

भारतीय पशु-चिकित्सा अनुसंधान संस्थान

इज्जतनगर - 243 122 (उ०प्र०) भारत

INDIAN VETERINARY RESEARCH INSTITUTE

IZATNAGAR - 243 122 (U.P.) INDIA

ADVERTISEMENT NO.1/2013/E.I

Applications are invited from the eligible candidates for recruitment of the temporary post of Assistant Finance & Accounts Officer at Indian Veterinary Research Institute, Izatnagar/Mukteswar with All India Service Liability under the administrative control of Indian Council of Agricultural Research (ICAR) as per details given below:

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Sl. No.	Name of Post	No. of posts/Category	Pay Scale	Essential/Desirable Qualification
1.	Assistant Finance & Accounts Officer	02 (SC-01, UR-01)	Pay Band-2 Rs. 9300-34800 + G.P. 4600/-	Essential: Graduation in any one of the following disciplines from a recognized University Discipline: Commerce/Mathematics/Statistics/Economics/Computer Science/Operational Research/Finance/Financial Management/Accountancy. Desirable: (1) Experience of Finance & Accounts work in Central or State Government Department/Autonomous body/PSU (2). MBA degree and knowledge of Computerized Accounting.

Abbreviations used: UR= Un Reserved, SC=Scheduled Caste

For details of age limit, general instructions to the candidates, last date of receipt of application, Prescribed application form etc., candidates may visit Institute website: www.ivri.nic.in

AAO(E.I)
For Director, IVRI

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Age Limit:

- a) The age should be between 21 years to 30 years as on **31.08. 2013**.
- b) The upper age is relaxable for SC/ST/OBC (5 years for SC/ST, 3 years for OBC) as per the Govt. 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 on the closing date of receipt of applications.

Other Terms & Conditions/information:

1. T.A. to the unemployed SC/ST candidates called for attending interview etc. will be paid as per rule.
2. Last date of receipt of application is **31.08.2013**. Persons already employed are required to submit their applications through Proper Channel. The applications in respect of serving candidates for consideration should be accompanied with the following certificates issued by the competent authority-(a) Integrity Certificate (b) Vigilance clearance certificate and (c) No penalty certificate.
4. Age relaxation to PH and Ex-serviceman candidate shall be admissible as per rules.

5. The crucial date for determining the age limit and qualification in each case will be the closing date for receipt of applications from candidates.

GENERAL INSTRUCTIONS FOR THE ABOVE POSTS

1. These posts are non-government under the Indian Council of Agricultural Research, which will be governed by New Pension Scheme 2004 introduced by the Government of India with other service conditions mutatis-mutandis and as amended from time to time.
2. 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.
3. Persons already in employment should route their application through proper channel.
4. No correspondence will be entertained from any candidates for selection/test/interview/ appointment. Canvassing in any form will be treated as disqualification.
5. Candidates are advised to send attested copies of each certificate or any other authentic document in support of their age, mark sheets and caste certificates in respect of their claim etc. with their application, failing which their application will be rejected.
6. The application should be submitted to the **Asstt.Adm.Officer (Establishment-I), Indian Veterinary Research Institute (ICAR), Izatnagar-243 122 (UP)** within the due date of closing, i.e. **31.08.2013** in the Prescribed Type-written Proforma accompanied by a latest passport size photograph alongwith Examination fee (Non-refundable) of **Rs. 200/- (Rupees Two Hundred only)** to be sent in the shape of Bank Draft drawn in favour of **“ICAR, UNIT-IVRI”** payable at Izatnagar. The name of the candidate, father’s name and the post applied for should be mentioned on the backside of the Bank Draft. Candidates belonging to SC/ST/Female candidate & PH are not required to pay any fee. No fee exemption is, however, allowed to the OBC candidates. Application Proforma and advertisement are available on the Institute website www.ivri.nic.in which may be downloaded.
7. Application not accompanied by the prescribed fee as per requirement or incomplete or defective or unsigned declaration or without attested copies of their certificates i.e. without proof of qualification, age, caste certificate etc. shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.
8. The envelope containing the application form should be super-scribed in bold letters as “Application for the post of Assistant Finance & Accounts Officer”.
9. **APPLICATION RECEIVED AFTER DUE DATE FOR ANY REASON INCLUDING POSTAL DELAY WILL BE SUMMARILY REJECTED.**
10. The Director, IVRI reserves the right to increase or decrease the number of vacancies, change any of the conditions, change the dates of test/interview and rejects any or all applications without assigning any reason thereof, whatsoever.
11. All the dispute/litigation, if any, will be subject to Bareilly (Uttar Pradesh) jurisdiction only.

INDIAN VETERINARY RESEARCH INSTITUTE

(I.C.A.R.)

IZATNAGAR-243 122 (UP)

APPLICATION FORMAT

Advt. No. _____

1. Application for the post of : _____
2. Name (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. Address for correspondence : _____

9. Permanent Address : _____

10. Category : _____

Affix latest
passport size
photograph duly
attested by
Gazetted Officer

(SC/ST/OBC/PH/Ex.SM)

11.a) Name of Employment Exchange where registered: _____

b) Registration No. & Valid upto : _____

12. Educational/Technical Qualification:

Sl. No.	Name of Exam.	Board/ University	Year of Passing	Grade/ Div. & % of marks in aggregate	Subjects passed

13. Experience/Proficiency (particulars of all previous and present employment):

Name of Employer	Designation	Pay Scale / Salary	Period From To	Duty

14. Details of Application fees:

Name & address of the issuing Bank	Date of issue	Demand Draft No.	Amount (Rs.)

15. Declaration stating whether he/she is related to any employee of the Institute OR the ICAR and if so, name of the person (s) and describe the nature of his/her relationship.: _____

16. Any other information the candidate may like to add:

17. 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 the selection, my candidature is liable to be rejected. I shall be bound by the decision of the Employer.

Signature of candidate

Place:

Date: