



File No. 1-5(1)/CIRCOT/Admin.1/2021/458

Date: 20.07.2023
21/07/23

To,

- 1) All the Directors/Project Directors of ICAR Research Institute/NRCs/ATARI's
- 2) The Under Secretary (Admn.) ICAR, Krishi Bhavan, New Delhi-110001.
- 3) The Under Secretary (AS) ICAR, Krishi Bhavan, New Delhi-110001.

Sub: Filling one (01) post of Assistant Administrative Officer (UR) at ICAR-CIRCOT, Mumbai on Deputation/Permanent Absorption basis-reg.

Ref: ICAR Recruitment Rule (Group B) vide OM no. Admn.11-2/2022-R&P dated 07.06.2023.

Sir/Madam,

The Director, ICAR-Central Institute for Research on Cotton Technology, Mumbai invites applications from amongst the eligible candidates working at ICAR Institutes, Headquarters/Project Directorate/NRCs etc. to fill the following vacant one (01) post of Assistant Administrative Officer (AAO) by Deputation/Permanent Absorption basis.

Sr. No.	Name of the Post	No. Of posts	Pay Matrix Level	Eligibility
1	Assistant Administrative Officer	01 (One) (UR)	Level-7 under 7 th CPC (Pre-revised P.B.-9300-34800 + GP Rs. 4600/-)	Holding the analogous post on regular basis in parent cadre/department and eligible. OR Having 5 years of regular service in the pay level-6 (pre-revised pay band-2 Rs.9300-34800 with Grade Pay of Rs. 4200) in parent cadre/department.

Note:

1. *Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed 3 years.*
2. *Preference in deputation will be given to the officials of ICAR system.*
3. *The departmental officials in the feeder category, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation.*
4. *The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six-years' on the closing date of receipt of application.*
5. *The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/Gol and the parent Department agrees to the proposal of permanent absorption.*

It is requested that the vacancy may please be circulated amongst the eligible and desired candidates, working at your Institute and also in regional stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along-

with the attested copies of APAR of the last 5 years. A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate(s) along with integrity certificate may also be furnished while forwarding the application through proper channel.

The applications received without APAR/CR dossiers or vigilance clearance or integrity certificate will not be entertained. The applications should reach this office on or before 18th August, 2023.

Yours faithfully,



(Sujatha Koshy)

Sr. Administrative Officer

Encl. As above

Copy to:

1. The Director (Admin), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi- 110001.
2. The Deputy Secretary (Ag. Engg.), Krishi Anusandhan Bhavan-II, Pusa, New Delhi- 110012
3. All the Director of ICAR Institute.
4. Incharge AKMU Cell with request to upload the advertisement on the ICAR-CIRCOT's website & dash board of E-office.
5. P.S. to Director ICAR-CIRCOT, Mumbai
6. Notice board.

APPLICATION FORM

Application for the post of Assistant Administrative Officer by Deputation/Permanent Absorption basis at ICAR-Central Institute on Cotton Technology, Mumbai, Maharashtra-400019

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

1	Name of the Candidate																
2	Date of Birth (DD/MM/YYYY format)																
3	Present Post held																
4	Date of continuous and regular appointment in the present post: AAO / Pay Level 7 Assistant / Pay Level 6																
5	Name of the Institute / Office where presently working and postal address																
6	Present basic pay with pay level																
7	Category to which the candidate belongs (SC / ST / OBC / UR)																
8	Address for Communication																
9	Educational Qualifications																
10	Details of Service																
	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 25%;">Name of the Institute / Office</th><th style="width: 15%;">Post held</th><th style="width: 15%;">Scale of Pay</th><th style="width: 10%;">From</th><th style="width: 10%;">To</th><th style="width: 25%;">Nature of Duties performed</th></tr></thead><tbody><tr><td style="height: 150px;"></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>					Name of the Institute / Office	Post held	Scale of Pay	From	To	Nature of Duties performed						
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11	Any other relevant information																

(Signature of Candidate)

DECLARATION BY THE CANDIDATE

I _____, hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief.

Date:

(Signature of the candidate)

Official Email ID:

Mobile No:

CERTIFICATE FURNISHED BY THE HEAD OF OFFICE

01. It is certified that the information furnished by the candidate has been verified from the office / service records and found correct.
02. Certified that no Vigilance or Disciplinary cases is pending or being contemplated against him / her.
03. Certified that no minor / major penalty has been imposed on him/her.

Signature of the Head of Office



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.11-2/2022-R&P

Dated: 7th June, 2023

OFFICE MEMORANDUM

Subject: Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023- reg.

The Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023 are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.

(N.K. Sarvang)

Under Secretary (R&P)

Distributions:

1. The Director of all the ICAR Institutes/NRCs/Bureaux/ATARIs.
2. Joint Secretary/Director/Deputy Secretary/Deputy Director (Finance)/ Under Secretary, ICAR/ASRB.
3. PSO to DG, ICAR/ Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR / PPS to Chairman, ASRB/PS to Secretary, ASRB.
4. All subject matter Divisions (SMDs), ICAR
5. All Officers & Staff of ICAR.
6. Secretary (SS), CJSC.
7. Secretary (SS), HJSC.
8. Media Unit, ICAR with the request to upload this OM on the ICAR website.
9. Guard file/ spare copies.

Note: Please download the copies of this O.M. as per requirement, as it is not being distributed separately.

(Hindi Version will follow)

SCHEDULE-II

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT ADMINISTRATIVE OFFICER IN ICAR**

1.	Name of the post	ASSISTANT ADMINISTRATIVE OFFICER
2.	Number of Posts	467*
3.	Classification	Administrative Group "B"
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-7 (Rs.44900-142400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	N.A.
7.	Educational & other qualifications required for direct recruitment	N.A.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	N.A.
9.	Period of Probation, if any	N.A.
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By promotion failing which by deputation (ISTC) & transfer on permanent absorption. (i) 75% by promotion. (ii) 25% by Limited Departmental Competitive Examination (LDCE).
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Promotion: a) 75% by promotion of Assistant of ICAR Institute having 5 years regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200). b) 25% by Limited Departmental Competitive Examination confined to Assistants/Personal Assistants of ICAR Institute having three years

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regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4200).

Note :

1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.
2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.

Deputation (ISTC) & Permanent Absorption:

- c) Failing (a) and (b) above, by deputation amongst the officials of ICAR Headquarters or ICAR Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs:
 - (i) Holding the analogous post on regular basis in parent cadre/department and eligible;
 - or
 - (ii) Having 5 years of regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200) in parent cadre/department.

Note :

1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.
2. Preference in deputation will be given to the officials of ICAR System.

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		<p>3. The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>4. The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.</p> <p>5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</p>										
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of:</p> <table border="1"> <tr> <td>CAO(SG)/CAO of the Institute**</td> <td>Chairman</td> </tr> <tr> <td>SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)</td> <td>Member</td> </tr> <tr> <td>An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute</td> <td>Member</td> </tr> <tr> <td>An Outside Expert not lower in status than AO nominated by Director of the Institute</td> <td>Member</td> </tr> <tr> <td>AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)</td> <td>Member</td> </tr> </table> <p>**In absence of such officers, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</p>	CAO(SG)/CAO of the Institute**	Chairman	SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)	Member	An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute	Member	An Outside Expert not lower in status than AO nominated by Director of the Institute	Member	AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member
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AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member											
13.	Consultation with UPSC is necessary or not	Not Applicable										
14.	Remarks	--										

*Subject to variation dependent on workload.

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