

**ICAR-Indian Institute of Agricultural Biotechnology**  
**Garkhatanga, Ranchi – 834003, Jharkhand**  
**Email : hoa.iiab@icar.gov.in**

F. No. IIAB/1(27)/2020-21/51

Date : 25.8.2021

सेवा में / To

The Under Secretary (Admn.), ICAR  
All Directors/ Project Director of ICAR Research Institute/ NRCs/ZCUs

बिषय/ Sub: Filling up the following Administrative posts on Transfer/Deputation/ Absorption basis at ICAR-IIAB, Ranchi – reg.

Sir/Madam,

It is proposed to fill up the following vacant posts under Administrative category on **Transfer/Deputation/ Absorption basis** from eligible candidates working in ICAR Headquarters/ ICAR Institutes. The particulars of posts/ eligibility etc. are detailed below:

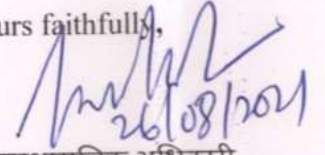
Sl.No	Name of the post/Category/ Place of posting	No. of vacancy	Scale of Pay	Eligibility
1	Assistant Administrative Officer	4 (UR)	Pay Level-7 Pre-revised Rs.9300-34800/- + GP Rs. 4600	By Deputation/Transfer of regular AAO's of ICAR Hqrs./ICAR Institutes. OR By deputation of regular Assistant of ICAR Hqrs./ICAR Institutes having at least <b>5 years</b> regular service in the grade
2	Assistant	7 (SC-1 UR -6)	Pay Level-6 Pre-revised Rs.9300-34800/- + GP Rs. 4200/-	By Deputation/Transfer of regular Assistant of ICAR Hqrs./ICAR Institutes. OR By deputation of regular UDC of ICAR Hqrs./ICAR Institutes having at least <b>10 years</b> regular service

3	Personal Assistant	2 (UR)	Pay Level-6 Pre-revised Rs.9300-34800/- + GP Rs. 4200/-	By Deputation/Transfer of regular Personal Assistant of ICAR Hqrs./ICAR Institutes.  OR By deputation of regular Steno Gr.III of ICAR Hqrs./ICAR Institutes having at least <b>10 years</b> regular service in the grade
4	Private Secretary	3 (UR)	Pay Level – 7 Pre-revised Rs. 9300 – 34800 + GP Rs. 4600/-	By deputation / Transfer of regular Private Secretary of ICAR HQ / ICAR Institutes.  OR By deputation of regular Personal Assistant with at least <b>5 years</b> of regular service in the grade.
5	Upper Division Clerk	7 (SC – 1, UR – 6)	Pay Level-3 Pre-revised Rs. 5200-20,200 + GP Rs. 2400/-	By Deputation / Transfer of regular UDC of ICAR HQ/ICAR-Institutes.  OR By deputation of regular LDCs of ICAR HQ / Institutes having at least <b>8 years</b> service in the grade
6	Lower Division Clerk	8 (SC-1 (UR/PH- 1) &UR-6)	Pay Level-2 Pre-revised Rs.5200-20200+ GP Rs.1900	By Deputation/Transfer of regular LDC of ICAR Hqrs./ICAR Institutes.  OR BY promotion of SSS of ICAR Hqrs./Institutes having minimum educational qualification of 10 +2 or equivalent and have rendered 3 years of regular service. In this regard, persons so promoted will be required to qualify in a typing test within a period of one year from the date of their appointment failing which no Annual Increment shall be allowed until he/she has passed the test or the condition has been waived off by the Competent Authority according to the relevant rules.

The deputation period will be regulated as per ICAR/DOPT guidelines.

It is requested that the above vacancies may kindly be circulated widely and the application of suitable and desirous candidate who fulfil the requisite qualification etc., may kindly be forwarded in the enclosed proforma along with his/ her upto date CR Dossiers for the last five years (2015-16 to 2019-20) or as applicable for the candidate so as to reach the undersigned on or before **30<sup>th</sup> September 2021**. Application of only such candidate may please be forwarded who can be relieved immediately on the event of his/ her selection for the appointment. A certificate to the effect that no disciplinary/ vigilance case is pending or being contemplated against the candidate may also be sent. Incomplete application and those not forwarded through proper channel or without CR Dossiers and certificates as desired above may not be entertained.

भवदिय/Yours faithfully,



प्रभारी सहायक प्रशासनिक अधिकारी

**I/c ASSISTANT ADMINISTRATIVE OFFICER**

Encl: Proforma

Copy to: Incharge AKMU to upload on the Institute's website

सहायक प्रशासनिक अधिकारी  
Assistant Administrative Officer  
भाकृअनुप-माराय कृषि जीव विज्ञान संस्थान, राँची  
ICAR-Indian Institute of Agricultural Biotechnology, Raich

**APPLICATION FOR APPLYING TO THE POST OF .....**  
**(ON DEPUTATION/ TRANSFER ON PERMANENT ABSORPTION BASIS)**

1. Name of the candidate
2. Name of the ICAR Institute where the candidate is working at present
3. Date of Birth and age
4. Educational and other qualification
5. Present post held on regular basis with date of appointment
6. Sex: M/F
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 the present post

Post held	Scale of Pay	Period	Office	Name of duties

14. Date of confirmation/ post held substantively
15. Any other information/ particulars relevant to the service of the employee

**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.

Signature of the candidate

Date:

Place:

**CERTIFICATE BY THE HEAD OF OFFICE**

Certified that the particulars furnished above have been verified from the Service Book and found correct. Attested copies of last 05 (Five) years/ as applicable for the candidate APAR's enclosed.

Signature with stamp of the Forwarding Authority

ANNEXURE

F.No.Admn.33-8/2016 - Estt. I (R&amp;P) dated 24/10.2018

**PROFORMA FOR FURNISHING INFORMATION BY INSTITUTES/NRCs/ DIRECTORATES/  
PDs/BUREAUX TO THE SMD PROPOSING TO FILL UP VACANCIES IN  
ADMINISTRATIVE/SUPPORT STAFF OF ICAR BY INTER-INSTITUTIONAL "TRANSFER"**

1.	Name of the Institute	ICAR- I I A B, Ranchi
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	HQ
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	Personal Assistant
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	UR
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	6
5.	Sanctioned no. of posts at the Institute	2
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	NIL
7.	Date from which the post (s) is/ are vacant	18.6.21
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	Newly created. No post is more than one year old.
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	Yes. No employee in the feeder grade

*Ajays*  
24/8/21

Name &amp; Signature of the Director with Seal

निदेशक / Director  
भाकृअनुप-भारतीय कृषि जैवप्रौद्योगिकी संस्थान  
ICAR-INDIAN INSTITUTE OF AGRICULTURAL BIOTECHNOLOGY  
राँची / RANCHI-834010

ANNEXURE

F.No.Admn.33-8/2016 - Estt. I (R&P) dated 2<sup>nd</sup> 11.10.2018

**PROFORMA FOR FURNISHING INFORMATION BY INSTITUTES/NRCs/ DIRECTORATES/ PDs/BUREAUX TO THE SMD PROPOSING TO FILL UP VACANCIES IN ADMINISTRATIVE/SUPPORT STAFF OF ICAR BY INTER-INSTITUTIONAL "TRANSFER"**

1.	Name of the Institute	ICAR-IIAB, Ranchi
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	HQ
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	Lower Division Clerk
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	UR(7), SC(1)
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	2
5.	Sanctioned no. of posts at the Institute	8
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	Nil
7.	Date from which the post (s) is/ are vacant	18.6.21
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	Newly created. NO vacancy is more than one year old.
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	Yes. NO employee in the feeder grade.

*[Handwritten Signature]*  
24/8/21

Name & Signature of the Director with Seal

निदेशक / Director  
भाकृअनुप-भारतीय कृषि जैवप्रौद्योगिकी संस्थान  
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1.	Name of the Institute	ICAR-IIAB, Ranchi
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	HQ
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	Upper Division Clerk
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	6 (UR), 1 (SC)
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	4
5.	Sanctioned no. of posts at the Institute	7
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	Nil
7.	Date from which the post (s) is/ are vacant	18.6.21
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	Newly created. NO vacancy is more than one year old.
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	Yes. NO employee in the feeder grade.

*Ajayan*  
24/8/21

Name &amp; Signature of the Director with Seal

निदेशक / Director  
भाकूअनुप-भारतीय कृषि जैवप्रौद्योगिकी संस्थान  
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1.	Name of the Institute	ICAR-IIAB, Ranchi
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	HQ
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	Assistant Admn. officer
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	UR
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	Pay level - 7
5.	Sanctioned no. of posts at the Institute	Four (4)
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	Nil
7.	Date from which the post (s) is/ are vacant	18.6.21
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	Recently created. NO vacancy is more than one year old
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	Yes. NO employee is in the feeder grade.

*(Signature)*  
24/8/21

Name &amp; Signature of the Director with Seal

निदेशक / Director

भाकृअनुप-भारतीय कृषि जैवप्रौद्योगिकी संस्थान  
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1.	Name of the Institute	ICAR-IIAB, Ranchi
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	HQ
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	Assistant
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	8 (UR) 1 (SC)
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	6
5.	Sanctioned no. of posts at the Institute	9 (Nine)
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	Nil
7.	Date from which the post (s) is/ are vacant	18.6.21
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	Newly created. No vacancy is more than one year old.
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	Yes. No employee is in the feeder grade.

*[Signature]*  
24/8/21

Name &amp; Signature of the Director with Seal

निदेशक / Director

भाकृअनुप-भारतीय कृषि जैवप्रौद्योगिकी संस्थान  
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1.	Name of the Institute	ICAR - IIAB, Ranchi
2.	Name of the Research Station/Regional Centre/KVK where the vacancy Exists	HQ
3.(a)	Name of the Post in which vacancy is proposed to be filled up on transfer basis	Private Secretary
3.(b)	Category (SC/ST/OBC/UR) to which the vacancy is earmarked	UR
4.	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	7
5.	Sanctioned no. of posts at the Institute	3
6.	Staff-in-position against sanctioned posts in which the vacancy is proposed to be filled up on transfer basis	NIL
7.	Date from which the post (s) is/ are vacant	18.6.21
10.	Reasons for non-filling of the vacancy, if any vacancy is more than one year old and efforts made by the Institute to fill the same.	Newly created. NO vacancy is more than one year old.
11.	Whether the proposal for filling up the post by 'Transfer' has been initiated taking into consideration the career prospects of the employees, if any in the feeder grade. Please give the details of employees in the feeder grade.	Yes. NO employee in the feeder grade.

*Upyansu*  
24/8/21

Name &amp; Signature of the Director with Seal

निदेशक / Director

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