



भाकृअप-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR-NATIONAL RESEARCH CENTRE ON LITCHI

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार), भारत
Mushahari Farm, Mushahari, Muzaffarpur - 842002 (Bihar) India
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Ref. F. No.10-1(4)/Estt./2017/Tech/2009 .

Date: 24th August, 2018

To

The ICAR Headquarters and all the Directors/
Project Directors of ICAR institutes/
Project Directorate of ZCUs.

Sub.: Filling up of one post of Assistant Finance & Accounts Officer on deputation basis at ICAR-NRC on Litchi, Muzaffarpur, Bihar in the Pay Level-7- reg..

Sir/ Madam,

It is proposed to fill up one post of **Assistant Finance & Accounts Officer on deputation basis** for a period of 2 year (which can be further extended or candidate can be absorbed as per rule) in the Pay Level-7 (Pay Band-2 Rs. 9300-34800 plus grade pay of Rs.4600, pre- revised) at this centre from amongst eligible candidates working at ICAR Headquarters and other Institute/NRCs/Project Directorates.

| Sl. No. | Name of the post with Pay Level | Number of post | Eligibility |
|---------|---------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Assistant Finance & Accounts Officer, Pay Level-7 (PB-2, Rs. 9300-34800 with Grade Pay of Rs.4600, pre- revised) | 01 (one) UR | By promotion of JAO with 03 years of regular service in the grade from any other ICAR unit. Or Persons holding analogous post i.e. Assistant Finance & Accounts Officer in any ICAR unit. |

The application in the attached application proforma alongwith complete Five (05) years up-to-date CR dossiers 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 and before 5 PM, **29th September, 2018**. Applications received late or without the ACRs & application proforma or otherwise found incomplete will not be considered. While forwarding the application, it may be verified and certified that the particulars furnished by the candidate 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.**

Yours faithfully,

(Abhishek Yadav)
ADMINISTRATIVE OFFICER

Copy to:

1. The DDG (HS), ICAR, KAB-II, Pusa, New Delhi-110012 for information please.
2. Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110001 for information please.
3. In-charge, AKMU/ ARIS Cell, ICAR-NRCL for information and uploading on the official website of the Centre please.
4. Director Personal Section, ICAR-NRCL for information please.

ADMINISTRATIVE OFFICER

APPLICATION PROFORMA

Application for one post of Assistant Finance & Accounts Officer (on deputation basis) at
ICAR-NRC on Litchi, Muzaffarpur (Bihar)

| | | | | | | |
|-----|---------------------------------------------------------------------------------------------------------------|-----------|--------------|--------|------------------|-----------------------------------|
| 1. | Name of the Candidate | : | | | | |
| 2. | Name of the Institute where working now | : | | | | |
| 3. | Full postal address | : | | | | |
| 4. | Post held at present indicating whether on adhoc or regular basis. | : | | | | |
| 5. | Date of birth | : | | | | |
| 6. | Educational qualification giving details of examination passed from matriculation onwards | : | | | | |
| 7. | Details of Technical/other qualifications if any & also details of the departmental examination if any passed | : | | | | |
| 8. | Whether belongs to SC/ST | : | | | | |
| 9. | Service details: | | | | | |
| | Name of the Institute | Post held | Scale of pay | Period | Nature of duties | Whether adhoc or on regular basis |
| | | | | From | To | |
| | | | | | | |
| 10. | Date of appointment to the grade of JAO/ AF&AO on regular basis. | | | : | | |
| 11. | Whether Permanent/ Temporary | | | : | | |
| 12. | Any other information | | | : | | |

I do hereby declare and certify that the information furnished above are correct and true to the best of my knowledge and belief.

SIGNATURE OF THE CANDIDATE

CERTIFICATE TO BE FURNISHED BY HEAD OF OFFICE

Certified that the information furnished by the candidate has been verified from the office/ service records and found correct. It is also certified that no vigilance/ disciplinary case is pending/ contemplated against him/her.

SIGNATURE OF HEAD OF OFFICE