



भाकृअनुप - कृषि तकनीकी अनुप्रयोग संस्थान (अटारी)
ICAR-Agricultural Technology Application Research Institute (ATARI, Zone-X)
 An ISO 9001:2015 Certified Institute



क्रीडा परिसर/CRIDA Campus, संतोषनगर/Santoshnagar, हैदराबाद/Hyderabad - 500 059

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F.No.ICAR-ATARI/ 1-2(13)/Rectt. Admn./2016/Vol.III/

Dated: 13.09.2024

To

1. The Directors/Project Directors of all the ICAR Research Institutes/Project Directorates/ NRCs/ ATARIs
2. The Director(Admn.), ICAR, Krishi Bhawan, New Delhi 110 001
3. The Director(AE), Division of Agriculture Extension, ICAR, Krishi Anusandhan Bhawan, New Delhi

Subject: Filling up of vacant posts of Lower Division Clerk at ICAR-ATARI, Hyderabad – Regarding.

Sir,

The Director, ICAR-ATARI, ZONE-X, Hyderabad invites application from amongst the eligible candidates working at ICAR Institutes Headquarters/Project Directorate/NRCs/ATARIs etc. for the following posts at this Institute on deputation/transfer on permanent absorption:

Sl No.	Name of the post	No. of Posts	Pay Matrix	Eligibility
1.	Lower Division Clerk (LDC)	02(UR)	Level-2(Rs.19900-63200) (Pre-revised Pay Band-1, Rs.5200-20200 with GP Rs.1900	LDC of ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR Service, desiring transfer (Eligibility and other conditions will be as per Council's OM No.Admn.11-2/2022-R&P Dated 07.06.2023)

While submitting the application of willing candidates, he/she is bound to abide the ICAR guidelines/instructions vide F.NO.33-8/2016-Estt.I Dated 19th September, 2016, F.No.Admn.7-1/2020-R&P and Dated 10th December, 2021 and F.No.Admn.7-1/2020-R&P, Datd 23.08.2024 that the part of the service rendered by the transferred employee prior to his transfer after availing the last promotion in the parent Institute shall not be counted for the purpose of his/her promotion to the next higher grade in the new Institute/Headquarters, for availing promotion including by Limited Departmental Competitive Examination(LDCE) to the next higher grade he/she has to render the prescribed years of service, as per the Recruitment Rules, in the New Institute/Headquarters. He/She has to start afresh his/her service in the new Institute/Headquarters being placed at the bottom of the concerned cadre, however, his existing pay will be protected. Crucial date of eligibility shall be as per DoPT OM No.22011/6/2013-Estt(D), Dated 28.05.2014.

It is requested that the aforesaid vacancies may be circulated amongst the eligible employees of ICAR Institutes and regional stations. Necessary particulars of such candidates, who are willing to apply for the post and can be immediately relieved such eligible employees application may be forwarded in the prescribed proforma along with the following records:

1. Attested copies of APARs for the Last Five Years.
2. Certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.
3. Vigilance Clearance and Integrity Certificate.

The last date of receipt of application is **22.10.2024**. Incomplete applications or those received after the prescribed date and without attested APARs and certificates as desired above will not be entertained.

This is issued with the approval of the Director.

Yours faithfully

[V.V. RAMANA]

Asstt. Admn. Officer

Encl: As above :

Copy to :

1. The Deputy Secretary (AE), Division of Agril. Extension, Krishi Anusandhan Bhavan, Pusa, New Delhi - 12 for kind perusal.
2. Under Secretary, IA-IV, ICAR, Krishi Bhawan, New Delhi - 110001
3. Office Copy

PROFORMA

1.	Name of the Candidate(In Block Letters)	:	
2.	Name of the Institute where the Candidate is Working		
3.	(a) Postal Address		
	(b) Mobile Number		
	(c) e-mail ID		
4.	Date of appointment on regular basis in the present post and pay scale		
5.	Whether Permanent/Temporary		
6.	Date of Birth & Age	:	
7.	Educational qualification giving details of examination passed from matriculation onwards	:	
8.	Whether belongs to SC/ST/OBC	:	
9.	Brief particulars of service including the present post	:	

Post held	Pay Band	Period	Office	Nature of duties

10.	Whether opted for ICAR Service	:	
11.	Any other information/particulars relevant to the service of the employee and significant contributions made	:	

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-ATARI, Zone-X, Hyderabad – 500059.

Date: _____

SIGNATURE OF THE CANDIDATE

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the above information furnished by the aforesaid applicant has been verified from the Office/Service records and are found correct. Attested copies of last 5 year APARs enclosed. It is also certified that no Vigilance/Disciplinary action has been initiated or being contemplated against him/her.

SIGNATURE OF HEAD OF OFFICE

Date:

Place: