



भाकृअनुप. : भारतीय मृदा एवं जल संरक्षण संस्थान
२१८ कौलागढ़ रोड, देहरादून २४८ १६५ (उत्तराखंड)
ICAR: Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)
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F. No. 21-1/2021-Adm/ 510

Dated : 27 / 05 / 2026

To,

All Director/Project Directors of ICAR Institutes / NRCs/ATARIs

Subject : Filling up of vacant posts of Assistant & Lower Division Clerks (LDCs) at ICAR- IISWC, Dehradun and its Research Centres on permanent absorption basis (Inter- Institutional Transfer)- req.

Sir/ Madam,

It is proposed to fill up the following vacant posts of Assistant and Lower Division Clerks at ICAR- Indian Institute of Soil & Water Conservation, Dehradun and its Research Centres on permanent absorption basis from the eligible candidate(s) working in ICAR Headquarters/ Institutes/ Project Directorates/ NRCs/ ATARIs who are fulfilling the eligibility criteria as mentioned below:-

Sl. No.	Name of the post	No. of Post(s) & location of posting	Pay-Level	Eligibility
1.	Assistant	07 (UR – 05, OBC – 02) (Hqrs., Dehradun (Uttarakhand), Research Centres Bellari (Karnataka), Chandigarh(U.T.), Kota (Rajasthan), Udhagamandalam (Tamil Nadu) and Vasad (Distt. Anand, Gujarat)	Pay Level-6 in the pay matrix of 7 th CPC	Candidates holding analogous posts on substantive basis working in ICAR Headquarters/ Institutes Project Directorates/ ATARIs having minimum 05 years of regular service.
2.	Lower Division Clerk	09 (UR – 04, OBC – 02, SC-01, ST-01, EWS-01) (Hqrs. Dehradun (Uttarakhand), Research Centres Bellari (Karnataka), Chandigarh(U.T.), Datia (M.P.), Kota (Rajasthan), Udhagamandalam (Tamil Nadu) and Vasad (Distt. Anand, Gujarat).	Pay Level-2 in the pay matrix of 7 th CPC	

The candidates shall invariably indicate their preference for place of posting at Hqrs. or Research Centres in the attached application proforma as per the details mentioned against the post of Assistant and LDC as above.

Selection on Inter-Institutional transfer against above post shall be further governed as per guidelines of inter institutional transfer circulated by the Council vide letter No.7-1/2020-R&P dated 23.08.2023 and amended from time to time.

It is requested that the above vacancies may be circulated amongst the eligible and desirous candidate if any, working at your office and necessary particulars of such candidates who are willing to apply for the posts and can be relieved immediately in the event of their selection may please be forwarded to the institute in the prescribed application proforma enclosed herewith along with the following documents:

- I. Attested copies of APARs for last 05 years.
- II. Certificate to the effect that no disciplinary/ vigilance case is pending against the official.
- III. Integrity certificate.

The last date for the receipt of the applications through proper channel along with all relevant documents **is within 30 days of the issue of this circular.** Incomplete applications and those which are received after the prescribed date or without APARs and certificate as mentioned above or applications received not through the proper channel shall be summarily rejected.

Yours faithfully,

(B.S. Jadon)
Administrative Officer &
I/c Head of Office

Copy to:-

1. The Director (Adm.), ICAR, Krishi Bhawan, New Delhi – 110001.
2. Dy. Secretary (NRM), ICAR, KAB-II, Pusa, New Delhi for kind information.
3. The Officer-in-charge, PME&KM, ICAR-IISWC, Dehradun for uploading on institute's website.
4. PS to Director, ICAR IISWC, Dehradun.
5. E-office Notice Board/Guard File.

ICAR-Indian Institute of Soil & Water Conservation, Dehradun
(Ref.:Letter No.21-1/2021-Adm./...510... dated...27/05/2021...)

अंतर-संस्थान स्थानांतरण / प्रतिनियुक्ति हेतु प्रपत्र / Proforma for Inter-Institutional transfer / Deputation

पद हेतु आवेदन पत्र / Application for the post of :

आवेदित पद हेतु स्थान की प्राथमिकता / Location preference of post for which applied for
1.....2.....
3.....4.....

1. आवेदक का पूर्ण नाम / Name in block letters
2. पुरुष/महिला/अन्य / Male/Female/Others
3. ई-hrms क्रमांक / E-hrms No.
4. वर्तमान कार्यस्थल / Present place of posting
5. जन्म तिथि / Date of Birth
6. स्थायी अथवा अस्थायी / Permanent or Temporary
7. परिषद में कार्य ग्रहण करने की तिथि / Date of joining in ICAR
8. वर्तमान पद ग्रहण करने की तिथि एवं परिवीक्षा पूर्ण की तिथि सहित स्थिति / Date of joining in present grade and status of probation clearance alongwith date
9. शैक्षणिक योग्यता / Educational qualifications
10. अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / आर्थिक रूप से पिछड़ा वर्ग / अनारक्षित / SC/ST/OBC/EWS/UR
11. अन्य कोई आवश्यक सूचना / Any Other relevant information

प्रारंभिक पद से वर्तमान पद तक का सेवा ब्योरा / Brief particulars of service from initial post till present post

क्र.सं. / Sl. No.	पद / Post	अवधि / Period	वेतनमान / Pay Level	कार्य की प्रकृति / Nature of duties

I do, hereby declare and certify that the information provided above is correct and true to the best of my knowledge and belief. In the event of any information found false or incorrect at any point of time before or after the selection, action may be taken against me and I shall abide by the decision

आवेदक के हस्ताक्षर दिनांक सहित
Signature of the candidate with date

It is certified that particulars furnished above are correct and have been verified from official/service records. Also, no disciplinary case is either pending or contemplated against the official and no penalty, major or minor, was imposed on the official during last ten years. His integrity is beyond doubt.

कार्यालाध्यक्ष के हस्ताक्षर सील सहित
Signature of Head of Office with seal/