



ICAR-INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE  
भ.कृ.अनु.परि. - भारतीय चरागाह एवं चारा अनुसंधान संस्थान  
Near Pahuj Dam, Gwalior Road, JHANSI - 284 003 (U.P.) INDIA  
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2730666 Fax : 0510-2730833 email : [igfri.director@gmail.com](mailto:igfri.director@gmail.com)



F.No. 5-7/3/DPC/Rectt/2020/Vol.IV

Dated: 27.09.2022

To,  
The Director/Project Director of ICAR Institutes

Sub:- Filling up of the vacant post of Administrative posts on deputation/ permanent/  
transfer/ absorption basis at ICAR-IGFRI, Jhansi & its RRS -regarding

Sir,

It is proposed to fill up the following Administrative posts at ICAR-IGFRI, Jhansi. .  
The particulars of the posts/eligibility/mode of appointment etc are detailed below:-

S.No.	Name of the post	No. of the post	Pay Level (7 <sup>th</sup> CPC)	Eligibility	Method of Appointment
01.	Assistant Finance & Accounts Officer	01 (UR)	Level-7	Junior Accounts Officer in the Pay Level-6 with 03 years of regular service in the grade from ICAR Institutes/ Headquarters of the Council by transfer on permanent absorption basis.	By promotion/ deputation or transfer on permanent absorption basis. *The deputation shall be for a period not exceeding three years.
02.	Assistant	10(UR) 2(ST) 2(SC)	Level-6	Holding analogous posts in the similar capacity OR having 10 year regular service in the grade of UDC in pay Level-4 in ICAR Unit.	By deputation OR transfer on permanent absorption basis *The deputation shall be for a period not exceeding three years.
03.	Upper Division Clerk	6(UR) 1(SC)	Level-4	Holding analogous posts in the similar capacity OR having 8 year regular service in the grade of LDC in pay Level-2 in ICAR Unit.	By deputation OR transfer on permanent absorption basis *The deputation shall be for a period not exceeding three years.

...contd.2..

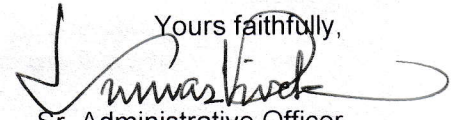
The above appointment/inter-institutional transfer in respect of all posts will be regulated as Council's norms.

It is requested that the above vacancy may please be circulated amongst the eligible employees working under your Institute. The application of only such candidate who fulfil the requisite eligibility conditions and can be relieved immediately in the event of their selection, may please be forwarded to this Institute in the prescribed Proforma (Annexure-I) alongwith their CR dossier for the last five years (Photocopy duly attested) on or before **31.10.2022**. Service of selection candidate will be governed by ICAR Rules and Guidelines.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be forwarding alongwith the application.

Incomplete applications and the applications received after the prescribed date without CR/APAR dossiers and certificates as prescribed above will not be entertained.

Encl.:- As above.

Yours faithfully,  
  
Sr. Administrative Officer

Copy to:-

1. The Under Secretary (Admn), ICAR, Krishi Bhawan, New Delhi- 110 001
2. The Under Secretary (CS), ICAR, Krishi Bhawan, New Delhi- 110 001
3. Incharge-ARIS Cell for placing on the website please.

**PROFORMA (ANNEXURE-I)**

1. Name of candidate :  
(In block letter)
2. Name of the Institute where candidate is working :
3. Date of Birth :
4. Educational Qualification :
5. Details of Service including present post :

Name of the Institute	Post Held	Scale of Pay/Pay Band	Period		Nature of Duties Performed/being performed
			From	To	

6. Whether Permanent/Temporary :
7. Do you belong to Scheduled Caste/Scheduled Tribe and if so indicate the same :
8. Indicate, the desired place of posting :  
(i) IGFRI Hqrs. Jhansi.  
or  
(ii) Regional Research Station, Dharward  
Or  
(iii) Regional Research Station, Avikanagar  
Or  
(iv) Regional Research Station, Srinagar
9. Any other information/particulars relevant to the service of the applicant. :

**Declaration**

I \_\_\_\_\_ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect, action may be taken against me and I shall abide by the decision of the Director, IGFRI, Jhansi.

Date:

Signature of the Candidate

**Certificate to be furnished by the Head of Office**

1. Certified that the information furnished above are verified from the service records of the candidate and found correct.
2. Vigilance Clearance Certificate.
3. CRs/APARs of the last five years (Attested photo copies)

Signature with seal of Office