



भाकृअनुप- कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान (अटारी) जोन ८ - पुणे  
कृषि महाविद्यालय परिसर, शिवाजीनगर, पुणे - ४११००५  
ICAR-Agricultural Technology Application Research Institute (ATARI) Zone VIII, Pune  
College of Agriculture Campus, Shivajinagar, Pune - 411 005  
Tel: 020-25535665 (Director's Office), 020-25535660, (Admin Office)  
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F.No. Estt/1(7)/ATARI-P/2022/

Date: 06.04.2023

सेवा मे/ To,

1. The Director / Project Director of all the ICAR Institutes/  
Project Directorate / NRCs/ATARI
2. The Director (Admn.), ICAR, Krishi Bhawan, Dr Rajendra Prasad Road,  
New Delhi- 110 001

**विषय/ Sub: Filling up of Administrative Posts on Deputation or transfer on Permanent Absorption Basis at ICAR- ATARI, Pune – reg.**

महाशय/Sir,

It is proposed to fill up the following vacant Administrative posts at ICAR- ATARI, Pune on deputation or transfer on permanent absorption basis from eligible candidates working in ICAR Hqurs./ICAR's Institutes. The particulars of the vacant posts are as given below:

S.No.	Name of the post	No. of Posts	Scale of Pay	Eligibility
1.	Assistant Finance & Accounts Officer	01 (UR)	₹44900– 142400 (Level- 7) as per 7 <sup>th</sup> CPC	<ol style="list-style-type: none"><li>1. 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.</li></ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"><li>2. Assistants having rendered 05 years of continuous and regular service in the Pay Level 06 and having qualified ICAR Audit &amp; Accounts exam conducted by ICAR</li></ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"><li>3. Assistant having rendered three years of service in the Pay Level- 06 and have qualified ICAR Audit &amp; 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</li></ol>

				<p>based on the training to be conducted by NIFM.</p> <p><b>OR</b></p> <p>4. Persons holding analogous post i.e., Assistant Finance &amp; Accounts Officer serving on regular basis in the Pay Level-07 of at ICAR Hqrs/Institutes.</p>
2.	Upper Division Clerk (UDC)	01(UR)	₹ 25500 – 81100 (Level- 4) as per 7th CPC	<p>1. By deputation of regular UDC of ICAR Institutes/ Hqrs. The deputation shall be for a period one year not exceeding three years.</p> <p>2. Failing 1 above, By deputation of regular LDC, of ICAR Institutes/ Hqrs having at least 8 years of regular service. The deputation shall be for a period of not exceeding three years.</p> <p>3. Failing 1 &amp; 2 above, By transfer on permanent absorption of regular UDC of ICAR Institutes/ Hqrs.</p>
3.	Lower Division Clerk (LDC) in the Pay Level-02 (Un-reserved)	(02) (1-SC & 1-UR)	₹35400– 112400 (Level- 2) as per 7th CPC	<p>1. By Deputation of regular LDC of ICAR Hqrs./ICAR Institutes.</p> <p><b>OR</b></p> <p>2. 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.</p> <p><b>OR</b></p> <p>3. Failing above by transfer on permanent absorption of regular LDC of ICAR Hqrs./Institutes etc.</p>

1. Eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure A) in duplicate to the Director, ICAR- Agricultural Technology Application Research Institute (ATARI), Zone- VIII, College of Agriculture Campus, Shivajinagar. Pune- 411005. **The last date of receipt of applications is 15.05.2023.** Applications received after the last date or otherwise incomplete including advance copies of the application are not likely to be considered. The Director, ICAR- ATARI, however, will reserve the right to accept/reject the applications without assigning reason thereof.
2. In case, applications are received in large numbers, criteria as prescribed by ICAR vide its Circular No. F. No. Admn. 7-1/2020- R & P dated 25.11.2020 shall be applied and/or any other criteria formulated by the Selection Committee of ICAR- ATARI (in case of transfer sought on the same ground) for selecting the candidate for the above vacancies.
3. Terms & Conditions for inter- institutional transfer shall be governed as laid down in the ICAR's circular(s) No. 33-8/2016- EStt.I dated 15<sup>th</sup>/19<sup>th</sup> September, 2016 & F.NO. Admn. 7-1/2020- R & P dated 25.11.2020.
4. It is requested that the above vacancy may be circulated widely amongst the eligible and desirous candidates, if any, working at your Institute / Establishment. Applications of eligible candidates who fulfil the requisite eligibility conditions and who can be **RELIVED IMMEDIATELY IN THE EVENT OF THEIR SELECTION** may be forwarded.

The following documents may also please be sent along with the application.

- A. Attested copies of the APAR dossiers for the last three/five/eight/ten years.
- B. Vigilance Certificate & Integrity Certificate
- C. Certificate that no disciplinary proceedings are pending/contemplated against the official.

Incomplete application(s) and those received without APAR dossiers and Vigilance certificate from the Vigilance Officer of the Hq/Institute as requested above will not be entertained.

Yours faithfully,

  
(Priyanka Kumari)

Assistant Administrative Officer

**Encl: Application Form Proforma**

**Copy to:**

1. The Under Secretary (AE), Indian Council of Agricultural Research, Agriculture Extension Division, Krishi Anusandhan Bhavan- II, Pusa, New Delhi -110 012 – for information & necessary action please.

**APPLICATION PROFORMA FOR AFAO/UDC/LDC AT ICAR-ATARI, PUNE**

1.	Name of the applicant & (FMS No.) Father's / Husband's Name	
2.	Gender: Male / Female	
3.	Postal Address	
4.	Educational Qualifications	
5.	Details of Technical / Other qualifications, If any, also details of the departmental examination, if any, passed	
6.	Name of the ICAR Institute where applicant is working at present	
7.	Date of Birth & Age	
8.	Name of the post to which originally appointed with date  Present post held on regular basis with date of appointment and scale of the post	
9.	Date of confirmation / post held substantively	
10.	Whether belongs to SC/ST/OBC/PH	
11.	Nature of Duties in the present post	
12.	Email address (preferably ICAR email ID i.e., @icar.gov.in) and Mobile No.	
13.	Reason for transfer: (Pl. Specify-Max 100 words and attach necessary documents, if any) a. Spouse ground (Whether employed in State Govt./Central Govt./PSUs. If yes, please attach copy of self-attested ID proof issued by the department where spouse working) b. Medical ground (Self or any family members: Family as defined under CGHS/CS (MA) Rules:) c. Other (Give details)	

Date: -----

(Signature of the applicant)

It is certified that particulars furnished at Sl. No. 1 to 10 have been verified from the Service Book and found correct and no disciplinary case is either pending or being contemplated against the official.

Signature of the Head Officer  
(With Stamp)