



F. No. 18(1)/2021/Estt.

Dated : 02.03.2023

To,

1. The Director/Project Director/All the ICAR Institute/Directorate/Bureau/NRC's.
2. The Director (Admn.), ICAR Head Quarter, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110 001.

Sub: Filling up of One (01) post of Assistant Finance & Accounts Officer at ICAR-CIFE, Mumbai – regarding.

Sir,

It is proposed to fill up One (01) post of Assistant Finance & Accounts Officer at ICAR-Central Institute of Fisheries Education, Mumbai by deputation or transfer on permanent absorption basis from amongst Assistant Finance & Accounts Officer from all ICAR's Institutes having completed minimum tenure of three years of regular service after initial appointment on the crucial date of eligibility i.e. as on 1st January, 2023. The particulars of the post and other details given below :

Sl. No.	Name of the Post	No. of Vacant Post	Scale of Pay
1	Assistant Finance & Accounts Officer	01 Post (UR)	Pay Level 6 of 7 th CPC (Pre-revised PB 2 Rs. 9300-34800 + 4600/- (GP))

The initial deputation period shall be two (2) years (may be further extended one (1) year at a time further for three (3) years maximum). The Director, ICAR-CIFE, Mumbai may revert the decision at any time based on the performance

2. Eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure A) in duplicate to the undersigned. The last date of receipt of applications is 31st March, 2023. Applications received after the last date or otherwise incomplete including advance copies of the application are not likely to be considered. The Director, ICAR-CIFE, however, will reserve the right to accept/reject the application(s) without assigning reason(s) thereof.

3. In case, applications are received in large numbers, criteria as prescribed by ICAR vide its Circular No. Admn.7-1/2020-R&P dated 25.11.2020 shall be applied and / or any other criteria formulated by the Selection Committee of ICAR-CIFE (in case of transfer sought on the same ground) for selecting the candidate for the above vacancy.

4. Terms & Conditions for Inter-Institutional transfer shall be governed as laid down in the ICAR's Circular(s) No. 33-8/2016-Estt.I dated 15th / 19th September, 2016 & F.No. Admn.7-1/2020-R&P dated 25.11.2020.

Contd...

5. It is requested that the above vacancies may be circulated widely and the applications of willing candidates having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of their selection may be forwarded.

The following documents may also please be sent along with the application :

- I. Attested copies of the APAR dossiers for the last three (03) years i.e. 2019-2020 to 2021-2022.
- II. Vigilance Clearance & Integrity Certificate.
- III. A statement of major / minor penalty, if any, imposed on the applicant during the last three years.

Yours faithfully,


(Poonam Behl) 2/3/2023
Administrative Officer

Encl. : Proforma.

Copy to :

1. The Under Secretary (R&P), ICAR, Krishi Bhawan, New Delhi-110 001 for information.
2. The Under Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110 001 for information.
3. The Under Secretary (FS), ICAR, Krishi Bhawan, New Delhi-110 001 for information.
4. The Incharge ICT Cell to upload the said documents on ICAR-CIFE website.
5. Guard file.

PROFORMA**Application for the post of Assistant Finance & Accounts Officer**

1. Name of the Candidate : _____
2. Name of the Institute : _____
3. Postal Address with Email ID and Phone No. : _____

4. Date of appointment to the Present Post : _____
5. Date of Joining in ICAR Services : _____
6. Date of Birth : _____
7. Education Qualification : _____
8. Whether belongs to SC/ST/OBC/General : _____
9. Service Particulars : _____

Name of the Institute	Post held	Scale of Pay	Period		Nature of duties	Whether Adhoc or on regular basis
			From	To		

10. Any other information/particulars relevant to the service of the applicant : _____

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

Signature of the Applicant.

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

Certified that the information furnished by the aforesaid applicant has been verified from the Office/ Service records and found correct.

Head of Office / AO / Director.