



भाकृअनुप- कृषि तकनीकी अनुप्रयोग संस्थान कोलकाता
ICAR-Agricultural Technology Application Research Institute Kolkata

भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

साल्ट लेक, कोलकाता - 700 097

Salt Lake, Kolkata - 700 097

Website: www.atarikolkata.org

F. No. ATARI/Kol/1.1/36/2010

Date: 19.01.2018

To

All the Directors/Project Directors of ICAR Research Institutes/Project Directorates/ATARIs/NRCs

Sub: Filling up of one post of Asstt. Administrative Officer (Pay Level- 7 Pre-revised Rs.9300/- - 34800/- +G.P. Rs.4600/-) on deputation/permanent absorption basis- regarding.

Sir,

It is proposed to fill up one post of Asstt. Administrative Officer (Pay Level- 7 Pre-revised Rs.9300/- -34800/- +G.P. Rs.4600/-) on permanent absorption/transfer basis at this ICAR- Agricultural Technology Application Research Institute, Kolkata from amongst the eligible candidates working at the ICAR Headquarters/Institutes/ATARIs/Project Directorates/NRCs etc.

Details of post is given below:

Sl.No.	Name of the Post	Essential Qualification
01.	Asstt. Administrative Officer	Persons holding analogous post on regular basis or Assistant must have rendered 5 years service as on date.

It is requested that the vacancy may please be circulated among the eligible candidates working under your administrative control. The applications of such candidates who may be relieved immediately in the event of their transfer/promotion may please be forwarded in the enclosed proforma alongwith CR dossiers for the last five years **on or before 19.02.2018**.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be forwarded along with the application.

Incomplete applications or those received after the prescribed due date will not be considered.

Yours faithfully,


19/01/2018
I/c, Administration

Application for the post of Asstt. Administrative Officer on deputation/permanent absorption basis at ICAR-Agricultural Technology Application Research Institute, Kolkata (to be received at ATARI, Kolkata on or before 19.02.2018)

S.No.	Particulars			
01.	Name (In block letters)			
02.	Name of the Institute where presently working			
03.	Date of appointment on regular basis in the present post			
04.	Whether permanent/temporary			
05.	Date of Birth			
06.	Service Particulars			
	Name of Institute	Post Held	Scale	Nature of duties attended
			Period From To	
07.	Educational Qualification			
08.	Any other information relevant of the Service			

I do hereby declare and certify that the information furnished above is correct and true to the best of my knowledge and belief.

Signature of applicant with date

Certificate to be furnished by the Head of Office

Certified that the information furnished by the candidate has been verified from the service records of the candidate and found correct. It is also certified that there is no vigilance case pending/being contemplated against the candidate.

Signature with Seal of Officer

Place:

Date: