

No.4-1/2007-Estt.
Government of India
Ministry of Agriculture
Department of Agricultural Research & Education
(Establishment Section)

Krishi Bhawan, New Delhi.
Dated the 29th Feb., 08.

OFFICE MEMORANDUM

Subject : Filling up the post of UDC-cum-Cashier (ex-cadre post) in the Department of Agricultural Research & Education.

The undersigned is directed to refer to this Department's O.M. of even number dated 21st November, 2007 and dated 22nd January, 2008 on the above mentioned subject and to re-circulate the post of UDC-cum-Cashier in the scale of pay of Rs.4000-100-6000 in the Department of Agricultural Research & Education on transfer on deputation (the period of deputation shall ordinarily not exceed 3 years) basis from amongst persons satisfying the prescribed eligibility conditions. The details of the eligibility conditions are as given below :-

(i) Upper Division Clerks working in Ministries/Departments/Attached Offices participating in the Central Secretariat Clerical Service with at least 3 years experience in Cash/Accounts work;

Or

(ii) Stenographer Grade 'D' of Central Secretariat Stenographers' Service having 3 years experience in Cash/Accounts work;

Or

(iii) Lower Division Clerks working in Ministries/Departments/Attached Offices participating in Central Secretariat Clerical Service with minimum of 5 years service in the grade, of which at least 3 years experience in Cash/ Accounts work;

Or

(iv) Failing (i), (ii) and (iii) above, Upper Division Clerks working in other offices with at least 3 years experience in Cash/Accounts work.

2. The eligible and interested Upper Division Clerks/Stenographers Grade'D'/ Lower Division Clerks may submit their applications (in duplicate) in the enclosed proforma (Annexure-I) through proper channel latest by 31st March, 2008. The officers applying for the post will not be permitted to withdraw their candidature at a later stage.

3. The officers belonging to other cadres, if selected, will be treated as on loan basis, during the period of their appointment as UDC-cum-Cashier in this Department.

4. Ministry of Finance etc. are requested to circulate the above post and forward the applications in respect of only those regular Upper Division Clerks/ Stenographers Grade'D'/Lower Division Clerks, whose up-to date C.R. Dossiers are available and who could be relieved immediately of his duties on selection to the post.

5. The Ministries/Departments are also requested to forward the application of the willing candidates along with their attested photocopies of the ACRs for the last five years, Vigilance Clearance Certificate , Integrity Certificate and Major/Minor Penalty Certificate to this Department latest by 31st March, 2008.

6. The details of the vacancy is also available on Department's website dare.gov.in and dare.nic.in.



(D.K. Chhatwal)

Under Secretary to the Govt. of India
(Tele. No.23387063)