



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद  
Agrisearch with a human touch

An ISO 9001:2015  
Certified Institute

भा.कृ.अनु.प.-भारतीय सब्जी अनुसंधान संस्थान  
पो. ब. न. 01, पोस्ट ऑ. जख्खीनी (शहंशाहपुर)  
वाराणसी-221305 (उ. प्र.)  
ICAR-Indian Institute of Vegetable Research  
P.B. No. 01, P.O. Jakhini (Shahanshapur)  
Varanasi-221 305 (U P.)

F. No. 3-519/2017-Adm.I

Dated: 07<sup>th</sup> January 2026

To

1. The Directors /Project Directors/Zonal Coordinators of all ICAR Institutes/PDs/NRCs/Bureaux/ZCUs, etc.
2. Deputy Secretary (Admn.), ICAR, Krishi Bhawan, Dr. R.P. Road, New Delhi-110 001
3. Deputy Secretary (Hort.), ICAR, KAB-II, Pusa Campus, New Delhi-110 012

**Sub: Filling up of vacant post L.D.C. at ICAR-IIVR, Varanasi – reg.**

It is proposed to fill the following vacant posts of Lower Division Clerk at this Institute immediately on permanent absorption / deputation basis among the eligible employees who fulfill the requisite eligibility criteria as mentioned below:

S. N.	Name of the post	No. of Post	Pay Scale	Essential Requirements/Eligibility
1.	Lower Division Clerk (LDC)	5 (UR-3, OBC-1, SC-1)	Pay Level- 2	<b>Permanent absorption / deputation</b> on inter-institutional transfer.  Candidates holding analogous posts i.e., Lower Division Clerk on substantive basis in the Pay Level-2 in ICAR service or Central Government or State Government or Union Territories or Autonomous Bodies or PSU.  Preference shall be given ICAR employees.

Note: Any amendment in recruitment rules made by Council from time to time will be considered.

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidate who fulfill the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with his/ her upto date CR Dossiers for the last five/~~eight~~ years so as to reach this Institute on or before **06.02.2026**. Probation period of applicants should be cleared before submission of application form. Application of only such candidate may please be forwarded who can be relieved immediately on the event of his/her selection for the appointment.

The following documents should be forwarded with the application form:-

1. Attested copies of the APAR dossiers for the last five years.
3. Vigilance Clearance and Integrity Certificate.
4. A statement of major/minor penalty, if any, imposed on the applicant during the last two/three/five years.

Applications should be sent through proper channel in the enclosed proforma (Annexure-I) to the Director, ICAR-Indian Institute of Vegetable Research, Varanasi, P.B. No. 01, P.O. Jakhini (Shahanshapur), Varanasi-221 305 (U P.). The last date for receipts of application is **06.02.2026**. Application received after the last date or incomplete are not likely to be considered. However, the Selection committee/Director, ICAR-IIVR, Varanasi reserves the right to accept/reject the applications without assign any reasons thereof.

This issue with the approval of the Director, ICAR-IIVR, Varanasi.

  
(Prabhat Kumar Mishra)  
Chief Admn. Officer

**Encl.** Application form.

**Copy for information & necessary action:**

1. E-office portal.
2. Institute's website
3. PA to Director for kind information.

**APPLICATION FORM FOR THE POST OF L.D.C. AT ICAR-IIVR, VARANASI**  
**(Permanent absorption / deputation basis)**

Name of the post applied for : .....

Applied on which basis: : .....

(Permanent absorption)

1.	Name of the Candidate	:	
2.	Designation in parent cadre		
3.	Name of Parent Department		
4.	Date of Birth & Age	:	
5.	Educational & other qualification	:	
6.	Present post held on regular basis with date of appointment	:	
7.	Whether Permanent/Temporary	:	
8.	Whether probation / confirmation cleared before submission of application form.	:	
9.	Whether opted for ICAR Service	:	
10.	Whether belonging to SC/ST/OBC/PH	:	
11.	Any other information /particulars relevant to the service of the employee and significant contributions made	:	
12.	Email address (preferably ICAR email ID i.e. @icar.org.in and Mobile No	:	
13.	Sex (M/F)	:	
14.	Brief particulars of service including the present post	:	

Post held	Pay Band	Period	Office	Nature of duties

I do hereby declare and clarify that the information furnished by me is correct and true to the best of my knowledge and belief and I fulfill the eligibility criteria for the post which I am applying on transfer basis. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall be abiding by the decision of the Competent Authority.

(Signature of the Applicant)

**CERTIFICATE BY THE HEAD OF OFFICE**

1. It is certified that particulars furnished by the applicant have been verified from the Service Book/ record(s) and found correct and is eligible to apply for inter-institutional transfer as per the extant guidelines issued by Council for inter-institutional transfer.
2. It is certified that no vigilance case is pending against or contemplated against the applicant.
3. A statement of major/minor penalty, if any, imposed on the applicant during the last two/three/five years.

(Signature of the Head of Office with Stamp)