



कोटा रोड, बम्बाला, प्रताप नगर, जयपुर-302033 ( राज.)

## CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING

(An Organization of Ministry of Agriculture & Farmers Welfare, Government of India)

Kota Road, Bambala, Pratap Nagar, Jaipur-302033 (Rajasthan)

Telephone : 0141-2795111, 2795104, 2795132 (D), Fax : 0141-2771938, 2770595

Website : www.ccsniam.gov.in

No: 02/NIAM/Admin/Recruit/Lib Asst./2019

Dated: 30.05.2019

### **Sub.: Offer of appointment for the post of Library Assistant – reg.**

Consequent upon the recommendations of the Selection Committee, you are hereby appointed on the post of Library Assistant in the Pay Matrix Level – 6 (Rs. 35400-112400) minimum of Rs. 35,400/-.

This appointment is on temporary basis and is subject to the rules and regulations of the Institute. You will be on probation for a period of two years with effect from the date of joining. Other terms and conditions are as follows:

1. Your pay will be fixed at the minimum of the pay matrix level - 6 and other allowances will be as per CCS Revised Pay Rules 2016.
2. You can be posted anywhere in India
3. During the probation period the Institute has right to terminate your services at any time without assigning any reasons by giving one months notice or pay for one month in lieu of the notice.
4. At the time of joining you will be required to furnish the following documents:
  - (i) Attested copies of your educational qualifications, date of birth (duly issued by the Competent Authority), Residence proof and experiences if any.
  - (ii) Declaration of family members.
  - (iii) Declaration of home town
  - (iv) Medical fitness certificate from a Govt. Doctor/CMHO
  - (v) Two character certificates from Gazetted Officer.
  - (vi) Six copies of passport size photographs.
  - (vii) Photocopy of Adhar Number.
5. You will have to produce all the original proof of all documents at time of joining the duties for verification.
6. You will have to take oath of vigilance.
7. You will have to get your character / antecedent verified from the District Collector or any designated authority concerned within a period of six months from the date of joining.

In case above terms and conditions are acceptable, you may report for duty on or before 17<sup>th</sup> June, 2019 failing which this appointment letter will automatically be stand cancelled and withdrawn.

Please acknowledge the receipt of this letter immediately.

Shri Mayur Verma  
1/24, Chiranjeev Vihar  
Ghaziabad, Uttar Pradesh - 201002

*Mayur Verma*  
30/5/19  
Director (Admin)

**Copy to: PS to DG for information.**