



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/Admin.I/2021/437

Date: 29.07.2022

To,

The Directors/Project Directors of ICAR Research Institutes/NRCs Project Directorate/NRCs/Bureaux etc.

Sub: Filling three (03) posts of Assistant Administrative Officer, one (01) post of Assistant Finance & Accounts Officer & one (01) post of Private Secretary on Deputation basis for a period not exceeding three (03) year at ICAR-CIRCOT, Mumbai.

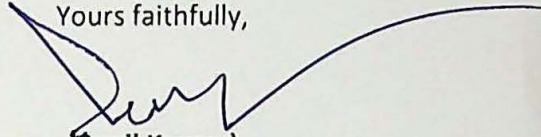
Sir/Madam,

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. for vacant administrative posts at this Directorate on deputation basis, Particulars of the posts & eligibility are detailed below:

Sr. No.	Name of the Post	No. Of posts	Pay Matrix Level	Eligibility
1	Assistant Administrative Officer	03 (Three)	Level-7 under 7 th CPC (Pre-revised P.B.-9300-34800 + GP Rs. 4600/-)	Assistants in the Level-6 under 7 th CPC (Pre-revised Pay Band-2, Rs. 9300-34800 + G.P. of Rs. 4200/-) with 5 Years regular services in the grade in the ICAR Institute/ICAR Headquarter.
2	Assistant Finance & Accounts Officer	01 (One)	Level-7 under 7 th CPC (Pre-revised P.B.-9300-34800 + GP Rs. 4600/-)	a) Jr. Accounts Officer in the Level-6 under 7 th CPC (Pre-revised Pay Band-2, Rs. 9300-34800 + G.P. of Rs. 4200/-) with three years of regular service in the grade in the ICAR Institute/ICAR Headquarter. b) Failing (a) above Assistant having rendered 5 years of continuous and regular service in Level-6 under 7 th CPC (Pre-revised Pay Band-2, Rs. 9300-34800 + G.P. of Rs. 4200/-) and having qualified Audit and Account Exam conducted by the ICAR.
3	Private Secretary	01 (One)	Level-7 under 7 th CPC (Pre-revised P.B.-9300-34800 + GP Rs. 4600/-)	a) Personal Assistants who have completed at least three years of continuous and regular service in Level-6 under 7 th CPC (Pre-revised Pay Band-2, Rs. 9300-34800 + G.P. of Rs. 4200/-); and continuous regular service of 15 years as Personal Assistant and Stenographer Gr.III in Level-4 under 7 th CPC ((Pre-revised Pay Band-1, Rs. 5200-20200 + G.P. of Rs. 2400/-). b) Failing (a) above by deputation of Private Secretaries working in other ICAR Institutes on regular basis; or with five years regular service in the grade of Personal Assistant in Level-6 under 7 th CPC (Pre-revised Pay Band-2, Rs. 9300-34800 + G.P. of Rs. 4200/-). The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

It is requested that the above vacancies may be circulated amongst the eligible and desirous candidates working at your Institute/regional stations. Applications of those candidates who fulfil the requisite eligible candidates and can be relived immediately in the event of their selection may kindly be forwarded in the enclosed pro-forma along with the attested copies of ACR/APAR for the last 5 years, integrity certificate, Vigilance Clearance Certificate to the Director, ICAR- Central Institute for Research on Cotton Technology, Mumbai latest by 18.08.2022. Incomplete applications and those received after the due date or without required documents will not be entertained.

Yours faithfully,


(Sunil Kumar)

Chief 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.

**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
ADENWALA ROAD, MATUNGA, MUMBAI-400019**

APPLICATION FOR THE POST OF _____ IN
THE PAY SCALE OF _____ AT ICAR-CIRCOT,
MUMBAI, MAHARASHTRA.

1. Name of the Candidate (In Block letters) : _____
2. Name of the Institute where candidate is Working now : _____
3. Date of Birth & Present Age : _____
4. Date of Appointment on regular basis in the present post : _____
5. Education Qualifications : _____
6. Contact Number : _____
7. Details of service including present post : _____

Name of the Institute	Post held	Scale of Pay	Period		Nature of duties performed
			From	To	

8. Whether Permanent/Temporary : _____
9. Whether Belongs to SC/ST/OBC/ Ex-Servicemen/PH : _____
10. Any other information/particular relevant to the service of the employee : _____

Declaration

I hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the promotion/transfer, action may be taken against me and I shall abide by the decision of the Director, ICAR-CIRCOT, Matunga, Mumbai-400019.

Signature of candidate

Certificate to be furnished by the Head of Department/Office

Certified that the information furnished by the candidate has been verified from the office/service records and found correct.

Signature with Stamp

Date:

Place: