



भाकृअनुप-कृषितकनीकीअनुप्रयोगअनुसंधानसंस्थानकोलकाता
ICAR-Agricultural Technology Application Research Institute Kolkata
भारतीयकृषिअनुसंधानपरिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH (DARE)
 सॉल्ट लेक, कोलकाता -700 097 Salt Lake, Kolkata-700 097
 Website: www.atarikolkata.org



F. No. 1.1(36)/ATARI/Kol/2025-26

Dated: 16.07.2025

To

All the Directors/Project Directors of ICAR Research Institutes/NRC(s)/ATARI(s)

Subject: Filling up of vacant Administrative Post of Assistant Administrative Officer at ICAR-ATARI, Kolkata on Deputation/Permanent Absorption basis.

Madam/Sir,

ICAR-Agricultural Technology Application Research Institute Kolkata proposes to fill up the following vacant Administrative post on Deputation or Permanent Absorption basis from eligible candidates working in various ICAR Institutes/Headquarters.

The particulars of these vacant posts and eligibility criteria are as follows:

| Sl. No. | Name of the Post | Number of Posts | Pay Level (7th CPC) | Eligibility Criteria |
|---------|--|-----------------|---------------------|--|
| 1 | Assistant Administrative Officer (AAO) | 01 | Level-7 | Officials holding analogous post i.e., Assistant Administrative Officer in ICAR Institutes/Hqrs. OR Assistant (Level-6) of 7 th Pay Matrix at ICAR Institutes/Hqrs. with 5years of regular service in the grade |

Note: Selected persons for the post of AAO may be considered for permanent absorption subject to the absence of any feeder cadre, as the case may be, as per applicable ICAR guidelines.

General Conditions and Instructions:

1. The aforementioned vacancy is to be circulated amongst eligible staff in your Institute/Unit.
2. Duly filled applications in the enclosed proforma, along with necessary particulars of candidates who are immediately relievable and willing to be considered for the post, should be forwarded to this Institute.
3. Applications must be accompanied by attested photocopies of APAR dossiers for the last five years.
4. A certificate to the effect that no vigilance/disciplinary case is pending or being contemplated against the candidate(s) must also be furnished along with the particulars.
5. Incomplete applications, applications received after the prescribed due date, or those without APAR dossiers/vigilance clearance certificate will not be entertained.
6. The last date for receipt of applications is 18.08.2025.

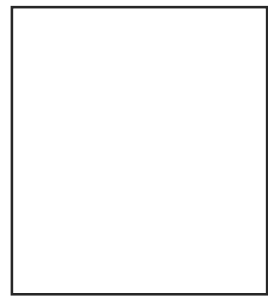
This issues with the approval of the Director, ICAR-ATARI, Kolkata.

Asstt. Administrative Officer

Copy to;

1. The Director (AE), ICAR, New Delhi-110 012
2. The Deputy Secretary (Admin), ICAR, New Delhi-110 001
3. The Under Secretary (AE), ICAR, New Delhi- 110 012

APPLICATION PROFORMA



(Affix Self Attested Recent Passport Size Photograph)

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Name of the Institute where the candidate is Working at present:
4. Date of Birth & Age (As on date of circulation):
5. Gender:
6. Postal Address:
7. Mobile No:
8. E-mail ID:
9. Date of initial appointment on Direct Recruitment:
10. Present Basic Pay with Level of Pay:
11. Whether belongs to SC/ST/OBC/Ex-SM/PH:
12. Category (UR/OBC/SC/ST/PH) on which initial appointment was made:
13. Educational Qualification:

| Exam Passed | Board/University | Year of Passing | Subjects | Percentage Of Marks |
|-------------|------------------|-----------------|----------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

14. Details of Technical/Other Qualification (If Any)

15. Service Details including Present Post:

| Name of the Institute | Post Held | Scale of Pay | Period | | Nature of Duties Performed |
|-----------------------|-----------|--------------|--------|--|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

DECLARATION

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, appropriate action may be taken against me as per the rule. I shall abide by the decision of the Director, ICAR-ATARI, Kolkata

Date:

Place:

Signature of the Candidate

Certificate to be furnished to the Head of Office

1. Certified that the information furnished above are verified from the service records of the candidate and found correct. Further certified that no disciplinary action has been taken, initiated or being contemplated against the employee.
2. Vigilance Clearance Certificate.
3. CR(s)/APAR(s) of last 5 years (Attested Photocopies)

Signature with Seal of the Office