



**ICAR-AGRICULTURAL TECHNOLOGY APPLICATION  
RESEARCH INSTITUTE (ATARI), ZONE – VII  
(DIVISION OF AGRICULTURAL EXTENSION)**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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F.No. : ATARI-VII/Rect-AF&AO/2017-18/ -2343,

Date : 27-05-2017

To,

Headquarters and all the Directors/Project Directors of ICAR Institute/ATARI's

**Subject : Filling up of one post of Asstt. Finance & Accounts Officer at ICAR-ATARI, Jabalpur  
in Pay Level 7 (Pre Revised Pay Band-2, Rs. 9,300 – 34,800 + G.P. of Rs. 4600/-) reg.**

Sir/Madam,

It is proposed to fill up one post of Assistant Finance & Accounts Officer in the Pay Level 7 (Pre revised Scale Pay Band-2, Rs. 9,300 – 34,800 + G.P. of Rs. 4600/- ) at this Institute from amongst eligible candidates working at ICAR Headquarters and all Institutes/NRCs/Project Directorates/ATARI's. The terms of filling up the post and eligibility are as detailed below as per the Council revised recruitment rules for the post of AF&AO vide letter no. Admn/14(2)/2015-Estt.I, dated 17-08-2016 :-

Name of the post	No. of post	Pay Band + GP	Eligibility
Assistant Finance & Accounts Officer	01 (One)	Pay Level 7 (Pre revised Scale Pay Band-2, Rs. 9,300 – 34,800 + G.P. of Rs. 4600/- )	a) By promotion of Junior Accounts Officer in Pay Level 6 (Pre Revised Pay Band-2 Rs. 9300-34800 + GP of Rs. 4200) with three years of regular service in the grade from other Institutes / Headquarters of the Council on permanent absorption basis. b) Failing (a) above by promotion of Assistants having rendered 5 years of continuous and regular service in the Pay Level 6 (Pre Revised Pay Band-2 Rs. 9300-34800 + GP of Rs. 4200) and have qualified ICAR Audit & Accounts Exam conducted by the ICAR. c) Failing (a) & (b) above by promotion of Assistant having rendered three years of service in the Pay Level 6 (Pre Revised Pay Band-2 Rs. 9300-34800 + GP of Rs. 4200) and have qualified ICAR A&A Examination conducted by ICAR or by Junior Accounts Officer in the Pay Level 6 (Pre Revised Pay Band-2 Rs. 9300-34800 + GP of Rs. 4200) with two years of regular service & having undergone successfully a two

			<p>months training Programme at National Institute of Financial Management (NIFM), Faridabad and having qualified the examination based on the training to be imparted only to those eligible candidates who are willing to be transferred from their present place of posting on an All India basis.</p>
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N.B. : Interested JAO/Assistant likely to get eligible by 31.12.2017 as per above mentioned criteria a, & b may also apply.

The application in the attached Performa along with the complete five (05) years up-to-date CR dossiers of the Officers/Officials who could be spared in the event of their selection may be sent so as to reach this Institute on or before 27<sup>th</sup> August,2017. Applications received late or without the ACRs or otherwise found incomplete will not be considered. While forwarding the application, it may be verified and certified that the particulars furnished by the officers/officials 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 the officer/official 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,

  
Asstt. Admn. Officer

Encl.: Application Performa

Copy for kind information to :

- 1) The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi – 110 001
- 2) The Under Secretary (AE), ICAR, KAB-1, Pusa, New Delhi – 110 012
- 3) The Pvt. Sec. to Director for kind information of the Director, ATARI, Jabalpur.

Latest  
Passport  
Size  
Photograph

**Application Form for the post of Assistant Finance & Accounts Officer (AF&AO)**

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 Pay Band & Grade Pay :
7. Temporary or Permanent on present post :
8. Date of appointment on present post :
9. Address for correspondence :
10. Personal contact details :
  - a. Mobile No. :
  - b. Residence Phone No. :
  - c. Email address :
11. Educational Qualifications (furnish details of examination passed from Matriculation onward)

Exam passed	Subject(s)	Board/Unv.	Year of passing	% of Marks

12. Details of Technical/other qualifications/Deptt. :  
Examination(s) passed, if any
13. ICAR Exam
  - a. Have you passed the ICAR Audit & Accounts examinations?:
  - b. If yes, mention the date of passing examinations :
14. Experiences/Service particulars :

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

15. Any other specific information :

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

Date :

Signature of the 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.

The attested copies of ACRs of the officer/official for the last five years are enclosed as required.

(Signature)