

NATIONAL DAIRY RESEARCH INSTITUTE
(I.C.A.R.)
KARNAL(HARYANA)

ADVERTISEMENT No.01/2010-E-(S)

1. The Director, National Dairy Research Institute, Karnal invites applications from eligible candidates to fill one vacant post of Assistant Finance and Accounts Officer(un-reserved)at Southern Regional Station of NDRI-Bangalore in the Pay Band-2 of Rs.9300-34800+GP Rs.4600/- through direct recruitment at NDRI-Karnal. The age limit is 21-30 years (the upper age is relaxable for SC/ST/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. The essential and desirable qualifications for the said post is:

Essential Qualification : Post-Graduate in any one of the following disciplines with first division (60% in aggregate) from a Recognized University

- a) Commerce
- b) Mathematics
- c) Statistics
- d) Economics
- e) Computer Science
- f) Operational Research
- g) Finance/Financial Management and
- h) Accountancy

Desirable:

- 1 Experience of Finance & Accounts work in Central or State Government Deptt./Autonomous Bodies/Public Sector Undertakings.
2. MBA Degree and knowledge of Computerized Accounting.

Probation : Two years.

General instructions for the above posts:-

1. The age of the candidate will be counted on closing date of receipt of application.
2. If the number of applications as per qualification fixed and mentioned above are received in large number from the candidates and it is not possible to call all of them the Institute has the right to limit the number of candidates to be called for personal interview by fixing some criteria, or holding a screening/written test or both before the interview.
3. The selected candidates are governed under the “New defined Contributory Pension Scheme” and governed by ICAR Rules applicable from time to time. The appointment will be temporary but likely to continue.

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4. The application should be submitted to the **Sr.Admn.Officer-I, E-I Section, National Dairy Research Institute(I.C.A.R), Karnal-132 001 within 30 days from the date of appearance of Advt. in the Employment News** in the proforma appended strictly type-written accompanied by a latest passport size photograph duly attested by Gazetted Officer along with Examination Fee(non-refundable) of Rs.200/-(Rs. Two Hundred only) for the above post in the shape of **Bank Draft drawn in favour of ICAR-UNIT:NDRI, Karnal payable at Karnal** with the name of the Candidate, post name written on its backside. However, candidates belonging to SC/ST/PH are not required to pay any fee. **No fee exemption is available to OBC candidates and they are required to pay the full prescribed fee of Rs. 200/-.** Application Proforma and advertisement are also available on the Institute Website "**www.ndri.res.in**".
5. Those already in Govt. service should send their application through proper channel. The concerned department while forwarding their applications should give/furnish the following certificate/documents:-
 - a) Certified that the information furnished in the application are correct from the service records of the candidates and found correct.
 - b) Certified that no vigilance or disciplinary case is pending or being contemplated.
 - c) Certified that no minor/major penalty has been imposed on him/her during the last ten years.
 - d) Copies of ACR Dossiers for the last five year .
6. The crucial date for determining the age limit & qualification will be the closing date for receipt of applications.
7. The post is temporary but likely to continue. Candidates must ensure that they fulfill all the eligibility conditions for these posts with regard to qualifications and age.
8. No T.A. will be paid for taking written test.
9. Candidates are advised to attach attested copies of each certificate or any other authentic document in support of their age along with mark-sheets and other caste certificates etc. with their applications.
10. Application not accompanied by the prescribed fee or incomplete or defective or unsigned declaration or without certified copies of their certificates viz. without proof of qualification, age and caste certificate shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.
11. The candidates may utilize the original form uploaded on the NDRI's Website and fill up the column in their own handwriting. The envelope containing the application form should super-scribed in bold letters as "**APPLICATION FOR THE POST OF _____**".
12. The selected candidates will be posted at **Southern Regional Station of NDRI-Bangalore**). However, appointee will be liable to serve in any Institute of ICAR located anywhere in India.
13. **APPLICATION RECEIVED AFTER DUE DATE FOR ANY REASON INCLUDING POSTAL DELAY BE SUMMARILY REJECTED.**
14. All the dispute/litigation, if any, will be subject to Karnal (Haryana) jurisdiction only.

Sr.Admn.Officer-I

**NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL-132 001**

FORMAT OF APPLICATION

Recent
Passport size
photograph
(duly attested
by a Gazetted
Officer)

Name of the post applied for :

Sl.No. of the post

1	Name in full (Block letters)	
2	Father's/Husband's Name (Block letters)	
3	Date of Birth (In figures & Words)	
4	Age as on closing date of application (DD/MM/YYYY)	
5	Nationality	
6	Sex (Male/Female)	
7	Present Address (With Pin code)	
8	Permanent Address (With Pin code)	
9	Whether belong to UR/SC/ST/OBC/PH/Ex-SM	

10. **Educational Qualification(Attested copies of certificate are to be enclosed**

S.No.	Qualification	Subject taken	Year of Passing	% of marks obtained	
1.	Matriculation				
2.	XIIth /10+2				
3.	Graduation				
4.	Post Graduation				

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11. **Experience particulars of all previous and present employment**

Name of Employer (Indicate Pvt./Autonomous/Govt.)	Post held	From to	Scale of pay & basic pay	Nature of duties

12. **Professional Qualification, if any**

13. **Additional information, if any which you would like to mention in support of your suitability for the post**

14. **List of enclosures**

- a)
- b)
- c)
- d)

15. **Detail of Bank Draft:** No. _____ Dated _____ worth Rs. _____

Name of Bank issuing the DD: _____

DECLARATION

I solemnly declare that all the statements 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 is found false/incorrect/incomplete or ineligible being detected at any time before OR after the Selection, my candidature will liable to be rejected and I shall be bound by the decision of the Director, National Dairy Research Institute, Karnal-132 001.

Signature of the Candidate

Date: / /
Place: