



भा.कृ.अनु.प.-काजू अनुसंधान निदेशालय

ICAR-DIRECTORATE OF CASHEW RESEARCH

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

PUTTUR 574202, D.K., Karnataka



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

Dated: 13th February, 2024

To,

All Director/Project Directors of ICAR Research Institutes/National Research Centers/ATARIs etc.

Subject: **Filling up the vacant post of Asst. Administrative Officer, Assistant, UDC, LDC and Skilled Support Staff at ICAR-Directorate of Cashew Research Puttur on Inter -Institutional Transfer/Deputation basis - reg.**

Sir/Madam,

The Director, ICAR-Directorate of Cashew Research, Puttur invites application from amongst the eligible candidates working at ICAR Headquarters or ICAR – Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs to fill the following various vacant post in Administrative section by Transfer/ Deputation/ Permanent absorption basis among the eligible candidate(s) who fulfill the requisite qualification as mentioned below:

Sl No.	Name of the Post	No. of Post(s)	Pay Level (pay Bands & Grade Pay)	Reservation Position					Essential requirement and eligibility
				UR	SC	ST	OBC	EWS	
1.	Assistant Administrative Officer	01	Pay Level- 7 in the pay matrix of 7 th CPC	01	00	00	00	00	i) Holding analogous post in the similar capacity at the ICAR Institutes/ Headquarters. Or ii) Failing (i) above, Assistant (Level- 6 of the 7 th CPC) in ICAR Headquarters/ Institutes having at least 5 years regular Service.
2.	Assistant	05	Pay Level- 6 in the pay matrix of 7 th CPC	04	00	00	01	00	i) Holding analogous post in the similar capacity at the ICAR Institutes/ Headquarters. Or ii) Failing (i) above, UDCs (Level- 4 of the 7 th CPC) in ICAR Headquarters/ Institutes having at least 10 years regular Service.
3.	Upper Division Clerk	02	Pay Level- 4 in the pay matrix of 7 th CPC	02	00	00	00	00	i) Holding analogous post in the similar capacity at the ICAR Institutes/ Headquarters. Or ii) Failing (i) above, LDCs (Level- 2 of the 7 th CPC) in ICAR Headquarters/ Institutes having at least 08 years regular Service.
3.	Lower Division Clerk	01	Pay Level- 2 in the pay matrix of 7 th CPC	01	00	00	00	00	i) Holding analogous post in the similar capacity at the ICAR Institutes/ Headquarters.
4.	Multi-Tasking Staff (MTS) Erstwhile Skilled Supporting Staff (SSS)	04	Pay Level- 1 in the pay matrix of 7 th CPC	04	00	00	00	00	ii) Persons holding analogous post i.e. Multi-Tasking Staff (MTS) Erstwhile Skilled Supporting Staff on regular basis in ICAR institutes having Matriculation from recognized board or equivalent.

Cont...

It is requested that the vacancies may please be circulated amongst the eligible and desirous candidate working at your Institute/ Regional Station who are fulfilling the requisite eligible conditions to enable them to apply for the same on the Proforma given overleaf. Applications of only such candidate(s) who can be relieved immediately in the event of their selection for the above posts may please be forwarded along with following document before the closing date:

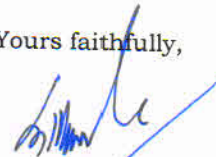
1. Initial appointment letter for the posts issued by their respective Institutes.
2. Attested copies of APARs/ACRs dossiers for the last five years.
3. Certificate to the effect that no disciplinary proceedings are pending/ contemplated against the official.
4. Vigilance Clearance Certificate and Integrity Certificate.
5. A statement of major/minor penalty, if any, imposed on the applicant during the last five years.
6. Any other relevant document.

The applications should be addressed to the Director, ICAR-Directorate of Cashew Research, Puttur -574 202 and email at director.dcr@icar.gov.in.

The last date of receipt of application is **13.03.2024**. Application received after the last date or otherwise incomplete would not be considered. The Competent Authority at ICAR-Directorate of Cashew Research, Puttur, however, reserves the right to accept/reject the applications without assigning any reason thereof.

This is issues with the approval of Competent Authority

Yours faithfully,



(NITHIANANDAN K R)
Administrative Officer

Encl: Proforma of application.

Copy forwarded for kind information to:

1. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi.
2. The Under Secretary (Hort.), ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi.
3. The Project Director, DKMA, Krishi Anusandhan Bhawan-II, Pusa, New Delhi, please upload the notification on ICAR website/e-office Notice Board.
4. P.S.to Director, ICAR - DCR, Puttur.
5. Nodal officer, e-office, ICAR-DCR, Puttur, please upload the notification on e-office notice board.
6. Incharge, AKMU, ICAR-DCR, Puttur, with the request to kindly upload the notification on the Institute website.

Phone: 08251- 231530

Email: director.dcr@icar.gov.in, 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/ Officer 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						
	Name of the Institute	Post held	Scale of Pay	Period		Name of duties	Whether Adhoc or on regular basic
				From	To		
14.	Date of confirmation/post held substantively						
15.	Any other information/particulars relevant to service of the employees						

Cont...

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**

1. It is certified that the information furnished by the candidate has been verified from the office/service records and found correct. His/her ACR/APAR (attested copies) for the last five years are enclosed herewith.
2. Certified that no Vigilance or Disciplinary cases is pending or being contemplated against him \her.
3. Certificated that no minor/ major Penalty has been imposed on him/her.

Date:
Place:**Signature with stamp of the Forwarding Authority**