



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)  
Website: [www.rlbcu.ac.in](http://www.rlbcu.ac.in) Email- [registrar.rlbcu@gmail.com](mailto:registrar.rlbcu@gmail.com) Phone no.:- 0510-2730555

**Advertisement No: RLBCAU/02/2020**

**Dated: 31.03.2020**

**APPLICATION FOR FILLING NON-TEACHING POSITION OF PRIVATE SECRETARY  
ON DEPUTATION**

Duly forwarded applications are invited from the employee of the Central/ State Government, Universities and other autonomous organizations for filling up non-teaching post of private secretary in Rani Lakshmi Bai Central Agricultural University, Jhansi (*an autonomous institution of national importance*) on deputation basis as per qualifications given below:

1.	Private Secretary Level 8 as per 7 <sup>th</sup> CPC pay matrix. No. of posts- 01(UR)	<b>Essential:</b> i) Bachelor's Degree from a recognized University/ Institute. ii) Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m. iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. iv) Knowledge of computer applications. v) Five years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization in PB-2 grade with GP 4600/4800. Experience in lower grade may be considered if candidate is having more experience.
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1. The deputation will initially be for a period of two years, which may be extended on yearly basis upto a maximum period five years subject to satisfactory performance, good behavior and high integrity of allowed to continue maximum for a period of 5 years or till he/she attains the age of the superannuation prescribed for that particular cadre, whichever is earlier. The term of deputation will be governed as per Rani Lakshmi Bai Central Agricultural University Recruitment Rules (Non-Teaching Employees) -2016 dated 24<sup>th</sup> September, 2018.

2. The employee on deputation will be eligible for allowances as admissible to Central Government employees.

3. The deputationists shall not be eligible for consideration for appointment by promotion.

4. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointing in the same or other organizations or department of the Central Government shall ordinarily not exceed five years.

5. The maximum age limit for deputation shall not exceed fifty-five years as on the closing date of receipt of applications.

6. **How to apply:** Neatly filled applications typed or in own handwriting on A-4 size paper in proforma (placed as Annexure- I) should be forwarded on following address. The envelop should clearly mention on top “**Application for deputation for the post of Private Secretary (Name of the post)**”:

**To,  
The Registrar,  
Rani Lakshmi Bai Central Agricultural University,  
Gwalior Road, Jhansi--284003**

7. **The last date of receipt of application is 15 days from the date of publication of the advertisement in the Employment News.**

8. Attested copies of educational qualification, experience and other certificates should be enclosed with the application. Candidates however, will be required to produce original certificates for verification at the time of interview. NOC for re-employment/discharge book/retirement order must be enclosed with the application, if applicable.

9. The applications in the proforma (placed at Annexure-I) may be forwarded through proper channel along with disciplinary/vigilance/ integrity certificate/ certificate regarding major/minor penalty during last 10 years of service and attested copies of ACRs/APARs for the last 5 years for deputation and also requisite proformas/ documents for re-employment. **Application not in prescribed proforma will be summarily rejected.**

10. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

11. Canvassing in any form will disqualify the candidates.

12. The Department reserves the right to modify/withdraw the notification at any time.

Registrar  
[registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com)



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**Application Proforma for Deputation for the Post of**

1.	Name and Address (in Block Letters)		Affix passport size photograph dully attested
2.	Date of Birth (in Christian era)		
3.	(i) Date of entry into service (ii) Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether educational and other qualifications /experience required for the post (as per advt) are satisfied. (If any, as equivalent to the one prescribed in the Rules, state the authority for the same)		
Sl. No.	Essential qualification required for the post (Please state as per the advertisement)	Essential qualification/experience held by the candidate	
*In case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	Yes/No	

**7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Sl. No.	Office/ Institution	Post held on regular basis	From	To	*Basic Pay & Level in the pay matrix as per 7 <sup>th</sup> CPC of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

\*Important: Only Pay Band and Grade pay/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay and Level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Basic Pay & Level drawn under ACP/MACP Scheme as per 7 <sup>th</sup> CPC	From	To

<b>8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent</b>			
<b>9. In case the present employment is held on deputation/contract basic please state.</b>			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, vigilance Clearance and integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
<b>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</b>			
<b>11. Additional details about present employment: Please state whether working under (indicate the name of your employer)</b> (a) Central Government/ (b) State Government/ (c) Autonomous Organization/ (d) Government Undertaking/ (e) Universities/ (f) Others			
<b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</b>			
<b>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.</b>			
<b>14. Total emoluments per month now drawn</b>			
<b>Basic Pay &amp; Level</b>	<b>Level</b>	<b>Total Emoluments</b>	
<b>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.</b>			
Basic Pay with Scale of pay and rate of increment	Dearness Pay/Interim relief/other allowances etc. (with break- up details)	Total Emoluments	
<b>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</b> (This among other things may provide information with regard to (i) additional academic			

<p>qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circulated/Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b>  The candidates are requested to indicate information with regard to:  (i) Research publications and reposts and special projects  (ii) Awards/Scholarships/official appreciation  (iii) Affiliation with the professional bodies/institutions/societies and  (iv) Patents registered in own name or achieved for the organization  (v) Any research/innovative measure involving official recognition  (vi) Any other information  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>17.</b> Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/with held.

**(Signature of the candidate)**

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Certificate by the Employer/Cadre controlling Authority**

The information/details provided in the above application by the application are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier in original is enclosed /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre controlling Authority with Seal)**