



भा.कृ.अनु.प.- कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान
भारतीय कृषि अनुसंधान परिषद्
उमियम (बड़ापानी), रि-भोई, मेघालय - ७९३१०३
ICAR - Agricultural Technology Application Research Institute
Indian Council of Agricultural Research
Umiam (Barapani), Ri-Bhoi, Meghalaya - 793103
(ISO 9001:2015 certified organisation)

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F.No. Adm/2-14/2010/Rectt/ part-II

Date : 3.3.2023

To,

ICAR Head Quarters and all Directors /Project Director of all ICAR Institutes/
NRCs/P.Ds/ATARIs/Bureaus/Zonal Project Directorates.

Sub : Filling up of one post each of Assistant Administrative Officer, and Assistant Finance &
Accounts Officer and Private Secretary purely on deputation basis at ICAR-ATARI, Zone –
VII, Umiam (Barapani).

Sir/Madam,

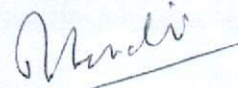
The Director, ICAR – ATARI, Zone – VII, Umiam invites applications from amongst the eligible candidates working in ICAR Head Quarters and all Directors /Project Director of all ICAR Institutes/ NRCs/P.Ds/ATARIs/Bureaus/Zonal Project Directorates for the following administrative posts at this Institute of deputation basis. The deputation will be initially for a period of one year as per the standard terms and conditions on deputation prescribed by Govt. of India/ ICAR. It may be extended/shortened further bases on the performance of the individual and the requirement of the institute. The particulars of the posts & eligibility as detailed below:

Name of the post	No. of post	Pay Scale	Eligibility
Assistant Administrative Officer	01(one)	Pay Level – 7 Pre- revised Rs. 9300- 34800/- + GP. Rs. 4600/-	By deputation/ Transfer of regular AAO's of ICAR Hqrs/ICAR Institute. OR By deputation of regular Assistant of ICAR Hqrs/ICAR Institutes having at least 5 years regular service in the Grade.
Assistant Finance & Accounts officer	01 (One)	Pay Level – 7 Pre Revised Rs. 9300/-- 34800 plus Grade Pay of Rs 4600/-	By permanent transfer of officers holding analogous post at ICAR Institutes/Council. OR By promotion of Junior Accounts Officer in the pay band -2 Rs. 9300/--34800/- + Grade Pay of Rs 4200/- with 3 years of service in the grade at ICAR Institutes/ Council. OR By promotion of Assistants having rendered 5 years of continuous and regular service in the pay band Rs. 9300/--34800/- + Grade Pay of Rs 4200/- and have qualified ICAR audit and Accounts Exam conducted.
Private Secretary	01 (one)	Pay Level – 8 Pre Revised Rs. 9300/-- 34800 plus Grade Pay of Rs 4600/-	Private Secretaries working in ICAR Institutes on regular basis OR With five years of regular service in the grade of Personal Assistant in Level 6 (Pre-Revised Pay Band – II: Rs. 9300-34800 + Grade Pay Rs. 4200/-) or equivalent

It is requested that the above vacancy may please be circulated among the eligible candidates of your Institute / Establishment who are willing to be considered for the above post. The application of only such candidate who may be relieved immediately in the event of his/her selection may be forwarded in the proforma given over – leaf along with the duly up-to-date attested CR dossiers for the last five years or as applicable so as to reach this office on or before 20th April, 2023.

A certificate to the effect that No disciplinary case is pending or being contemplated against the candidate may also be furnished while forwarding the application through proper channel. Incomplete applications or those received after the prescribed due date or without CR dossier/vigilance clearance certificate or not forwarded through proper channel will not be considered. While applying, the candidate may be informed that the period of deputation may be revised if any amendments are received from Council regarding the recruitment/promotion of AAO, AF&AO & P.S. Only complete applications in all respects will be considered.

Yours faithfully,



I/c Administration

Copy to :

1. The Director (Admn.), ICAR, Krishi Bhavan, New Delhi – 110014.
2. Director (GAC&Agril. Extn.) Krishi Anusandhan Bhavan, Pusa New Delhi.
3. Vigilance Officer, ICAR-ATARI, Zone – VII, Umiam.
4. ACTO, ICAR-ATARI, Zone – VII, Umiam for uploading in office website.
5. Office copy.
6. Guard file.

I/c Administration

**ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
INSTITUTE, ZONE -VII, UMIAM(BARAPANI)**

PROFORMA

1. Name of the candidate :
(in block letters)
2. Name of the Institute where :
Presently working
3. Address for correspondence :
4. Date of appointment on regular :
Basis in present post
5. Whether Permanent or temporary :
6. Date of birth :
7. Educational / Profession :
Qualification
8. Whether belong to SC/ST :
9. 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 to 10 above has been verified and found correct.

Date :

SIGNATURE OF HEAD OF OFFICE