



भाकृअनुप- कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान कोलकता
ICAR-Agricultural Technology Application Research Institute Kolkata
भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH (DARE)
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Website: www.atarikolkata.org



F. No. 1.1(31)/ATARI/Kol/Esttb./2025-26

29th October 2025

To

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

Subject: Filling up of one post of Asstt. Finance & Accounts Officer (Pay Level-7 Pre-revised Rs.9300/- -34800 +G.P. Rs.4600/-) on promotion/permanent absorption basis at ICAR-ATARI Kolkata-reg.

Madam/Sir,

It is proposed to fill up a vacant post of Asstt. Finance & Accounts Officer (Pay Level-7 Pre-revised Rs.9300/- - 34800/- +G.P. Rs.4600/-) on promotion/permanent absorption basis at this ICAR-Agricultural Technology Application Research Institute Kolkata from the eligible candidates working at ICAR Headquarters/Institutes/ATARI/Project Directorates/NRCs and other Central Government Organizations etc. as per clause 11(b) of Recruitment Rules of the post dated 07.06.2023. The particulars of the post and eligibility are as given below:

Name of the Post	No. of vacancy	Scale of pay	Eligibility criteria
Asstt. Finance & Accounts Officer	01 (UR)	Pay Level-7 (Pre-revised PB-2- Rs.9300/- - 34800/- +G.P. Rs.4600/-)	Qualified candidates of Audit and Accounts Examination for the post of Assistant Finance & Accounts Officer from the ICAR Institutes and other Central Government Organizations Note 1: Admission to the ICAR Audit & Accounts Examination will be open to Assistants/PAs/UDCs/Stenographer Gr. D/LDCs who must have put in three years regular service in the grade on Pay Level-2 or above, completed probation successfully (wherever applicable and possessing Bachelor's degree from recognized University. or Junior Accounts Officer in the Pay Level-6 (Pre-revised PB-2- Rs.9300 - 34800/- +G.P. Rs.4200/-) with three years of regular service in the grade from ICAR Headquarters/Institutes of the Council by transfer on promotion/permanent absorption basis; or

			Assistant having rendered 05 years of continuous and regular service in the grade of Pay Level-6 (Pre-revised PB-2- Rs.9300 - 34800/- +G.P. Rs.4200/-) and having qualified ICAR Audit and Accounts Examination conducted by the ICAR; or Failing (a) & (b) above by promotion of Assistant having rendered 05 years of continuous and regular service in the grade of Pay Level-6 (Pre-revised PB-2- Rs.9300 - 34800/- +G.P. Rs.4200/-) and having qualified ICAR Audit and Accounts Examination conducted by the ICAR or by Junior Accounts Officer in the Pay Level-6 (Pre-revised PB-2- Rs.9300 - 34800/- +G.P. Rs.4200/-) with two years of regular service, and having undergone successfully a two months training programme at National Institute of Financial Management (NIFM), Faridabad and having qualified the examination based on the training, conducted by NIFM.
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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 28.11.2025.

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


 Asstt. Administrative Officer (I/c)

Application for the post of Asstt. Finance & Accounts Officer (on transfer for permanent absorption/promotion) at ICAR-Agricultural Technology Application Research Institute Kolkata (to be received at ICAR-ATARI, Kolkata on or before 28.11.2025)

S.No.	Particulars	
01.	Name of candidate (In block letters)	
02.	Date of Birth & age	
03.	Educational & other qualifications	
04.	Name of the Institute where presently working	
05.	Present post with pay scale	
06.	Date of appointment on regular basis in the present post	
07.	Whether permanent/temporary	
08.	Year of passing ICAR Audit & Accounts Examination (please enclose copy of relevant orders)	
09.	Whether belong to SC/ST/UR	
10.	Details of service including present	
	Name of Institute	Post Held
		Scale of pay
		Period
		From
		To
		Nature of duties attended
11.	Computer knowledge	operational
12.	Any other	

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 before or after the promotion/transfer, action may be taken against me and I shall abide by the decision of the Director, ICAR-ATARI Kolkata.

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: