



भा.कृ.अनु.प.-कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान, क्षेत्र-9,
ज.ने.कृ.वि.वि. अधारताल, जबलपुर-482004(म.प्र.)
ICAR-Agricultural Technology Application Research Institute, Zone - IX
JNKVV, P.O. Adhartal, Jabalpur- 482 004 (MP)
Tel.: 0761-2680158; 2680807 Fax: 0761-2680485
E-mail – zcunit@rediffmail.com

F. No.: ATARI/IX/Deputation-Transfer/2025-26/

Dated:19.12.2025

CIRCULAR

INVITING APPLICATION FOR FILLING UP THE VACANT POSTS OF ASSISTANT ADMINISTRATIVE OFFICER, LDC AND MTS ON DEPUTATION / PERMANENT ABSORPTION BASIS THROUGH INTER-INSTITUTE TRANSFER AT ICAR-ATARI, ZONE-IX, JABALPUR

The Director, ICAR-Agricultural Technology Application Research Institute, Zone-IX, Jabalpur(M.P.) invites applications from eligible candidates working in ICAR Headquarters / Institutes / Project Directorates / NRCs / ATARIs, Central Government, State Government, Union Territories, Autonomous Bodies or PSUs for filling up the following vacant post of Assistant Administrative Officer, LDC and MTS on Deputation / Permanent absorption basis through Inter-Institute Transfer at ICAR-ATARI, ZONE-IX, Jabalpur. The details are as follows

Sl. No.	Name of the Post and Pay Level	No. of Posts & Category	Eligibility Criteria
1.	Assistant Administrative Officer [Pay Level-7 of 7 th CPC, Pre-Revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4600/-]	01 (UR)	By deputation amongst the officials of ICAR Headquarters or ICAR Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs. (i) Holding the analogous post on regular basis in parent cadre / department and eligible; OR (i) 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. <u>Note:</u> 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 <u>no incumbent</u> 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.
2.	Lower Division Clerk (LDC) [Pay Level-2 of 7 th CPC, Pre-Revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs. 1900/-]	01 (UR)	By Deputation/ inter institute transfer on permanent absorption basis (i) LDCs of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service. (ii) LDCs from the Central Government/State Government/Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period. <u>Note:</u> Request of LDCs of ICAR system for appointment through transfer shall be given preference over the requests of LDCs of other organizations.
3	Multitasking Staff (MTS) [Pay Level-1 of 7 th CPC, Pre-Revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs. 1800/-]	01 (UR)	By Deputation/ inter institute transfer on permanent absorption basis (i) MTS of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in ICAR service. (ii) MTS from the Central Government/State Government/ Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period.

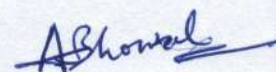
			Note: Request of MTS of ICAR system for appointment through transfer shall be given preference over the requests of LDCs of other organizations.
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1. The general terms and conditions of services at ICAR-ATARI, Zone-IX, Jabalpur will be governed as per the Rules and Bye-laws of ICAR/ATARI.
2. Eligible and willing candidates may apply in prescribed format- **Annexure-I** along with **Annexure-II** & enclosures mentioned therein.
3. Cadre controlling authorities/Head of Office is requested to forward application of eligible and willing candidates, who can be relieved immediately in the event of their selection accompanying following documents in original latest by **18.01.2026**.
 - A. Attested copy of the application in prescribed Performa- **Annexure-I**
 - B. Duly filled Annexure-II, indicating/enclosing following:
 - (i) Cadre clearance certificate from the Controlling Authority.
 - (ii) Certificate that the particulars furnished by the applicant have been verified and are correct.
 - (iii) Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years.
 - (iv) Duly attested copies of CR dossiers/APAR dossiers for the last five years.
 - (v) 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.

The application received without APAR/CR dossiers or Vigilance Clearance or Integrity Certificate will not be entertained. The application should be sent through Proper Channel in the enclosed Proforma (by Post, superscribing on it **Application for the post of AAO/LDC/MTS (DEPUTATION / PERMANENT ABSORPTION BASIS THROUGH INTER-INSTITUTE TRANSFER)** to the **DIRECTOR, ICAR-ATARI, ZONE-IX, JNKVV CAMPUS, P.O. ADHARTAL, JABALPUR- 482 004 (MP)**

Last date for receiving of application(s) is **18.01.2026**. Application received after the last date or incomplete may not be considered. However, Director, ICAR-ATARI, Zone-IX, Jabalpur reserves the right to accept or reject the application(s) without assigning any reasons, thereof.

This is issued with the approval of the Competent Authority.



I/c Assistant Administrative Officer

To:-

1. All the Directors/ Project Directors/ Project Co-coordinators of the ICAR Research Institutes/ NRCs/ ATARIS/ National Bureau / Directorates/ Project Directorates/ Director (Admn.), ICAR Hq. with request to widely circulate the vacancy amongst the Staff under their control.
2. All Ministries/ Departments of Government of India with request to widely circulate the vacancy amongst the Staff/ subordinates offices/ Autonomous bodies/ PSUs under their control.
3. Chief Secretaries to State Governments/ Administrator of UT Administration with request to widely circulate the vacancy.
4. The Director (AE.) ICAR, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012.
5. The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110001.
6. The Under Secretary (R&P), ICAR, Krishi Bhawan, New Delhi-110001.
7. Nodal Officer, e-office, ICAR-ATARI, Zone-IX, Jabalpur.
8. PPS to Director, ICAR-ATARI, Zone-IX, Jabalpur.

ANNEXURE-I**APPLICATION PROFORMA****Application for the post of AAO, LDC & MTS at ICAR-ATARI, Zone-IX by Deputation / Permanent Absorption Basis Through Inter-Institute Transfer**

(To be filled by the candidate in his/her own handwriting in CAPITAL letters)

1.	Name of the Applicant (in block letters)	
2.	Date of Birth & Age	
3.	Whether belongs to UR/SC/ST/OBC/ PwD? If Yes, please enclose self-attested copy of relevant certificate	
4.	Present Post held	
5.	Date of continuous and regular appointment in the present post: AAO/ Pay level-7/ Assistant/ Pay Level-6/ LDC/ Pay Level-2/ MTS/ Pay Level-1	
6.	Name of the Institute/ Office where presently working and postal address.	
7.	Present basic pay with pay level	
8.	Address for Communication	
9.	Whether Permanent/ Temporary	
10.	Date of clearance of probation period and confirmed in service	
11.	Mobile No.	
12.	Email ID	

13. Educational Qualification:

Examination/ Degree/ Diploma passed	Name of the Board/ University	Year of Passing	Subjects	Class/ Division/ Percentage/ CGPA

14. Details of Services including the present post.

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

15.	Any other information relevant to the service of the employee	
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DECLARATION

I _____ do hereby declare that all the statements made above are completed 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 transfer, action may be taken against me and I shall abide by the decision of the ICAR-Agricultural Technology Application Research Institute, Zone-IX, Jabalpur.

Date: _____

Signature of the Applicant

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

It is certified that the above information furnished by the applicant has been verified from the office/service records and found correct.

Date: _____

Signature with seal of Head of Office

ANNEXURE-II

To be filled by the Head of Office

Office of _____

Date: _____

1. The applicant Shri/ Smt./ Ms _____ if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/ contemplated against the employee.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years.
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed.
Photocopies of ACRs/APARs have been attested on each page.

Signature _____

Name, Designation & Telephone Number of the
forwarding officer