



भा.कृ.अनु.प.- कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान  
भारतीय कृषि अनुसंधान परिषद  
उमियम (बड़पानी), रि-भोई, मेघालय - ७९३१०३  
ICAR - Agricultural Technology Application Research Institute  
Indian Council of Agricultural Research  
Umiam (Barapani), Ri-Bhoi, Meghalaya - 793103  
(ISO 9001:2015 certified organisation)

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**F. No. Adm/2-14/Recruitment/2010/Pt.II**

**Dated:08.06.2020**

To,

All Directors of ICAR Institutes / Directors ICAR-ATARI /NRCs,/ Head of stations of ICAR Institutes.

Sub : Filling up of one post of Assistant Administrative Officer purely on deputation basis initially for a period of one years at ICAR-ATARI, Zone – VII, Umiam.

Sir/Madam,

It is proposed to fill up one post of Assistant Administrative Officer in the Pay Band -2 Rs.9300-34800+Grade Pay of Rs.4600/- at ICAR-ATARI, Zone – VII, Umiam on deputation basis among the eligible Assistants of the ICAR Headquarters/Institutes. The deputation will be initially for a period of one year which may be extended for another year. The particulars of the post and eligibility are given below:

Name of the post	No. of post	Eligibility
Assistant Administrative Officer	01	Assistant in the Pay Band -2 of Rs. Rs.9300-34800+Grade Pay of Rs.4200 having 5 years regular service in the Grade.

It is requested that the above vacancy may please be circulated among the eligible candidates of your Institute / Establishment who are willing to be considered for the above post. The application of only such candidate who may be relieved immediately in the event of his / her selection may be forwarded in the proforma given over – leaf along with the duly up-to-date attested CR dossiers for the last five years and certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.

The last date for receipt of application is 27<sup>th</sup> July, 2020 and this date shall be considered as the cut off date for eligibility as well. The applications received without APARs dossier and vigilance clearance certificate will not be entertained.

Yours faithfully,

I/c Administration

Copy to :

1. The Director (Admn.), ICAR, Krishi Bhavan, New Delhi – 110014.
2. Director (GAC&Agril. Extn.) Krishi Anusandhan Bhavan, Pusa New Delhi.
3. Computer Programmer, ICAR-ATARI, Zone – VII, Umiam for uploading at ICAR-ATARI, Umiam website.

*Ch*  
8.6.2020  
I/c Administration

**ICAR-ATARI, ZONE – VII, ICAR, RESEARCH, COMPLEX FOR NEH REGION,  
UMIAM**

**PROFORMA**

1. Name of the candidate :  
(in block letters)
2. Name of the Institute where :  
Presently working
3. Address for correspondence :
4. Date of appointment on regular :  
Basis in present post
5. Whether Permanent or temporary :
6. Date of birth :
7. Educational / Profession :  
Qualification
8. Whether belong to SC/ST :
9. Service details :

Name of the Institute	Post held	Scale of pay	Period		Nature of duties
			From	To	

10. Any other information relevant to the application :

Date:

SIGNATURE OF THE CANDIDATE

**CERTIFICATE BY THE HEAD OF OFFICE**

It is certified that particulars furnished at Sl.No. 1 to 10 above has been verified and found correct.

Date :

SIGNATURE OF HEAD OF OFFICE