

No.4-1/2007-Estt.  
Government of India  
Ministry of Agriculture  
Department of Agricultural Research & Education

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Krishi Bhawan, New Delhi.  
Dated the 16<sup>th</sup> May, 2008.

**OFFICE MEMORANDUM**

Sub : Filling up the post of UDC-cum-Cashier (ex-cadre post) in the Department of Agricultural Research & Education.

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The undersigned is directed to refer to this Department's O.M. of even number dated 21<sup>st</sup> November, 2007, 22<sup>nd</sup> January, 2008 and 29<sup>th</sup> Feb., 2008 on the above mentioned subject and to re-circulate the post of UDC-cum-Cashier in the scale of pay of Rs.4000-100-6000 in the Department of Agricultural Research & Education on transfer on deputation (the period of deputation shall ordinarily not exceed 3 years) basis from amongst persons satisfying the prescribed eligibility conditions. The details of the eligibility conditions are as given below :-

(i) Upper Division Clerks working in Ministries/Departments/Attached Offices participating in the Central Secretariat Clerical Service with at least 3 years experience in Cash/Accounts work;

Or

(ii) Stenographer Grade 'D' of Central Secretariat Stenographers' Service having 3 years experience in Cash/Accounts work;

Or


(iii) Lower Division Clerks working in Ministries/Departments/Attached Offices participating in Central Secretariat Clerical Service with minimum of 5 years service in the grade, of which at least 3 years experience in Cash/Accounts work;

Or

(iv) Failing (i), (ii) and (iii) above, Upper Division Clerks working in other offices with at least 3 years experience in Cash/Accounts work.

2. The eligible and interested Upper Division Clerks/Stenographers Grade'D'/ Lower Division Clerks may submit their applications (in duplicate) in the enclosed proforma (Annexure-I) through proper channel latest by 30<sup>th</sup> June, 2008. The officers applying for the post will not be permitted to withdraw their candidature at a later stage.

3. The officers belonging to other cadres, if selected, will be treated as on loan basis, during the period of their appointment as UDC-cum-Cashier in this Department.
4. Ministry of Finance etc. are requested to circulate the above post and forward the applications in respect of only those regular Upper Division Clerks/ Stenographers Grade'D'/Lower Division Clerks, whose up-to date C.R. Dossiers are available and who could be relieved immediately of his duties on selection to the post.
5. The Ministries/Departments are also requested to forward the application of the willing candidates along with their attested photocopies of the ACRs for the last five years, Vigilance Clearance Certificate , Integrity Certificate and Major/Minor Penalty Certificate to this Department latest by 30<sup>th</sup> June, 2008.
6. The details of the vacancy is also available on Department's website [dare.gov.in](http://dare.gov.in) and [dare.nic.in](http://dare.nic.in).

  
( D.K. Chhatwal )

Under Secretary to the Govt. of India  
(Tele. No.23387063)

PROFORMA

1. **Name** : \_\_\_\_\_
2. **Name of the Department** : \_\_\_\_\_  
**where presently posted and** \_\_\_\_\_  
**name of post held** \_\_\_\_\_
3. **Date of Birth** : \_\_\_\_\_
4. **Educational Qualification** : \_\_\_\_\_
5. **Date from which post held** : \_\_\_\_\_  
**and present pay** \_\_\_\_\_
6. **Whether permanent/** : \_\_\_\_\_  
**temporary in the Grade of** \_\_\_\_\_  
**UDC/Steno. Grade 'D'/LDC** \_\_\_\_\_
7. **Post in which declared** : \_\_\_\_\_  
**Substantive** \_\_\_\_\_
8. **Whether Qualified in Cash** : \_\_\_\_\_  
**and Accounts Training in ISTM** \_\_\_\_\_
9. **Remarks, if any** : \_\_\_\_\_

(Signature of the applicant)