



भा.कृ.अनु.प.-भारतीय मृदाविज्ञानसंस्थान
नबीबाग, बैरसिया रोड, भोपाल - 462038
ICAR-Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal - 462 038 (M.P.)



Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 256) Fax. No. (0755) 2733310

F. No. 12-207/2018-Estt.

Dated: 14.07.2020

Corrigendum

(Postponement of Walk- in-interview)

Refer the advertisement published in Dainik Bhaskar/Times of India edition dated 30.06.2020 for contractual engagement of Secretarial Assistant in PIU unit of CRP on CA. In this connection, it is for information of all concerned that due to administrative reasons, test & Interview for the said position scheduled on 15.07.2020 has been postponed. The fresh date will be notified shortly.

However, the candidates desirous to participate in the test for the said position are instructed to send their applications in the prescribed proforma through e-mail to Ranjeet.Chaudhary@icar.gov.in by 20th July, 2020 positively.

The shortlisted candidates will be required to take the written test/computer proficiency test on a date to be notified shortly.

Senior Administrative Officer



भा.कृ.अनु.प.-भारतीय मृदा विज्ञान संस्थान

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WALK IN INTERVIEW

लिखित परीक्षा एवं साक्षात्कार (TEST & INTERVIEW)

Sl. No.	Name of Post	Qualification	Emoluments	Project/ Scheme	Date and time of Test/ Interview
1.	Secretarial Assistant (01 Position)	Essential: Graduate in Science/ Commerce/ Computer Application from a recognized university with good communication skills in English (written and spoken) and computer literacy including use of computer softwares and e-mail. Typing skill in English and Hindi having working knowledge of handling office softwares and processing of data. Desirable: Knowledge of using MS-Office (Word, Excel, Power point) and handling of data and files, maintaining office files	Rs. 10000/- per month (fixed)	“PIU Unit of Consortium Research Platform on Conservation Agriculture”.	Date: 15/07/2020 Time: 10.00 a.m.

Proforma for the Application for the Position of
YP-II/SA

1 **Full Name** :.....

(In capital letters)

2 **Address**

(a) Present :.....

(b) Permanent :.....

(along with mobile, :.....

Landline & e-mail)

3 **Date of Birth & Age as on** :.....

4 **Educational Qualification**

Degree/ Diploma	Name of Board/ University	Year of Passing	Marks obtained/ Total Marks	Percenta ge of marks & OGPA
High School (X th)				
Higher Secondary (XII th)				
Graduate				
Postgraduate				

5 **Experience** (if any) :

Post held/ being hold	Period		Name of Department/Office
	From	To	

6 **Computer Proficiency** :

7 **Relevant information** :

The information furnished above is true, complete and correct to the best of my knowledge and belief.

Place :

Signature:.....

Date :

Name:.....