



ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE

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An ISO 9001:2015 Certified

F.No.ATARI/2020-21/AF&AO/Rect./430

Dated: 02.09.2020

To,

Headquarters/All the Directors/All the Project Directors of ICAR
Institutes/NRCs/PDs/Bureaux/All the Directors of ATARIs

**Sub: Filling up the post of Assistant Finance & Accounts Officer on
Deputation/Transfer/Permanent Absorption at ICAR-ATARI, Kanpur - reg.**

Sir/Madam,

It is proposed to fill up one post of Assistant Finance & Accounts Officer on Deputation/Transfer/Permanent Absorption in the Pay Level-7 (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹4600) at this institute from amongst eligible candidates working at ICAR Headquarters and all ICAR Institutes/NRCs/PDs/Bureaux/ATARIs.

The terms for filling up the post and eligibility criteria are as detailed below as per the Council's Revised Recruitment Rules for the post of AF&AO vide letter F.No.Admn.14(2)/2015-Estt.I dated 17.08.2016.

Name of Post	No. of Post	Pay Level/Pay Band
Assistant Finance & Accounts Officer	01(One)	Pay Level-7 in the pay matrix (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹4600)

Eligibility Criteria:

- 100% by promotion of Junior Accounts Officer in Level-6 (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹ 4200) with three years of regular service in the grade within the Headquarters/Institutes concerned.
- Failing (a) above by promotion of Junior Accounts Officer in Level-6 (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹ 4200) with three years of regular service in the grade from other Institutes/Headquarters of the Council on permanent absorption basis.
- Failing (a) & (b) above by promotion of Assistants having rendered 5 years of continuous and regular service in the grade of Level-6 (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹ 4200) and have qualified ICAR Audit and Accounts Exam conducted by the ICAR.
- Failing (a), (b) & (c) above by promotion of Assistant having rendered three years of service in the Grade of Level-6 (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹ 4200) and have qualified ICAR A&A Examination conducted by ICAR or by Junior Accounts Officer in the grade of Level-6 (Pre-revised scale Pay Band-2 ₹ 9300-34800 + GP ₹ 4200) with two years of regular service, and having undergone successfully a two months training programme at National Institute of Financial Management (NIFM), Faridabad and having qualified the examination based on the training conducted by NIFM.

Contd...2

(2)

The application in the attached proforma along with the complete Five(05) years up-to-date APARs of the Officers/Officials who could be spared immediately in the event of their selection may be sent so as to reach this office on and before **30.09.2020**. Application received late or without the APARs or otherwise found incomplete will not be considered. While forwarding the application, it may be verified and certified that the particulars furnished by the officer/official are correct and that no disciplinary/vigilance case is pending or being contemplated against the officer/official. It may also be certified that honesty and integrity of this officer is satisfactory and no major/minor penalty has been awarded to him/her. Incomplete application and those not received through proper channel will not be entertained.

Encl. Application Proforma.

Yours faithfully,

R. B. Verma
02/09/2020

(R.B.Verma)

Asstt. Admn. Officer

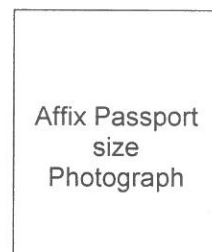
Copy to :

1. The Under Secretary(AE), ICAR, Krishi Anusandhan Bhawan-I, Pusa, New Delhi - 110 012.
2. The Under Secretary(Admn.), ICAR, Krishi Bhawan, New Delhi - 110 001.

APPLICATION FORM FOR THE POST OF ASSISTANT FINANCE & ACCOUNTS OFFICER

1. Name of the Candidate(in BLOCK letters) :
2. Name of the Present Organization :
3. Father/Husband Name :
4. Date of Birth :
5. Present post held :
6. Present Level/Pay Band & Grade Pay :
7. Temporary or Permanent on present post :
8. Date of appointment to the present post :
9. Address for correspondence :

10. Whether belongs to SC/ST/OBC/Ex-SM/PH :
11. Personal contact details :
 - Mobile No. :
 - Residence No. :
 - E.Mail address :



12. Educational qualifications(furnish details of examination passed from Matriculation onward)

Exam Passed	Subject(s)	Board/University	Year of passing	% of Marks obtained

13. Details of Technical/other qualifications/ Deptt. Examination(s) passed, if any :
14. (a) Have you passed the ICAR Audit & Accounts Examinations ? :
 - (b) If yes, mention the date of passing examination :

15. Experience/Service particulars :

Name of the Institute/Organization	Post Held	Scale of pay	Period		Nature of duties performed/performing
			From	To	

16. Any other specific information :

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

Date:

Signature of applicant

CERTIFICATE BY THE EMPLOYER

Certified that the particulars furnished by the officer/official are correct as per records held in this office. No disciplinary/vigilance case is pending or being contemplated against the officer/official.

Date:
Place:

(Signature)
Head of Office with stamp