



F. No. 1-15/CIRCOT/Admin-I/2022

Date:09<sup>th</sup> January, 2024

To,

1. The Directors/Project Directors/All the ICAR institute/Directorate/Bureau/NRC's.
2. The Director (Admin.), ICAR Head Quarter, Krishi Bhawan, Dr. R.P.Road, New Delhi-110 001.

**Subject: Filling up the following Technical Assistant Posts (T-3) (24 Nos.) on transfer on permanent absorption basis at ICAR-CIRCOT HQ and Regional Centres-reg.**

Sir/Madam,

The applications are invited from eligible technical personals working at ICAR Head Quarters/ICAR Institutes against the following vacant posts of Technical Assistants (T-3) on transfer on permanent absorption basis at ICAR-CIRCOT, Mumbai and its Regional Centres viz. GTC Nagpur, Sirsa (Haryana), Surat (Gujarat), Coimbtore (Tamil Nadu), Dharwad (Karnataka) and Guntur (Andhra Pradesh) are as below:

Sr. No	Name of Post	Name of Functional Group	No. of Post	Reservation Position				Essential requirement and eligibility
				SC	ST	OBC	UR	
1.	Technician Assistant (T-3)	Laboratory Technician	19 (Including 10 posts for Head quarter, 04 posts for GTC Nagpur, 01 post for Coimbtore (Tamil Nadu), 01 post for Dharwad (Karnataka), 01 post for Sirsa (Haryana), 01 post for Surat (Gujarat) & 01 post for Guntur (Andhra Pradesh))	07	02	08	02	Persons holding analogous posts i.e. Technical Assistant (T-3) with at least 05 years service (including two years of probation period on initial appointment) on regular basis in pay level-5 in any ICAR unit.
		Workshop staff including Engineering Workshop Staff	02 (Including 01 post for Headquarter & 01 post for Sirsa Haryana.)	00	01	00	01	
		Library Information & Documentation	02	00	00	01	01	
		Press & Editorial Staff (Hindi Translator)	01	00	00	00	01	
Total Posts			24	07	03	09	05	

### Eligibility Criteria:-

1. Officials who were appointed at entry level post of Technical Assistant (T-3) category –II.
2. The officials should have completed five years of service after their initial appointment on the date of notification of calling of application except in cases where request is on medical/working spouse grounds. (If applied on Medical/Working Spouse Grounds necessary certificate should be enclosed as per council's letter dated 19.03.2020).
3. The terms & conditions for Inter-Institutional transfer will be governed as laid down in the Council's letter TS-19(01)/2002-Estt.IV dated 19.03.2020 and F.No.TS-19(6)/2020-Estt.IV dated 19.03.2021 & Ts-(19(8)/2020-Estt.IV dated 16.02.2022. Number of posts indicated are tentative which may increase or decrease.

It is requested that the vacancies may please be circulated amongst the eligible and desirous candidates working at your Institute/Regional Station who are fulfilling the requisite eligible conditions to enable them to apply for the same on the proforma given overleaf. Applications of only such candidates(s) who can be relieved immediately in the event of their selection for the above posts may please be forwarded along with following documents before the closing date:

1. Certificates of all educational qualifications & SC/ST/OBC Certificate, if applicable.
2. Initial appointment letter for the post of Technical Assistant (T-3) issued by their respective Institute.
3. APAR Dossiers for the last five years.
4. Vigilance Clearance Certificate and Integrity Certificate
5. A statement of major/minor penalty, if any, imposed on the applicant during the last five years.
6. Any other relevant document.

The last date of receipt of application will be 21 days from the date of advertising of vacancy. Applications received after the last date or incomplete would not be considered. The competent Authority at CIRCOT, Mumbai however reserves the right to accept/reject the applications without assigning any reasons thereof.

This is issued with the approval of Competent Authority.

Yours faithfully,



(Sujatha Koshy)

Sr. Administrative Officer

**Encl.: Annexure.**

**Copy To:**

1. The Under Secretary (R&P), ICAR, Krishi Bhawan,, New Delhi-110 001 for information.
2. The Under Secretary (TS), ICAR, Krishi Bhawan,, New Delhi-110 001 for information.
3. The Deputy Secretary (Agrl. Engg.), ICAR, Krishi Bhawan,, New Delhi-110 012 for information.
4. PS to Director ICAR-CIRCOT, Mumbai
5. The incharge of AKMU to upload the advertisement on Institute's Website & e-office dashboard & circulate among the all ICAR staff.
6. Guard file.

**PROFORMA**  
**Application for the post of Technical Assistant (T-3)**

- 1. Name of the Candidate : \_\_\_\_\_
- 2. Name of the Institute : \_\_\_\_\_
- 3. Postal Address with Email ID and Phone No. : \_\_\_\_\_  
\_\_\_\_\_
- 4. Date of appointment to the Present Post : \_\_\_\_\_
- 5. Date of Joining in ICAR Services : \_\_\_\_\_
- 6. Date of Birth : \_\_\_\_\_
- 7. Education Qualification : \_\_\_\_\_
- 8. Whether belongs to SC/ST/OBC/General : \_\_\_\_\_
- 9. Service Particulars : \_\_\_\_\_

Name of the Institute	Post held	Scale of Pay	Period		Nature of duties	Whether Adhoc or on regular basis
			From	To		

10. Any other information/particulars relevant to the service of the applicant : \_\_\_\_\_

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

**Signature of the Applicant.**