



भा.कृ.अनु.प.-केन्द्रीय कंद फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
श्रीकारियम, तिरुवनंतपुरम - 695 017, केरल, भारत

ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Sreekariyam, Thiruvananthapuram - 695 017, Kerala, India



फ. सं. /F.No. 4-3/2012-Estt.
Comp. No. 165748

दिनांक /Dated 24.10.2025

*All the Directors/Project Directors/Project Co-ordinators
of the ICAR Institutes/NRCs/Directorates/Deputy Secretary (Admn), ICAR Hq.*

**विषय/Sub: Filling up the Administrative posts at ICAR-CTCRI, Regional Station
Bhubaneswar by deputation/permanent absorption basis - reg.**

Sir/Madam,

It is proposed to fill up the following vacant posts under Administrative category on Deputation/ Transfer on permanent absorption basis at ICAR-CTCRI Regional Station, Bhubaneswar. The selected candidates will be liable to be posted anywhere in India, as per the ICAR/CTCRI rules. Applications are invited from eligible ICAR officials/Central Government /State Government/Union Territories/Autonomous Bodies/PSUs as per the criterion furnished below:

Sl. No	Name & Details of the post	No. of vacancy	Pay level	Essential Requirements/Eligibility
1.	Assistant Administrative Officer (Transfer on deputation basis)	01 (UR)	Pay Level- 7	(i) Holding the analogous post on regular basis in parent cadre/department and eligible; or (ii) Having 5 years of regular service in the pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade pay of Rs.4200) in parent cadre /department.
2.	Assistant (Transfer on deputation with a provision for absorption)	01 (UR)	Pay Level- 6	(i) Holding the analogous post on regular basis in parent cadre/department; or (ii) Having 10 years of regular service in the Pay Level-4 Rs.25500-81100 (pre revised Pay Band-I, Rs.5200-20200 with Grade Pay of Rs.2400) in parent cadre/department.
3.	Lower Division Clerk (Transfer on deputation with a provision for absorption)	01 (UR)	Pay Level- 2	(i) LDCs of other ICAR Institutes /Headquarters, who have successfully completed probation period and confirmed in the ICAR service; Or

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				(ii) LDCs from the Central Government /State Government /Central Autonomous Bodies /Statutory Bodies /PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the prescribed educational qualification: • 12th Class or equivalent qualification from a recognized Board or University. • A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
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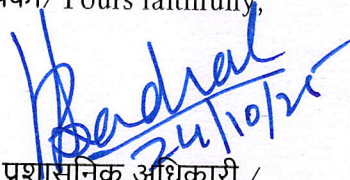
Note:

1. 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 to exceed 3 years.
2. Preference in deputation will be given to the officials of ICAR System.
3. The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
4. The maximum age limit for appointment on deputation/ deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of applications.
5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.

It is requested that the above vacancy may kindly be circulated among the eligible and desirous candidates, if any, working at your Institute/HQ. The application of suitable and willing eligible candidates may please be forwarded in the enclosed proforma along with their complete ACR/APAR dossiers (attested photo copies) for the last five years, so as to reach ICAR-CTCRI, Thiruvananthapuram on or before 01.12.2025.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate may also be furnished while forwarding the application. Incomplete applications and the applications received after the prescribed date or without APAR dossiers and prescribed certificates will not be considered.

आपका/Yours faithfully,


वरिष्ठ प्रशासनिक अधिकारी /
Senior Administrative Officer

अनुलग्नक / Encl:- as above (01 page).

Copy to:

1. Dr. V.S.Santhosh Mithra, Principal Scientist, ICAR-CTCRI- for publishing in website.
2. Sh. A Madhu, CTO, ICAR-CTCRI - for publishing in e-office notice board.

PROFORMA

APPLICATION FOR THE POST OF ADMINISTRATIVE CADRE

1.	Name of the Candidate (In BLOCK letters)	:		
2.	Designation	:		
3.	Date of Birth & Age	:		
4.	Educational & other qualifications	:		
5.	Name of the Institute, Department (Central Government / State Government / Union Territories / Autonomous Bodies / PSUs as the case may be)	:		
6.	Date of regular appointment	:		
7.	Brief particulars of the service including the present post			
	Post held	Pay Matrix Level/Pay band	Period	Nature of duties
8.	Whether belonging to SC/ST/OBC/EWS		:	
9.	Applying for the post of (strike off which is not applicable)		:	AAO/Assistant / L.D.C
10.	Any other information/particulars relevant to the service of the Employee		:	

DECLARATION

I, _____ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. I fully understand that in the event of any information being found false or incorrect at any point of time, I shall be liable for appropriate action as decided by the Director, ICAR-CTCRI.

Date:

Signature of the Candidate

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished above are correct. The Integrity Certificate and Vigilance clearance certificate and attested photo copies of the ACRs/APARs of the last five years are attached.

Signature of Head of office with seal