



भा.कृ.अनु.प.-केंद्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान,
(भारतीय कृषि अनुसंधान परिषद)
एडनवाला रोड, माटुंगा (पूर्व), मुंबई-400 019
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(Indian Council of Agricultural Research)
Adenwala Road, Matunga (East), Mumbai-400 019



File No. 1-5(1)/CIRCOT/Admn.I/2021/1351

Date: 08/12/2025

To,

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

Sub: Filling up the posts of Assistant Administrative Officer, Assistant & Upper Division Clerk at ICAR-CIRCOT, Mumbai on Deputation/Permanent Absorption basis-reg.

Ref: 1) ICAR Recruitment Rule (Group B) vide OM no. Admn.11-2/2022-R&P dated 07.06.2023
2) ICAR Recruitment Rule (Group C) 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 posts by Deputation/Permanent Absorption Basis.

Sr. No.	Name of the Post	No. of Posts	Pay Matrix Level	Eligibility
01	Assistant Administrative Officer	03-UR	Pay Level-7 (Rs.44900-142400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600)	(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.
02	Assistant	01-UR	Pay Level-6 (Rs.35400-112400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200)	(i) Holding the analogous post on regular basis in parent cadre/department; or (ii) Having 10 years of regular service in the Pay Level-4 Rs. 25500-81100 (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade pay of Rs. 2400) in parent cadre/ department.

03	Upper Division Clerk	04-UR	Pay Level-4 (Rs.25500-81100) (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400)	(i) Holding the analogous post on regular basis in parent cadre/department. or (ii) Having eight years of regular service in Pay Level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs.1900) in parent cadre/department.
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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 through proper channel in the enclosed proforma along with following documents.

- I. Duly attested copies of CR dossiers/APAR for the last five years.
- II. Certificate to the effect that no disciplinary/Vigilance case is pending against the official or being contemplated against the candidate along with Integrity Certificate may also be furnished while forwarding the application through proper channel.

All applications to be addressed and dispatched to:- Senior Administrative Officer, ICAR-Central Institute for Research on Cotton Technology, Adenwala Road, Matunga (East), Mumbai-400 019. Email:-hoa.circot@icar.org.in

The applications received without APAR/CR dossiers or Vigilance Clearance or Integrity Certificate will not be entertained. The application should reach this office on or before **06.01.2026**.

Yours faithfully,



(Yogesh Ram Pathare)
Senior Administrative Officer

Encl. Format of Application

Copy to:

1. The Deputy Secretary (Ag. Engg.), Krishi Anusandhan Bhavan-II, Pusa, New Delhi-110001.
2. The Under Secretary (Admin), ICAR, Krishi Bhavan, New Delhi-110001.
3. All the Directors of ICAR Institutes.
4. The Incharge, AKMU Cell, ICAR-CIRCOT, Mumbai with a request to upload in 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/ Assistant/ UDC on Deputation/Permanent Absorption basis at ICAR-Central Institute for Research 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: AA0 / Pay Level 7 Assistant / Pay Level 6 UDC/ Pay Level 4 LDC/ Pay Level 2	
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					
Name of the Institute / Office	Post held	Scale of Pay	From	To	Nature of Duties performed	
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.

(Signature of the Candidate)

Date:

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)