



राष्ट्रीय मिथुन अनुसंधान केंद्र
भारतीय कृषि अनुसंधान परिषद
National Research Centre on Mithun (NRC-M)
Indian Council of Agricultural Research (ICAR)
Jharnapani, Medziphema, Nagaland-797106 INDIA



Advertisement No.03/2011

Applications are invited from the eligible candidates for the recruitment to the post of **Assistant Administrative Officer (A.A.O.)** at National Research Centre on Mithun (ICAR), Jharnapani, Nagaland as per the details given below:

1. Name of the post: Assistant Administrative Officer
2. No. of post: One (01)
3. Category: Unreserved
4. Scale of pay: PB-2 : Rs.9,300-34,800/- + Grade Pay Rs.4600/-
5. Age limit: 21-30 years as on closing date. Age relaxation, as per rules. The upper age is also relaxable upto 45 years in the case of regular employees of ICAR working in the Administrative category.
6. Educational qualifications: **Essential:**
Graduation in any discipline from a recognized University with working knowledge of computer
Desirable:
 1. Experience of administrative work in Central or State Government Department/Autonomous Body/ Public Sector undertaking in Grade Pay of Rs.4200/- or equivalent
 2. MBA degree

Sd/-
Director

GENERAL INSTRUCTIONS/INFORMATION

1. The prescribed essential qualifications are minimum. Where the number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to call for interview for all the applicants. The Director, NRCM, Jharnapani reserves the right to fix the criteria for screening the applications. Incomplete applications will not be entertained.
2. After screening the applications, the candidates will be called for Written Test. The eligible candidates will be informed well in advance.
3. The upper age limit is relaxable for SC/ST/OBC/Ex-servicemen/physically handicapped as per rule. **Age limit will be applicable as on closing date.** Regular employees working in administrative category in ICAR can avail the upper age relaxation upto 45 years.
4. Persons already employed should route their application through proper channel.
5. Candidate applying for the posts will have to pay a non refundable application fee of Rs.100/- (Rupees one hundred) only in the form of crossed IPO/DD drawn in favour of Director, NRCM, Jharnapani, Medziphema, Nagaland – 797 106. Candidates belonging to SC/ST category and regular ICAR employees are exempted from paying application fee.
6. The post carry usual allowances, selected candidate will be under **“Defined Contributory Pension Scheme”** as per Central Govt. rules mutatis-mutandis applicable in ICAR from time to time.
7. Original certificates and marksheets should not be submitted along with the application but should be brought if and when called for selection process. Attested copies of certificates regarding age, educational qualifications, experience and caste certificate etc. should, however, be submitted along with the application.
8. Regular and eligible ICAR employees along with the application form must attach a certificate to be issued from the Head of the Institute/Office to the effect that the employee concerned as per official records, free from vigilance angle.
9. Application received late and in incomplete form will not be considered. No correspondence will be entertained with the candidates. Mere fulfillment of requirements as laid down in the advertisement will not vest any right in the candidates for being called for interview. **Canvassing in any form will disqualify the candidate for the post applied for.**
10. Candidates applying for the post have to superscribe on the envelope as **“Application for the post of Assistant Administrative Officer”** addressed to the Director, NRC on Mithun, Jharnapani, P.O. Medziphema – 797 106, Nagaland by **Speed Post** only, within 30 days from the date of publication of this advertisement in the newspaper *“The Employment News”*.

APPLICATION FORMAT

- (1) Advertisement No.:
- (2) Post applied for:
- (3) Name in full (block letters):
- (4) Father's/Husband's name:
- (5) Address for correspondence (with pin code):
- (6) Permanent address (with pin code):
- (7) Nationality:
- (8) Marital status (single or married):
- (9) Whether belong to SC/ST/Ex-servicemen/Physically handicapped (attested copies of such certificates from the competent authority should be enclosed with the application):
- (10) Date of birth (in Christian Era as recorded in the Matriculation/School Leaving Certificate):
- (11) Age as on closing date:
- (12) Educational qualification (from Matriculation/HSLC onwards in details with attested copies of relevant certificates and marksheet):

Sl. No.	Examination passed	University/Board	Year of passing	Division & % of marks	Remarks, if any

- (13) Experience if any (with attested copies of certificates):
- (14) Postal Order No./DD No. date and value:
- (15) List of documents attached:
- (16) Recent passport size photograph should be attached.
- (17) Whether you are related to any ICAR employees:

I do hereby declare that all statements made in the application are true, complete to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/application may be cancelled/terminated without any notice.

(Full signature of the candidate with date)