



**INDIAN INSTITUTE OF MILLETS RESEARCH**

RAJENDRA NAGAR, HYDERABAD – 500030

Ph No.040-24599300, Fax-040-24599304, (Email: [millets.icar@nic.in](mailto:millets.icar@nic.in))

Advertisement No.05/2015

Applications are invited for filling up one LDC (Lower Division Clerk) post at the Indian Institute of Millets Research (Indian Council of Agricultural Research), Rajendranagar, Hyderabad - 500030, as per the details given below.

Sl. No	Name of the post	No. of vacancies	Reserved for SC/ST/OB C/UR	Pay + Grade pay	Age	Date of Receipt of Application
1	Lower Division Clerk	One	UR	PB:Rs.5200-20200 + Rs.1900 Grade pay	18-27 years	Last date for receipt of applications is 30 days from the date of publication in Employment News and 45 days for the candidates from Andaman & Nicobar, Lakshadweep, North East region of India, Jammu & Kashmir, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh or abroad.

**Educational Qualifications:**

- i) 12<sup>th</sup> Class pass or equivalent qualification from a recognized Board or University.
- ii) A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer (35 w.p.m corresponding to 10500 KDPH on an average of key depressions for each word).

**For more details (general instructions for candidates application format etc.) please see our website : [www.millets.res.in](http://www.millets.res.in). Also see our website regularly for changes/subsequent information, if any. No separate advt. will be issued for any changes made in this regard.**

**DIRECTOR**

### General instructions for Candidates applying for LDC post:

1. Last date for receipt of applications is one month from the date of publication in Employment News and 45 days for the candidates from Andaman & Nicobar, Lakshadweep, North East region of India, Jammu & Kashmir, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh or abroad.
2. The prescribed qualifications are minimum and an enhanced qualification does not entitle candidates to be called for written / interview. Where the number of applications received in response to advertisement is large and it will not be convenient or possible for this Institute to call for test all the candidates, the Director, IIMR, reserves the right to fix the criteria for calling the candidates on the basis of qualifications, experience etc.
3. After screening the applications, candidates will be called for written test and the candidates qualified in written test will be called for typing test.
4. Relaxation in upper age shall be allowed to candidates as per the Government of India Rules.
5. **Community certificate for OBC in the prescribed form from the competent authorities is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same and certificates issued prior to April, 2015 will not be considered.**
6. The upper age is relaxable upto to 45 years for in-service candidates.
7. The post is non-government under the Indian Council of Agricultural Research, which will be governed by the New Pension Scheme introduced by Govt. of India w.e.f. 01-01-2004 mutatis-mutandis and as amended or modified from time to time.
8. The post is purely temporary but likely to continue and transferable to any part of the country.
9. The selected candidate will be posted at any of the stations of IIMR at Hyderabad or Solapur (Maharashtra State) or Warangal and liable to be transferred to any place in India.
10. Applications should be submitted in the proforma appended strictly type-written accompanied by a latest passport size photograph.
11. **Crucial date for determining the age limit of candidates for the post will be the closing date of receipt of application.**
12. Candidates are advised to send self-attested copies of certificates, marks-sheets, caste certificate in the prescribed proforma, and other certificates along with their applications.
13. Application duly completed in all respects may be sent to the Director, Indian Institute of Millets Research, Rajendranagar, Hyderabad – 500 030 along with an application fee (non-refundable) of Rs.300 (Rupees three hundred only) in the shape of crossed D.D. drawn in favour of “ICAR Unit IIMR” payable at State Bank of Hyderabad, Budwel Branch, Hyderabad. PH / Women candidates are exempted from payment of application fee. The fee paid is not refundable.
14. **The envelope containing application should compulsorily be superscribed as “APPLICATION FOR THE POST OF \_\_\_\_\_”.**
15. Applications received after due date for any reason including postal delays will not be entertained. **Only hard copies sent through post will be considered (Applications by hand or courier will not be entertained). No application, received after prescribed last date will be entertained under any circumstances and all the applications received after the prescribed date will be summarily rejected. Candidates should, therefore, ensure that their applications reach the Director, IIMR on or before the prescribed last date.**
16. No correspondence will be entertained from the candidates for selection/test/interview/appointment.
17. The Director, IIMR reserves the right to change any of the conditions, and dates of tests/interview.
18. No TA/DA will be paid for attending Written exam
19. **CANVASSING IN ANY FORM WILL BE TREATED AS DISQUALIFICATION.**

**DIRECTOR**

Application Format

Recent passport  
size photograph  
of the candidate

Advt. No. 05/2015

**Application for the post of \_\_\_\_\_**

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Nationality :
4. Place & Date of Birth :
5. Age (as on closing date of receipt of applications) :
6. Sex (Male/Female) :
7. Present Address with E-mail and Mobile No. :
8. Permanent Address :
9. Whether belongs to SC/ST//OBC/PH/Ex-serviceman:  
(If yes, state name of caste & enclose self-attested  
copy of the caste certificate)
10. Name of the State :
11. Name of the Employment Exchange :  
Registration No. and valid up to (optional) :

12. Educational / Technical Qualifications:

Sl. No.	Name of the Examination	University/Board	Year of Passing	Grade/Division & % of marks in aggregate	Subjects studied

20. Experience, if any, (experience of all previous  
and present employment) :

21. Whether any of your relative is working in \_\_\_\_\_ :  
Indian Institute of Millets Research/ICAR, if so, please  
mention the name, designation and your relationship  
with the employee

I hereby declare that all the particulars furnished above 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 interview/selection, my candidature is liable to be rejected. I shall be bound by the decision of the Director, IIMR, Hyderabad.

Place:

Signature of the Candidate:

Date:

Name

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

(Government of India, Dept. of Personnel and Training, O.M. No. 36033/28/94-Estt.(Res) dated 2-7-1997)

This is to certify that Sri/Srimati/Kumari\* \_\_\_\_\_ Son/Daughter\*  
of \_\_\_\_\_ Village \_\_\_\_\_

District/Division\* \_\_\_\_\_ in the \_\_\_\_\_

State \_\_\_\_\_ belongs to the \_\_\_\_\_

**Community which is recognized as a backward Class under –**

- \* (i) Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC©, dated 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part \_ 1 Section I, No. 186, dated 13<sup>th</sup> September, 1993.
- \* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated 19<sup>th</sup> October, 1994, Published in the Gazette of India, Extraordinary, Part – I, Section I, No. 163, dated the 20<sup>th</sup> October, 1994.
- \* (iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BBC, dated the 24<sup>th</sup> May 1995, published in the Gazettee of India, Extraordinary, Part – I, Section No. 88 dated 25<sup>th</sup> May, 1995.
- \* (iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated 6<sup>th</sup> December, 1996, published in the Gazettee of India, Extraordinary, Part \_I, Section I, No. 210 dated the 11<sup>th</sup> December, 1996.

Sri/Srimati/Kumari\* \_\_\_\_\_ and/or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division\* of the \_\_\_\_\_ State. This is also to certify that

he/she does not belong to the persons/sections (creamy layer) mentioned in column 3 of the Schedule to the

Government of India, Department Personnel and Training O.M. No. 36012/22/93-Estt.(SCT), dated 8-9-1993.

Place:

Date:

SEAL

Signature of District Magistrate,

Deputy Commissioner, etc.

\* Strike out whichever is not applicable.

Note:

- (a) The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People’s Act, 1950.
- (b) The authorities competent to issue caste certificate are indicated below:
  - (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
  - (iii) Revenue Officer not below the rank of Tahasildar; and
  - (iv) Sub Divisional Officer of the area where the candidate and / or his family normally resides.