

## Advertisement No.02/2015

Applications are invited from the eligible candidates for the recruitment of Lower Division Clerk (LDC) at ICAR - National Research Centre on Mithun, Jharnapani, Nagaland or its centre situated at Porba, Dist. Phek, Nagaland as per the details given below:

Sl. No.	Name of the post	Scale of pay	No. of post & category	Age limit	Essential and desirable qualification(s)
1.	Lower Division Clerk	Pay Band -1: Rs.5200-20200/- + G.P.Rs.1900/-	01 (Unreserved)	18-27 years	<b>Essential:</b> (i) 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University (ii) Proficiency in typewriting at a minimum 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). Candidates who passed the written examination would be required to qualify the requisite typewriting test. <b>Desirable:</b> (i) Candidates having computer proficiency will be preferred.

The last date for submission of application is on or before **16<sup>th</sup> February 2016**

**Sd/-**  
Director  
ICAR - NRC on Mithun,  
Jharnapani, Medziphema, Nagaland.

## GENERAL INSTRUCTIONS/INFORMATION

1. The prescribed essential qualifications are minimum. Where the number of applications received in response to the advertisement is large, and it may not be convenient or possible for the institute to call for written test all the applicants, the Director, NRCM, Jharnapani reserves the right to fix the criteria for screening the applications.
2. The candidates will have to appear for written test and qualifying candidates in the test will be allowed for the typing test (i.e. English or Hindi as opted).
3. The upper age limit is relaxable for SC/ST/OBC/Ex-servicemen/physically handicapped as per rule. **Age for the purpose shall be determined as on closing date.**
4. Persons already employed should route their application through proper channel. Upper age limit for serving regular ICAR employees will be 45 years.
5. Candidates applying for the post 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, ICAR-NRCM, Jharnapani, Medziphema, Nagaland – 797 106. Candidates belonging to SC/ST category 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. Attested copies of certificates regarding proof of age, educational qualifications, knowledge (as under essential qualification) experience and caste, registration in employment exchange etc. should be submitted along with the application. Original certificates and marksheets should not be enclosed along with the application, but should be produced, if and when called for selection process.
8. Application received late and in incomplete form will be summarily rejected. No correspondence will be entertained with the candidates. Mere fulfillment of the requirements as laid down in the advertisement will not vest any right in the candidate for being called for test/interview. **Canvassing in any form will disqualify the candidate for the post applied for.**
9. Candidates applying for the post have to superscribe on the envelope as **“Application for the post of “.....”** addressed to the Director, ICAR - NRC on Mithun, Jharnapani, P.O. Medziphema – 797 106, Nagaland by **Speed Post/Registered Post only.**
10. The last date for receipt of applications is on or before **16<sup>th</sup> February, 2016**
11. Institute will not be responsible for any postal delay. **Applications received after the expiry of last date will not be considered and entertained at all.**

Sd/-  
Director  
ICAR - NRC on Mithun,  
Jharnapani, Medziphema, Nagaland.

**Recent  
photograph  
of the  
candidate**

## 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) Sex (Male/Female): .....
- (9) Marital status (single or married): .....
- (10) Whether belong to SC/ST/Ex-servicemen/Physically handicapped (Attested copies of such certificates from the competent authority should be enclosed with the application): .....
- (11) Date of birth: .....
- (12) Age as on **closing date**: ..... Years.....Months.....days
- (13) 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

- (14) Experience if any (with attested copies of certificates): .....
- (15) Employment Exchange Registration No.: .....
- (16) Postal Order No./DD No. date and value: .....
- (17) List of documents attached: .....
- .....
- .....
- (18) Recent passport size photograph should be attached. ....
- (19) Whether you are related to any employee of ICAR : **YES/NO**
- (20) If **'YES'**, name of the person(s), address and describe the nature of his/her relationship: .....
- .....

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)