

# Agricultural Technology Application Research Institute

College of Agriculture Campus, Shivajinagar, Pune -411005

Phone:020-25512660, 25512665, Email: atari.pune@icar.gov.in

F.No. Estt.1-7/ATARI P/2017

July 19, 2021

To

1. Deputy Secretary (AE), ICAR, Krishi Anusandhan Bhawan –I, Pusa, New Delhi-110 012
2. 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 and LDC at ICAR-ATARI, Zone-VIII, Pune– Regarding.

Sir/Madam,

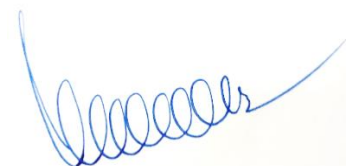
It is proposed to fill the following vacant posts at this Institute immediately on Deputation/permanent absorption/transfer basis among the eligible ICAR employees who fulfill the requisite qualifications as mentioned below:

Sl No	Name of the post/Category/ Place of posting/ Scale of Pay	No.of vacancy	Eligible criteria
1	Assistant Administrative Officer in Pay Level - 07 (Un-reserved)	01	By promotion of Assistant having 5 years regular service in the Pay Level – 06 <b>OR</b> 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. <b>OR</b> 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. <b>OR</b> 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 <b>OR</b> Assistant having rendered three years of service in the Pay Level- 06 and have qualified ICAR Audit & Accounts exam conducted by ICAR or by Junior Accounts Officer in the Pay Level 6 with two years of regular service and having undergone successfully a two months training programme at NIFM, Faridabad and having qualified the examination based on the training to be conducted by NIFM. <b>OR</b> Persons holding analogous post i.e., Assistant Finance & Accounts Officer serving on regular basis in the Pay Level-07 of at ICAR Hqrs/Institutes.

3.	Assistant in the Pay Level -06 (Un-reserved)	01	Upper Division Clerk in Pay Level-04 at the respective Institute/Headquarters having at least 10 years regular service. <b>OR</b> Failing (a) above persons holding analogous post in the Pay Level -06 in the ICAR Institute on permanent absorption.
4	Upper Division Clerk (UDC) in the Pay Level -04 (Un-reserved)	01	By deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding three years. <b>OR</b> Failing (a) above, by deputation of regular Lower Division Clerks of ICAR Hqrs./Institutes having at least 8 years regular service. The deputation shall be for a period not exceeding three years. <b>OR</b> Failing (a) & (b) above by transfer on permanent absorption of regular UDC of ICAR Hqrs./Institutes
5	Lower Division Clerk (LDC) in the Pay Level – 02 (Un-reserved)	02	By Deputation of regular LDC of ICAR Hqrs./ICAR Institutes. <b>OR</b> By promotion of SSS of ICAR Hqrs./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. <b>OR</b> Failing above by transfer on permanent absorption of regular LDC of ICAR Hqrs./ Institutes.

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 16 August 2021. Application of only such candidate may please be forwarded who can be relived immediately on the event of his/ her selection for the appointment. A 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,



**Asstt.Adm.Officer I/C**

**PROFORMA**

1. Name of the Candidate :
2. Date of Birth & Age :
3. Educational & other qualification :
4. Present post held on regular basis with date of appointment :
5. Brief particulars of service including the present post :

Post held	Pay Band	Period	Office	Nature of duties

6. Whether Permanent/Temporary :
7. Whether opted for ICAR Service :
8. Whether belonging to SC/ST :
9. Any other information/particulars relevant to the service of the employee and significant contributions made :

Date\_\_\_\_\_

SIGNATURE OF THE CANDIDATE

**CERTIFICATE BY THE HEAD OF OFFICE**

Certified that the particulars furnished above are correct.

SIGNATURE OF HEAD OF OFFICE