



## भा कृ अ प्-काजू अनुसंधान निदेशालय

दरबे पोस्ट, पुत्तूर - 574 202, दक्षिण कन्नड, कर्नाटक

ICAR-DIRECTORATE OF CASHEW RESEARCH

Darbe P.O., Puttur - 574 202 Dakshina Kannada, Karnataka  
(An ISO 9001:2008 Certified Institution)



F.No. 2-12(1)/2021-Estt

Dated 28.01.2022

To

All the Directors/Project Directors of ICAR Research Institute/NRCs/ATARI's

Sub: Filling up the following Administrative posts on Transfer/ Deputation/ Permanent Absorption basis at ICAR-Directorate of Cashew Research Puttur: reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under Administrative Category on Transfer/Deputation/Permanent Absorption basis from eligible candidates working in ICAR Headquarters/ICAR Institutes. The particulars of posts/eligibility etc are detailed below:


Sl.No.	Name of the post/Category/Place of posting	No of Vacancy	Scale of pay	Eligibility
1.	Asst. Administrative Officer	01(UR)	Pay Level -7 Pre-revised Rs. 9300- 34800+ GP Rs. 4600	By Transfer of regular AAO's of ICAR HQ./ICAR Institutes OR By deputation of Assistant of ICAR HQ./ICAR institutes having at least 5 years regular service in the grade.
2	Assistants	02(UR)	Pay level-6 Pre-revised Rs. 9300- 34800+ GP Rs. 4200	By Transfer of regular Assistant of ICAR HQ./ICAR Institutes. OR By deputation of UDC of ICAR HQ/ICAR Institutes having at least 10 years regular service in the grade.
3	Personal Assistant	01 (UR)	Pay level-6 Pre-revised Rs. 9300- 34800 + GP Rs. 4200	By Transfer of regular Personal Assistant of ICAR HQ./ ICAR Institutes OR By deputation of Steno Gr. III of ICAR HQ/ICAR Institutes having at least 10 years of regular service in the grade
4	Upper Division Clerk	01 (UR)	Pay level -3 Pre revised Rs. 5200- 20200/- +GP Rs. 2400/-	By Transfer of regular UDC of ICAR HQ/ ICAR Institutes OR By deputation of LDCs of ICAR HQ/Institutes having at least 08 years of service in the grade

5.	Lower Division Clerk	01 (UR)	Pay level -2 Pre revised Rs. 5200- 20200/- +GP Rs. 1900/-	By Transfer of regular LDC of ICAR HQ./ICAR Institutes OR By promotion of SSS of ICAR HQ./Institutes having minimum educational qualification of 10+2 or equivalent and having rendered 3 years of regular service. In this regard persons so promoted will be required to qualify typing test within a period of one year from the date of their appointment failing which no Annual Increment shall be allowed until he/she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules
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The deputation period will be regulated as per ICAR/DOPT guidelines.

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidates who fulfill the requisite qualification etc. may kindly be forwarded in the enclosed proforma along with his/her upto date CR Dossiers for the last five years (2015-16 to 2019-20) or as applicable for the candidate so as to reach the unsigned on or before 02.03.2022. Application of only such candidate may please be forwarded who can be relieved immediately on the event of his/ her selection for the appointment. A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also sent. Incomplete application and those not forwarded through proper channel or without CR Dossiers and certificates as desired above may not be entertained.

Yours faithfully,

 26/01/2022

Administrative Officer I/c

Encl: Application Proforma

Copy forwarded for kind information to:

1. The Under Secretary (Admn.), Indian Council of Agricultural Research, Krishi Bhawan, New Delhi- 110 001.
2. The Deputy Secretary (Hort.), Indian Council of Agricultural Research, Krishi Anusandhan Bhawan-II, Pusa, New Delhi- 110 012.
3. The In charge, AKMU, ICAR-DCR with a request for uploading on DCR website/e office.
4. The Project Director, DKMA, Krishi Anusandhan Bhawan-II, Pusa, New Delhi- 110 012 for uploading on ICAR website/e office Notice Board.

Phone: 08251-230902; 231530

Email: [director.dcr@icar.gov.in](mailto:director.dcr@icar.gov.in), [dircajures@gmail.com](mailto:dircajures@gmail.com) Website: <https://cashew.icar.gov.in>

### **APPLICATION PROFORMA**

APPLICATION FOR APPLYING TO THE POST OF \_\_\_\_\_

BY DEPUTATION/TRANSFER / PERMANENT ABSORPTION BASIS AT ICAR – DCR, PUTTUR

1.	Name of the candidate(in block letters)				
2	Name of the ICAR Institute where the candidate is working at present				
3	Date of Birth and present age				
4.	Educational and other Qualification				
5.	Present post held on regular basis with date of appointment				
6	Sex: Male/Female				
7.	Marital Status				
8.	Category SC/ST/OBC/UR/PH (Scan copy of certificate to be attached)				
9.	Father/Husband Name				
10	Address for Correspondence				
11	Phone No.				
12.	E-Mail Address				
13.	Brief description of the service including present post				
	Post held	Scale of Pay	Period	Office	Name of duties
14	Date of confirmation/post held substantively				
15	Any other information/particulars relevant to service of the employees				

### **DECLARATION**

I, \_\_\_\_\_ hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form are true to the best of my knowledge and belief.

Date:

Signature of the candidate

### **CERTIFICATE BY THE HEAD OF OFFICE**

Certified that the particulars furnished above have been verified from the Service Book and found correct. Attested copies of last 05 (Five) years/as applicable for the candidate APAR's enclosed.

Date:  
Place:

Signature with stamp of the Forwarding Authority