

**Indian Council of Philosophical Research (ICPR)**  
**(Ministry of Education, Government of India)**  
**New Delhi – 110 062**

Date : 24.06.2025

**ADVERTISEMENT NO.02/2025**

Indian Council of Philosophical Research (ICPR), an Autonomous Organization fully funded by the Government of India, Ministry of Education, invites applications for the following post on deputation basis initially for 3 years further extendable as per DOP&T Rule in vogue:-

**Details of Vacancy for the Upper Division Clerk**

Post	Pay scale	No. of posts	Category	Age
Upper Division Clerk (Group 'C')	Level-4 of Pay Matrix Rs.25,500-81,100	01	Not applicable	Not above 56 years

2. Essential qualification and other terms and conditions:-

Essential qualifications/Experience	Method of recruitment	Remarks
<b><u>In case of Transfer on deputation</u></b> Persons working in Central or State Govts or Universities, research institutions, Autonomous Bodies, etc in equivalent Grade or in one Grade lower with 5 years' service in the Lower grade.	Transfer on Deputation.	Initially for three years, further extendable as per DOP&T Rule in vogue.

3. Candidates are required to furnish the following documents:-

(i) The departmental candidate should submit a certificate from his/her employer in the prescribed format at **Annexure-II**.

(ii) Candidates who are employed under Government may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) alongwith duly attested copies of last five years APARs, are received. It shall be necessary to furnish 'No Objection Certificate' from the parent Department/present employer at the time of interview.

## GENERAL TERMS & CONDITIONS

1. The notified vacancies advertised are tentative. ICPR reserves the right to cancel/restrict/enlarge/modify the requirements advertised, if need so arise without assigning any further notice or assigning any reason thereto.
2. Court of jurisdiction of any dispute will be at Delhi.
3. No TA/DA whatsoever will be paid by the Council for attending Interview by the candidates.
4. Candidates are advised to regularly visit ICPR website for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website [www.icpr.in](http://www.icpr.in).
5. The candidates short-listed for interview will be informed by post, email as well as notified in the Council's website [www.icpr.in](http://www.icpr.in). The Council will not be responsible for any postal delay.
6. Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of age, educational qualifications and experience etc.
7. The decision of the Council in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any form from any source will disqualify the candidature of the applicant.
8. Success in the selection process confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect of appointment to the service/post.
9. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time.
10. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview.
11. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-I**). The proforma can also be downloaded through the website [www.icpr.in](http://www.icpr.in)
12. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.

13. The Council reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
14. Candidates who are working in Central & State Government, Universities, Research Institutions and Autonomous Bodies may send an advance copy of application. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be necessary to furnish "**No Objection Certificate**" from the parent department/present employer at the time of interview.
15. Forwarding Authority is to ensure that the applications must be accompanied by APARs for last five years, Integrity Certificate and Vigilance Certificate. In case of photocopies of APARs are sent, these may be attested by an officer not below the rank of Under Secretary of the Government of India.
16. Crucial date for determining the age shall be the closing date for receipt of applications from candidates i.e. within 30 days of publication of the advertisement in the Employment News.
17. One recent passport size photograph duly signed across it by the candidate, should be pasted on the top right hand corner of the application and be signed by self across. Application without photograph will be treated as incomplete application.
18. Envelope containing application should be super-scribed with "**APPLICATION FOR THE POST OF UPPER DIVISION CLERK.**"
19. Application completed in all respect may be addressed and sent to the ***Director(A&F)/c, Indian Council of Philosophical Research, 36 Tughlakabad Institutional Area, M.B. Road, New Delhi – 110 062 within 30 days of publication of the Advertisement in the 'Employment News'. Application received after due date will not be entertained.***

**Director(Academic)/( Adm & Finance)/c**



Indian Council of Philosophical Research  
36 Tughlakabad Institutional Area, Mehrauli  
Badarpur Road, New Delhi - 110 062  
www.icpr.in; E-mail: [icpr@bol.net.in](mailto:icpr@bol.net.in) and [icprhqrs@gmail.com](mailto:icprhqrs@gmail.com)

**Annexure-I**

Affix recent  
passport size  
photograph  
duly signed on  
the same by  
the applicant.

**BIO-DATA**

1. Post applied for :.....
  - (i) Whether applying for Direct Recruitment, Deputation or Contractual Engagement. (please clearly mention). :.....
2. Name of the applicant :.....
3. Father's/husband's Name :.....
4. Date of birth & Age :.....
5. Sex - Male / Female :.....
6. Marital Status :.....
7. Whether General/ST/OBC :.....
8. Address {Postal/Permanent} :.....  
:.....  
:.....  
Pin Code .....
9. E-mail ID :.....
10. Telephone/Mobile No. :.....
11. Present post held/Name of the office :.....  
:.....
12. Date of Appointment in the Present post :.....
13. Present Pay (Specify whether regular Pay or ACP/MACP pay) :.....

14. Scale of pay and grade pay :.....

15. Educational Qualification:

S.No.	ExamsPassed	Board/University	Year	Division/%	Subjects

(Please attach attested Xerox copies of the testimonials)

16. Experience:

Sr. No.	Office in which worked/Designation Pay Band/Grade Pay	From	To	Experience			Nature of duties (attach experience Certificates)	Whether regular service or on deputation
				No. of Years	Months	Total		

(Please use extra sheets as per the above proforma, if necessary by indicating the period of experience as mentioned in the job description for the post)

17. Please state clearly whether in the light entries are made above, you meet the requirement of the post :

18. Awards, Prize, Scholarship, etc.,secured during education carrier : \_\_\_\_\_

19. Books/Publications/Articles at credit : \_\_\_\_\_  
\_\_\_\_\_ (attach details)

20. Languages known : \_\_\_\_\_

21. Other information, if any : \_\_\_\_\_

### **UNDERTAKING**

I hereby certify that the above information recorded are correct to the best of my knowledge and belief.

Signature of the applicant

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE-II**

**CERTIFICATE BY THE FORWARDING OFFICE IN CASE OF APPLICATIONS ON DEPUTATION TERMS**

Forwarded and certified that the information furnished by Shri/Smt./Ms. \_\_\_\_\_ in his/her application has been verified from records and is found to be correct and he or she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/disciplinary case is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_.

Xerox/true copies of the APAR/ACR documents of the above candidate who preferred for deputation for the post of .....in ICPR for the last 5 years duly attested, are enclosed.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

(office seal)

No. of enclosures attached

- 1.
- 2.
- 3.
- 4.