



भा.कृ.अनु.प. - भारतीय कृषि जैवप्रौद्योगिकी संस्थान

गढ़खटंगा, राँची - 834003

ICAR - INDIAN INSTITUTE OF AGRICULTURAL BIOTECHNOLOGY

(Deemed to be University)

Garhkhatanga, Ranchi - 834003



संख्या / No. IIAB/1(27)2020-21/404

दिनांक / Date 17/12/2020

To

The ICAR Headquarters/All the Directors/Project Directors/NRC/PDs/Bureaux/ATARIs of ICAR Institutes

Subject: Filling up the post of **Assistant Finance & Accounts Officer** on Deputation/Transfer/Permanent Absorption at ICAR-IIAB, Ranchi – regarding

Sir/Madam,

It is proposed to fill up one post of Assistant Finance & Accounts Officer on Deputation/ Transfer/ Permanent Absorption in the Pay Level-7 in the pay matrix 7th CPC (PB II, 9300-34800+GP Rs. 4600/- Pre-revised) at this institute from amongst eligible candidates working at ICAR Headquarters or at ICAR Institutes/NRCs/PDs/Bureaux/ATARIs.

The terms for the filling up the post and eligibility criteria are as detailed below as per the Council's Revised Recruitment Rules for the post of AF&AO vide letter F. No. Admin.14(2)/2015-Estt.I dated 17-8-2016.

Name of the Post	No. of Post	Pay Level/Pay Band
Assistant Finance & Accounts Officer	01 (One)	Pay Level-7 in the pay matrix 7 th CPC (Pre-revised scale Pay Band-2 Rs. 9300-34800+GP Rs. 4600/-)

Eligibility Criteria:

Persons holding analogous post i.e. AF&AO on substantive basis in the Level-7 in any ICAR unit.

OR

Junior Accounts Officer in Level-6 in any ICAR Unit having at least 3 years regular service in the grade as on 01-04-2020.

OR

Assistants having rendered 5 years of continuous and regular service in the grade of Level-6 as on 01-04-2020 and have qualified ICAR Audit and Accounts Exam conducted by the ICAR.

The application in the attached proforma along with the latest Five (05) years up-to-date APARs of the Officers/Officials who could be spared immediately in the event of their selection may be sent so as to reach this office **on or before 20.01.2021**. Application received late or without the APARs or otherwise found incomplete will not be considered.

While forwarding the application, it may be verified and certified that the particulars furnished by the officer/official are correct and that no disciplinary/vigilance case is pending or being contemplated against the officer/official. It may also be certified that honesty and integrity of this officer is satisfactory and no major/minor penalty has been awarded to him/her. Incomplete application and those not received through proper channel will not be entertained. Keep visiting our website www.iiab.icar.gov.in regularly for all updates.

Encl: Application Proforma

(Arun Kumar Tripathi)

AAO

Copy to:

1. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110001

APPLICATION FORM FOR THE POST OF ASSISTANT FINANCE & ACCOUNTS OFFICER

1. Name of the Candidate(in BLOCK letters) :
2. Name of the Present Organization :
3. Father/Husband Name :
4. Date of Birth :
5. Present post held :
6. Present Level/Pay Band & Grade Pay :
7. Temporary or Permanent on present post :
8. Date of appointment to the present post :
9. Address for correspondence :

10. Whether belongs to SC/ST/OBC/Ex-SM/PH :
11. Personal contact details :
Mobile No. :
Residence No. :
E.Mail address :

Affix Passport
size
Photograph

12. Educational qualifications (furnish details of examination passed from Matriculation onward)

Exam Passed	Subject(s)	Board/University	Year of passing	% of Marks obtained

13. Details of Technical/other qualifications/
Deptt. Examination(s) passed, if any :
14. (a) Have you passed the ICAR
Audit & Accounts Examinations ? :
(b) If yes, mention the date of passing examination :

15. Experience/Service particulars :

Name of the Institute/Organization	Post Held	Scale of pay	Period		Nature of duties performed/ performing
			From	To	

16. Any other specific information :

I do hereby declare that the particulars furnished by me above true and correct to the best of my knowledge and belief.

Date:

Signature of applicant

CERTIFICATE BY THE EMPLOYER

Certified that the particulars furnished by the officer/official are correct as per records held in this office. No disciplinary/vigilance case is pending or being contemplated against the officer/official.

Date:

Place:

(Signature)

Head of Office with stamp