



**INDIAN INSTITUTE OF SPICES RESEARCH**

*(Indian Council of Agricultural Research)*

Marikunnu P.O., Calicut – 673 012, Kerala

0495 2731410



**ADVERTISEMENT No. 01/2011.**

Applications are invited from the eligible candidates for filling up the following posts as detailed below. The posts are of permanent nature and at present are filled on temporary basis. The appointee will be made permanent subject to satisfactory performance during the probationary period.

Name of the post : **Lower Division Clerk**  
Band Pay + Grade Pay : Rs. 5200- 20200, GP Rs. 1,900/-  
No. of Post : **Two(Unreserved)**  
Place of posting : **Indian Institute Of Spices Research,  
Marikunnu P.O, Calicut 673 012, Kerala,**  
However, the Candidate is liable to work  
anywhere in India

**Qualifications:**

1. Essential : a) Matriculation or its equivalent  
: b) Proficiency in typewriting at a  
minimum speed of 30 w.p.m in  
English or 25 w.p.m in Hindi (as  
evidenced by a Certificate issued by State  
Board Of Technical Education)
2. Desirable : a) Diploma in Commercial Practice (as  
evidenced by a certificate issued by State  
Board of Technical Education)  
b) Knowledge in Computer

**General Instructions for candidates:**

1. Age limit: 18-27 years. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative [ministerial] category).

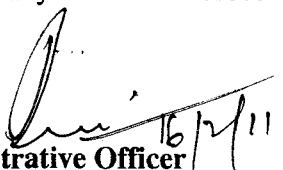
Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Age relaxation is applicable to SC/ST/OBC/ Physically Handicapped candidates to the extent permissible under the rules. (Age relaxation at present as per the Govt. of India rules are 5 years for SC/ST and 3 years for OBC candidates over and above the prescribed age limit ie (27+5)&(27+3) respectively)

2. Relaxation in upper age limit subject to submission of the requisite certificate.

*may be displayed  
in our website*

*25/2 BSR*

3. Application forms can be downloaded from the website [www.spices.res.in](http://www.spices.res.in). It can be obtained by post also for which a request addressed to the Director, Indian Institute of Spices Research, Marikkunnu P.O, Calicut -673 012, mentioning the advertisement No. and post along with a self addressed envelope of size 23 x 10 cms ( stamped for Rs.30/- (Rupees Thirty only), should be sent by the candidate. The applications complete in all respects, should reach **the Director, Indian Institute of Spices Research, Marikkunnu P.O, Calicut -673 012**, on or before **31.03.2011**.
4. Persons already employed should forward their application through proper channel.
5. No TA/DA will be paid to the candidates called for interview/test. However, unemployed SC/ST candidates called for interview/test will be paid travelling expenses to the extent permissible under the rules, on production of proof. ie. Second class rail fare or bus fare.
6. At present, the place of posting is as indicated in the advertisement. However, the same is liable to be transferred anywhere in India under IISR/ICAR.
7. The appointment is under ICAR and will be governed by New Pension Scheme introduced by Govt. of India w.e.f 01.01.2004 mutatis mutandis and as amended, clarified or modified from time to time. HRA and other allowances are admissible as per rules for all the posts.
8. No correspondence will be entertained from the candidates in connection with the process of selection, test, interview or appointment. Canvassing in any form will be treated as disqualification.
9. The cover containing application should be superscribed as **“Application for the post of Lower Division Clerk at IISR, Calicut ”**
10. Applications received after the due date for whatsoever the reason including postal delays will not be considered.
11. Location: IISR Main Campus, Calicut (Pallithazham bus stop between Moozhikkal East and Chelavoor on the “ Calicut- Waynad” road.
12. The Director, IISR reserves the right either to fill up all the posts or any of them without assigning any reasons thereof.

  
**Administrative Officer**  
**for Director**

APPLICATION FORM FOR THE POST OF **LOWER DIVISION CLERK** AT  
INDIAN INSTITUTE OF SPICES RESEARCH, CALICUT

AFFIX  
RECENT  
PASSPORT SIZE  
PHOTOGRAPH

1. Name of the candidate :  
(in block letters)
2. Fathers / Husband's Name :
3. Sex :
4. Date of Birth (in Christian Era) :
5. Age :
6. Marital Status :
7. Permanent Home Address :
8. Correspondence Address :
9. General/SC/ST/OBC/PH :  
(Documentary evidence may be attached)
10. Name of the Employment Exchange :  
with Registration No. & date & validity upto
11. Educational Qualifications :  
(Attested copies of certificate/mark  
sheets enclosed.) (In chronological  
order minimum qualification)
12. Experience if any :

**Place:**

**Date:**

**Signature of the candidate**