



F.No.01(18)ATR-PTN/Estt./2018-19

Date : 26.10.2021

To

The Directors/ Project Directors of all the ICAR Institutes/ NRCs/ATARIS and Project Directorates.

Subject: Filling up of vacant posts of AAO, AFAO, Assistant, UDC, LDC and Stenographer at ICAR-ATARI, Zone-IV, Patna- Regarding.

Sir/Madam,

It is proposed to fill the following vacant post at this institute immediately on Deputation/permanent absorption/transfer basis among the eligible ICAR employees who fulfill the requisite qualifications as mentioned below:

Sl. No	Name Of the post/Category/Scale of Pay	No. of vacancy	Eligibility criteria
1.	Assistant Administrative Officer in Pay Level -07 (Un-reserved)	01	By promotion of Assistant having 5 years regular service in the Pay -06 Or By deputation of regular Assistant who are in Pay Level-06 of ICAR Hqrs./ICAR Institutes having at least 5 years regular service in the grade. OR Failing above by transfer on permanent absorption of regular AAO of ICAR Institutes.
2.	Assistant Finance & Accounts Officer-One Post (un- reserved)	01	Junior Accounts Officers in the Pay Level-6 with 03 years of regular service in the grade from ICAR Institutes/ Headquarters of the Council by transfer on Permanent absorption basis. OR Assistants having rendered 05 years of continuous and regular service in the Pay Level 06 and having qualified ICAR Audit & Accounts exam conducted by ICAR OR Assistants having rendered three years of service in the Pay Level-06 and have qualified ICAR Audit & Accounts exam conducted by ICAR or by JAO in the pay Level- 06 with two years of regular service and having undergone successfully a two

			<p>months training programme at NIFM, Faridabad and having qualified the examination based on the training to be conducted by NIFM.</p> <p style="text-align: center;">OR</p> <p>Persons holding analogous post i.e., Assistant Finance & Accounts Officer serving on regular basis in the Pay Level-07 of ICAR Headquarters/Institutes</p>
3.	Assistant in the Pay Level -06(Un-reserved)	02	<p>Upper Division Clerk in Pay Level-04 at the respective Institute/Headquarters having at least 10 years regular service.</p> <p style="text-align: center;">OR</p> <p>Failing above persons holding analogous post in the Pay Level-06 in the ICAR Institutes on permanent absorption.</p>
4.	Upper Division Clerk (UDC) in the Pay Level -04 (Un-reserved)	01	<p>By deputation of regular Upper Division Clerk of ICAR Institutes/Headquarters The deputation shall be for a period not exceeding three years.</p> <p style="text-align: center;">OR</p> <p>Failing (a) above, by deputation of regular Lower Division Clerks of ICAR Headquarters/ Institutes having at least 8 years regular service. The deputation shall be for a period not exceeding three years.</p> <p style="text-align: center;">OR</p> <p>Failing (a) &(b) above by transfer on permanent absorption of regular UDC of ICAR Headquarters/Institutes</p>
5.	Lower Division Clerk (LDC) in the Pay Level -02 (Un- (reserved)	02	<p>By Deputation of regular LDC of ICAR Headquarters/ICAR Institutes.</p> <p style="text-align: center;">OR</p> <p>By promotion of SSS of ICAR Headquarters/Institutes having minimum educational qualification of 10 +2 or equivalent and have rendered 3 years of regular service. In this regard, persons so promoted will be required to qualify in a typing test within a period on one year from the date of their appointment failing which no Annual Increment shall be allowed until he/she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules.</p> <p style="text-align: center;">OR</p> <p>Failing above by transfer on permanent absorption of regular LDC Of ICAR Headquarters/Institutes.</p>

6.	Stenographer Gr. III in the Pay Level -04 (Un-reserved)	01	<ul style="list-style-type: none"> i. Holding analogous posts on regular basis and possessing the qualification as prescribed for direct recruitment. ii. Failing which by officials of the Central Government holding analogous posts on regular basis and possessing the qualification prescribed for direct recruitment. iii. In case of deputation, Stenographer Grade-III in the Pay Band-I, Rs.5200-20200 + Grade Pay of Rs.2400/- [pre-revised as per 7th CPC (Level-4)]
----	---	----	---

It is requested that the above vacancy may kindly be circulated widely and the application of suitable and desirous candidate who fulfill the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with his/her upto date CR Dossiers for the last five / ten years so as to reach this Institute on or before 30th, November, 2021. Application of only such candidate may please be certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without CR Dossiers and certificates will not be considered.

Yours faithfully,
Sd/-
Administrative Officer

INDIAN COUNCIL OF AGRICULTURAL RESEARCH-ATARI ZONE-IV PATNA

PROFORMA

01. Name of the Candidate
(In block letters) :
02. Name of the Institute
where Presently posted :
03. Address for correspondence :
04. Date of appointment on regular
basis in present post :
05. Whether Permanent or temporary :
06. Date of Birth :
07. Educational/Profession
Qualification :
08. Whether belong to SC/ST :
09. Service details :

Name of the Institute	Post Held	Scale of Pay	Period		Nature of duties
			From	To	

10. Any other information relevant
to the application :

DATE:

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

It is certified that particulars furnished at Sl.No.1 to10. Above has been verified and found correct.

DATE:

SIGNATURE OF THE HEAD OF OFFICE