m for 10 minutes. Those who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and those who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on computer.
	Age limit	18-27 years as on the closing date of applications. [The upper age is relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category. Relaxation in upper age limit as admissible for SC and PH category as per Govt. of India rules will be allowed.

The advertisement alongwith application format and general instructions are available in the CPCRI web site @www.cpcri.gov.in. Interested candidates who fulfill the above eligibility criteria may visit CPCRI website @ www.cpcri.gov.in. and download the application form. Last date for receiving applications is 30 days from the date of publication of this vacancy notification in the Employment News.

DIRECTOR

General Instructions for candidates & Application format:

1. Crucial date for determining the age limit shall be the closing date for receipt of applications.
2. Age relaxation shall be allowed to SC/ST/OBC/Physically handicapped candidates to extent permissible under the Govt. of India rules. Relaxation in upper age limit shall be subject to submission of requisite SC/ST/OBC(non-creamy layer) certificate furnished in the format prescribed by Govt. of India.
3. Only Indian Nationals need apply.
4. Candidates should give a declaration stating whether he/she is related to any employee of CPCRI or any other ICAR Institute and if so, the name of the person(s) and the nature of his/her relationship, is to be described in the application without fail.
5. Application should be submitted strictly in the prescribed format, which may be downloaded from CPCRI, Kasaragod website www.cpcri.gov.in. Recent passport size colour photograph duly attested by a gazetted officer must be affixed at the space provided in the application form.
6. Application form should specify the advertisement No. and name of the post.
7. A candidate must submit along with each completed application a **crossed Demand Draft / IPO for ₹300/- (Non refundable) as application fee (drawn in favour of ICAR Unit, CPCRI, Kasaragod and payable at Kasaragod)**. No other means of payment will be accepted. No fee for SC/ST/PH and female candidates. The candidate should on the reverse-side of the crossed DD/IPO indicate his/her name, address, name of the post applied for. The application form not accompanied with the application fee will be rejected and the date of the DD should not be prior to the date of the issue of the Advertisement in the Employment News.
8. Separate application should be submitted for each post. Two applications should not be tied together. Applications not in prescribed format, incomplete application forms, unsigned applications, application without application fee, applications without name of the post are liable to be rejected. In case a candidate apply for more than one posts in a single application form his/her application form will be rejected.
9. The application complete in all respects along with duly supported attested copies of educational / technical qualification, caste certificates, certificate in proof of age, experience certificates, application fee etc., should reach the Director, CPCRI, Post Kudlu, Kasaragod-671124, Kerala State **within 30 days from the date of publication of this advertisement in Employment News**. (For applications posted from the Andaman & Nicobar Islands, UT of Lakshadweep, Union Territories in the North Eastern Region, Ladakh Division of J&K State, Sikkim, Pangi, Sub-division of Chamba, Lahul & Spiti Districts of Himachal Pradesh, the last date for receipt of application will be 45 days from the date of publication of this advertisement in Employment News). Applications received after the due date for whatsoever the reason including postal delays will not be entertained.
10. Candidates those already employed in Govt. Service (Central/State/Autonomous bodies) should route their application through proper channel. In case a candidate anticipates

delay in forwarding of his/her application through proper channel, he/she may send an 'advance copy' of the application to be received by this Institute on or before the closing date.

11. No Travelling Allowance will be paid to the candidates called for written test/interview. However, unemployed SC/ST candidates called for written test & skill test will be paid traveling expenses equivalent to second class railway fare as per Govt.of India rules(on production of proof).
12. The selected candidates will be posted either at Institute's headquarters at Kasaragod or any Regional Station / Research Centre / KVK under CPCRI. However, they will be liable to serve in any Institute of ICAR located anywhere in India.
13. The appointment under ICAR will be governed by the "New defined Contributory Pension Scheme" introduced by the Govt. of India with effect from 01.04.2004 mutatis mutandis and as amended, clarified or modified from time to time.
14. No correspondence will be entertained from the candidate in connection with the process of selection / test/ interview/ appointment. Canvassing in any form will be treated as disqualification.
15. The Director, CPCRI, Kasaragod reserves the right to fill up all the posts or any of them and also to cancel/withdraw the recruitment process at any stage without assigning any reasons thereof.

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Affix candidate's
latest passport size
colour photograph
duly attested by a
Gazetted Officer

Application for the post of
(to be filled by the candidate in his/her own handwriting)

CPCRI ADVT. No. 01/15-16

1	Name of the Post				
2	Name of the candidate in full (in BLOCK LETTERS)				
3	Father's/Spouse name				
4	Address for correspondence (in BLOCK LETTERS with PIN CODE)				
5	Permanent address (in BLOCK LETTERS with PIN CODE)				
6	Sex	Male / Female			
7	Date of birth <i>(in Christian Era as recorded in the Certificate furnished in proof age) and age as on closing date of application).</i>				
8	Nationality				
9	Whether belongs to SC/ST/OBC/Ex. Servicemen /PH <i>(Attested copies of such certificate from the Competent Authority should be enclosed)</i>				
10	Educational qualification (in chronological order) <i>(Attested copy of certificates in proof to be enclosed)</i>				
Sl. No.	Examination passed	Board/University	Year of passing	Division & % of marks	Subject studied

11	Details of experience if any: (particulars of all previous and present employment)				
Sl. No.	Name of the employer	Date of joining	Date of leaving	Scale of pay and salary drawn	Nature of duties performed & designation
12	Professional qualification, if any				
13	Name of the Employment Exchange with Registration No. & date and valid upto				
14	Whether any of your close/distant relative is an employee under CPCRI/Any other ICAR Institutes, if so, name the person and describe the nature of his/her relationship				
15	Details of fee paid: No. and date of the DD/IPO and amount:				
16	Telephone / Mobile No.				

Declaration:

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect/incomplete or ineligibility being detected at any stage before or after selection/interview, my candidature/ application is liable to be rejected. I shall be bound by the decision of the Director, CPCRI, Kasaragod. I have never been punished or debarred from Govt. (Central/State) Autonomous Organization and ICAR service. I have not been convicted by a Court of Law for any offence.

Place:

Date :

Signature & Name of applicant

Certificate in the case of the candidate already employed

TO BE CERTIFIED BY THE EMPLOYER

1. Certified that the information furnished above are verified from the service records of the candidate and found correct.
2. Certified that no vigilance or disciplinary case is pending or being contemplated against the applicant.
3. Certified that no minor/major penalty has been imposed on him/her during the last ten years.

Place:

Date:

Signature with seal of Employer