



भारतीय कृषि अनुसंधान परिषद
रत्तर पूर्वो पर्वतीय कृषि अनुसंधान संस्थान, उमरोई रोड, बदायाना, मंगालग



Indian Council of Agricultural Research
ICAR Research Complex for NEH Region
Umroi Road, Umiam -793 103, Meghalaya

F.No.RC(R)15/2004/4

Dated Umiam the 12th August, 2014.

Applications are invited from eligible candidates for the following vacancies of **Jr. Stenographer cum Computer Operator** for Krishi Vigyan Kendra(KVK)s in the State of Meghalaya in the Pay band of Rs.5,200-20,200/- with Grade pay of Rs. 2,400/- plus other allowances.

Name of KVK	No. of vacancy & reservation if any	Qualification required	
		Essential	Professional efficiency:
Ri-Bhoi, Umiam	1(one) ST	(i) Class 12 th passed from recognized Board.	<i>Candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the mater in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on computer.</i>
West Garo Hills, Tura	1(one) Unreserved	(ii) Possession of certificate of Stenography and Computer Operation.	

1. Last date for receipt of application is **20th September, 2014**.
2. Age limit 18-27 years as on date of closing. Upper age limit is relaxable for SC/ST/OBC/Ex. Serviceman/ Physically handicapped as per Govt. of India instructions. Age limit relaxable upto 45 years in case of serving regular employees of ICAR in ministerial category.
3. Candidates will have to pay application fee of **Rs. 200/-**(Rupees two hundred) only in the form of crossed **Indian Postal Order** drawn in favour of Director, ICAR Research Complex for NEH Region, Umiam. Application fee for **SC/ST/PWD** category is **Rs. 100/-**(Rupees one hundred)only.

Other details including format of application, terms and conditions of appointment etc. are available in the Institute website www.icarneh.ernet.in .

Administrative Officer(G)

GENERAL INSTRUCTIONS

- 1 Age limit 18-27 years as on date of closing. Upper age limit is relaxable for SC/ST/OBC/Ex. Serviceman/ Physically handicapped as per Govt. of India instructions.
- 2 Age limit is relaxable upto 45 years in case of serving regular employees of ICAR in the ministerial category.
- 3 The selection shall be on the basis of written examination and skill test on stenography with no personal interview.
- 4 Location of places of postings are at Krishi Vigyan Kendras in Sangsangiri, West Garo Hills and Umiam in Ri-bhoi of Meghalaya.
- 5 Candidates will have to pay application fee of **Rs. 200/-**(Rupees two hundred) only in the form of crossed **Indian Postal Order** drawn in favour of Director, ICAR Research Complex for NEH Region, Umiam. Application fee for **SC/ST/PWD** category is **Rs. 100/-**(Rupees one hundred)only.
- 6 The post is non-governmental and carry usual allowances. Selected candidate will be under “Defined Contributory Pension Scheme” as per Central Government Rules mutatis – mutandis applicable in ICAR. Vacancies in the KVKs are co-terminus with the Scheme/Project.
- 7 Attested copies of mark sheets and certificate regarding age, educational qualifications, experience, caste etc. should be submitted along with the application.
- 8 Candidates seeking concessions under OBC category shall have to produce fresh certificate from competent authority regarding fulfillment of ‘Non Creamy Layer’ criteria.
- 9 A passport size photograph should be affixed on top of the application.
- 10 The Institute shall have the right to fix criteria for screening the applications and screened candidates shall only be called for written examination/skill test to be held at a place and date(s) to be notified in due course.
- 11 Applications 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 candidate for being called for interview. Canvassing in any form will disqualify the candidate for the post applied for.
- 12 Last date for receipt of application is **20th September, 2014.**
- 13 Applications should be addressed to the Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam – 793 103, Meghalaya.

Application format and declaration: (1)Name of the post applied for (2) Name in full in block letter(3) Father/Husband’s name(4)Full address(i) address for correspondence with pin code (ii) permanent address with pin code (5) Nationality (6)Marital status(single or married)(7)Whether belonging to SC/ST/OBC/Ex-serviceman/Physically Handicapped(Attested copies of such certificate from the Competent Authority should be enclosed)(8)Whether related to any employee of the Institute /ICAR and if so, name of the persons and nature of his/her relationship(9) Date of birth (10)Age as on date of closing (11) Educational qualification (from Matriculation/HSLC onwards in details with percentage of marks obtained) (12)List of documents enclosed.

I do hereby declare that all statements made in the 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, my candidature/application may be cancelled/terminated without any prior notice.

Signature of the candidate
(**application if not signed shall be rejected.**)

Administrative Officer(G)