



Date: 08-12-2022

To

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

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

Sir/Madam,

It is proposed to fill up the following vacant posts at this institute immediately on Deputation/transfer basis (as the case may be)from amongst the eligible ICAR employees who fulfill the requisite qualifications as mentioned below in the prescribed proforma :-

Sl. No.	Name of the Post/Category/Place of posting/Scale of Pay	No. of vacancy	Recruitment criteria	Rule/Eligibility
1.	Assistant Administrative Officer in Pay Level-07 (Un-reserved)	01	By deputation(not exceeding 3 years) of regular Assistant who is in Pay Level-06 (PB-2, G.P.-Rs.4200/-) of ICAR Hqrs. /ICAR Institutes having at least 5 years regular service in the grade	OR Persons holding analogous post i.e., Assistant Administrative Officer. The deputation will be for maximum of 3 years.
2.	Assistant Finance & Accounts Officer Pay level-7 (un- reserved)	01	Junior Accounts Officers in the Pay Level-6 (with PB-2, G.P.-Rs.4200/-) with 03 years of regular service in the grade from ICAR Institutes/Headquarters of the Council by transfer on Permanent absorption basis/deputation.	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 (on deputation). OR Persons holding analogous post i.e., Assistant Finance & Accounts Officer (on deputation).

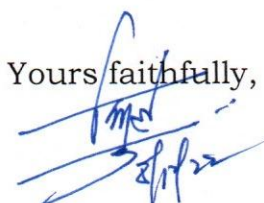
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3.	Stenographer Gr. III in the Pay Level -04 (Un-reserved)	01	<ol style="list-style-type: none">1. Holding analogous posts on regular basis and possessing the qualification as prescribed for direct recruitment.2. Failing which by officials of the Central Government holding analogous posts on regular basis and possessing the qualification prescribed for direct recruitment.3. 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)].
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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 (duly attested by the Head of office / Competent Authority) for the last Three/five/ten/years available APARs (minimum 03 years) as the case may be, so as to reach this Institute on or before 07.01.2023. Application(s) of candidate(s), who can be relieved immediately after their selection, may please be forwarded with the certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate. Incomplete application and those received after the prescribed due date and not forwarded through proper channel or without attested CR Dossiers and certificates will not be considered/entertained.

The application(s) is/are to be forwarded to Director, ATARI, Zone IV, Garbhuchak, JagdeoPath, Patna- 800014 (Bihar).

Yours faithfully,



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 with :
e-mail & Phone number
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