



**भारतीय कृषि अनुसंधान परिषद**  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001  
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

F.No. Admn.6-3/2022-Estt. I

August 7, 2023

**Circular**

**Inviting applications for Filling up various posts at ICAR Hqrs & its Institutes**

Competent Authority at Indian Council of Agricultural Research (ICAR) invites applications for filling up the vacancies of following posts on deputation basis (including short term contract) at ICAR Hqrs & its institutes.

1. Sr Comptroller in Finance Cadre (Pay Level 14)
2. Comptroller in Finance Cadre (Pay Level 13)
3. Chief Finance & Accounts Officer in Finance Cadre (Pay Level 12)
4. Legal Advisor in Legal Cadre (Pay Level 13)
5. Assistant Legal Advisor in Legal Cadre (Pay Level 12)
6. Director (Official Language) in OL cadre (Pay Level 13)

The details regarding number of vacancies of each post, location of vacancies & eligibility conditions etc are given under

Sr No	Name of the post	Number of vacancies & Location	Pay Scale	Eligibility Conditions
1.	Sr. Comptroller	1 vacancy ICAR-NDRI Karnal	Level-14 (Rs. 144200-218200)	Officers with 17 years' experience in Audit/Finance/ Accounts cadres/departments under the Central or State Government or Union Territories or Autonomous Bodies or PSUs  and  i. Holding analogous posts on regular basis in the parent cadre/Department.  or  ii. With three years' regular service in the Pay Level-13 (Pre-revised PB-4, Rs.37400-67000 with GP Rs.8700) or equivalent Pay scale on regular basis

2	Comptroller	<p align="center"><b>12 Vacancies</b></p> <ol style="list-style-type: none"> <li>1. NRRI Cuttack</li> <li>2. IARI, Assam</li> <li>3. IARI Jharkhand</li> <li>4. IGFRI, Jhansi</li> <li>5. IIPR, Kanpur</li> <li>6. NIBSM, Raipur</li> <li>7. IIAB, Ranchi</li> <li>8. IIHR, Bangalore</li> <li>9. IISWC, Dehradun</li> <li>10. ICAR RCNEH, Barapani</li> <li>11. NIASM, Baramati</li> <li>12. IVRI Bareilly</li> </ol>	Level-13 (Rs. 123100-215900)	<p>Officers with 14 years' experience of Audit/Finance/Accounts under the Central or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p align="center">and</p> <ol style="list-style-type: none"> <li>i. Holding analogous posts on regular basis in the parent cadre/Department.</li> <li>or</li> <li>ii. With five years' regular service in the Pay Level-12 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.7600) or equivalent Pay scale in the parent cadre/department.</li> </ol>
3	Chief Finance & Accounts Officer	<p align="center"><b>16 Vacancies</b></p> <ol style="list-style-type: none"> <li>1. CICR, Nagpur</li> <li>2. IARI, Delhi</li> <li>3. IISR, Lucknow</li> <li>4. SBI, Coimbatore</li> <li>5. CPRI, Shimla</li> <li>6. IIVR, Varanasi</li> <li>7. CSSRI, Karnal</li> <li>8. RCER, Patna</li> <li>9. CIAE, Bhopal</li> <li>10. CIPHET, Ludhiana</li> <li>11. NDRI, Karnal</li> <li>12. CIFRI, Barrackpore</li> <li>13. CIBA, Chennai</li> <li>14. NAARM, Hyderabad</li> <li>15. CIFT Cochin</li> <li>16. CIFA Bhubaneshwar</li> </ol>	Level-12 (Rs. 78800-209200)	<p>Officers with 10 years of experience of Audit/Finance/Accounts under the Central or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p align="center">and</p> <ol style="list-style-type: none"> <li>i. Holding analogous posts on regular basis in the parent cadre/Department.</li> <li>or</li> <li>ii. With five years' regular service in the Pay Level-11 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.6600) or equivalent Pay scale in the parent cadre/department.</li> </ol>
4.	Legal Adviser	<p align="center"><b>1 vacancy</b></p> <p>ICAR Hqrs, New Delhi</p>	Level 13 (Rs. 123100-215900)	<p>Officers in the legal cadre/departments of Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings:</p> <p><b>I.</b> (i) Holding analogous posts on regular basis in the parent cadre/department;</p> <p align="center">Or</p> <p>(ii) With 5 years of service in Level-12 of Pay Matrix (Pre-</p>


				revised PB-3, Rs. 15600-39100 with GP Rs.7600) or equivalent pay scale on regular basis; And <b>II.</b> Possessing the bachelors' degree in law and minimum of fourteen years of experience of handling legal matters.
5.	Assistant Legal Adviser	<b>1 vacancy</b> ICAR-NAARM Hyderabad	Pay Level 12 (Rs. 78800-209200)	Officers in the legal cadre/departments of Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings: <b>I.</b> (i) Holding analogous posts on regular basis in the parent cadre/department; Or (ii) With 5 years of service in Level-11 of Pay Matrix (Pre revised PB-3, Rs. 15600-39100 with GP Rs.6600) or equivalent pay scale on regular basis in the parent cadre/department; <b>And</b> <b>II.</b> Possessing the bachelors' degree in law and minimum of fourteen years of experience of handling legal matters.
6	Director (Official Language)	<b>3 Vacancies</b> 1. ICAR Hqrs New Delhi, 2. IARI, New Delhi 3. IVRI Bareilly	Level 13 (Rs. 123100-215900)	Officers of the Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings:  <b>I.</b> (i) Holding analogous position on regular basis in the parent cadre or department;  or  (ii) having five years' service in the grade rendered after appointment thereto on regular basis in Level 12 of Pay Matrix (pre-revised Pay Band-3, Rs.15600-39100 with

				<p>Grade Pay of Rs.7600) in the parent cadre or department;</p> <p><b>AND</b></p> <p><b>II.</b> Possessing the educational Qualifications as given under and having ten years' experience of using or applying terminology (terminological work) in Hindi and Translation work from English to Hindi or vice-versa, preferably of technical or scientific literature or ten years' experience of teaching in Hindi and English or research in Hindi or English.</p> <p><b>Educational qualifications:</b></p> <p>Master's degree of a recognized University or equivalent in Hindi with English as a subject at a degree level;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in English with Hindi as a subject at a degree level;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level:</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level.</p>
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1. The details regarding duties of Legal Adviser & Assistant Legal Adviser & overall Structure & Functioning of Legal management system in ICAR may kindly be seen on website of ICAR at *Bulletin Board>Circulars>Category wise search> Recruitment Division> Restructuring and Streamlining of Legal Affairs & Litigation Management System in ICAR.*
2. The general terms and conditions of services at ICAR will be governed as per the Rules and Bye-laws of ICAR.
3. The terms of deputation pay and allowances shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 61812009-Estt.(Pay II) dated 17 June 2010 and other amendments/orders/guidelines issued in this regard from time to time.
4. The period of deputation shall be 2 years for all the posts except for the post of CFAO. The period of deputation for the post of CFAO is up to 31.12.2024. However, the same can be terminated prematurely upon giving a 3-month notice from both sides.
5. The total period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years (5 years for the posts of LA & ALA).
6. The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
7. The maximum age limit for appointment on deputation shall not be exceeding 58 years as on the closing date of receipt of applications.
8. Eligible and willing candidates may apply in prescribed format –**Annexure-I** along with **Annexure-II** & enclosures mentioned therein.
9. Cadre Controlling authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection accompanying the following documents latest by **30.09.2023**.
  - A. Attested copy of the application in prescribed proforma - **Annexure I**
  - B. Duly Filled **Annexure II**, indicating/enclosing following:
    - i. Cadre Clearance Certificate from the Controlling Authority.
    - ii. Certification that the particulars furnished by the applicant have been verified & are correct.
    - iii. Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years
    - iv. Vigilance Clearance/Integrity Certificate.
    - v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.
10. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. ICAR reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons.

11. The Envelopes containing Complete Applications super scribed as ‘Applications for the post of .....’ may be sent on following address by **30.09.2023**

**Deputy Secretary (Admin),  
ICAR, Room No 306,  
Krishi Bhawan, New Delhi-110001**

  
(Vampad Sharma)  
Deputy Secretary (Admn.)

To

1. All Ministries/Departments of Government of India with request to widely circulate the vacancy amongst the Staff/subordinate offices/Autonomous bodies/PSUs under their control.
2. Chief Secretaries to State Governments/Administrator of UT Administration with request to widely circulate the vacancy.
3. Under Secretary, PESB, Block Number 14, Public Enterprises Bhawan, CGO Complex Lodhi Road, New Delhi-110003 with request to circulate the vacancy amongst all CPSEs.
4. US (CS-I), CS Division, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with request to upload this vacancy circular on DoPT's website.
5. Social Media & Website Management Unit, DKMA, ICAR for placing on the Council's website.
6. ICAR E-office Notice board for information of all in ICAR to give wide circulation to the vacancy circular.

## Annexure-I

**APPLICATION FOR DEPUTATION TO THE POST OF .....**

<b>1. Name of Post and Location(s) applied for (More than 1 Location can also be applied for)</b> .....				
<b>2. Name of the Candidate in block letters</b> .....				Paste photograph here
(Paste a self-attested photograph in the space provided)				
<b>3. Date of Birth (DD/MM/YYYY Y)</b>				
<b>4. Date of retirement (DD/MM/YYYY)</b>				
<b>5. Address for Correspondence</b>				
<b>6. Mobile number and e-mail id</b>				
<b>7. Educational qualifications (Graduation level and above, including additional academic qualifications relevant to nature of the post being applied for)</b>				
Examination passed	Year	Name of University/ Institute	Percentage of marks/CGPA	Subjects


**Employment Details**

<p><b>8.</b> Name of Current Employer</p>	
<p><b>9.</b> Present grade and date from which held</p>	
<p><b>10.</b> Complete office address along with telephone number of the Present employer</p>	
<p><b>11.</b> Nature of the Present Employment, whether ad-hoc, Temporary, quasi-permanent or permanent</p>	
<p><b>12.</b> In case the present employment is held on deputation/Contract basis, please state following</p>	



a. The date of initial appointment	b. Period of appointment/ Contract	c. Name of parent office/ organisation to which the applicant belongs	d. Name of the post & Pay of the post held in substantive capacity in the parent organisation
In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.			
13. If any post is held in deputation in the past by the applicant, then mention the date of return from the last deputation/name of organisation where deputed/name & grade of the post held on deputation.			
14. Additional details about parent department & present employer.			
Please state whether the parent department & present employer (if different from parent department) belong to which of the following category			
<b>Parent Department</b>		<b>Present Employer (if different from parent department)</b>	
I. Central Government/UT		I. Central Government/UT	
II. State Government		II. State Government	
III. Autonomous Organisation		III. Autonomous Organisation	
IV. PSU		IV. PSU	
V. Others (give details)		V. Others (give details)	
15. In case the applicant belongs to an organisation which is not following the central government pay scale, the latest salary slip issued by the organisation showing the following details may be enclosed.			
Basic pay with scale of pay & rate of increment	Dearness pay/interim relief/other allowances etc (with break up details)	Total Emoluments	

<p><b>16. Details of Employment, in Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b></p>					
Office/ Institution	Post held on regular basis	From	To	Pay band and Grade pay / Pay Level *	Nature of Duties (in detail) highlighting Experience required for the post applied for
<p>*Pay band &amp; Grade pay/ Pay Level granted under ACP/MACP are personal to the officer &amp; therefore, should not be mentioned. Only the pay band &amp; Grade pay/Pay Level of the post held on Regular basis should be mentioned. Details of ACP/MACP with pay band &amp; Grade pay where such benefits have been drawn by candidate may be indicated as below</p>					
Office/ Organisation	Pay/Pay band/Grade pay/Pay Level drawn under ACP/MACP scheme	From	To		
<p><b>17. Whether educational qualifications or other qualifications required for the post are satisfied.</b></p>					
<p><b>18. Professional Training/Courses attended (Relevant to the post being applied for)</b></p>					

<p><b>19. Details of award/ honour/ appreciation/other work experience (Relevant to the post being applied for)</b></p>
<p><b>20. Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient</b></p>
<p><b>21. Whether belongs to SC/ST/OBC/Ex Service men/PwBD/other categories</b></p>

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished herein is duly supported by the documents in respect of qualifications/employment details/work experience submitted by me & will be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct & true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date

Signature of the Candidate

Name & Designation

## Annexure-II

*To be filled up by the cadre controlling authority*

Office of.....

File No.....

Date.....

1. The applicant Shri/Smt./Ms..... if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years is being enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Telephone Number  
of the forwarding officer