



ICAR- Directorate of Foot and Mouth Disease

खुरपका मुँहपका रोग निदेशालय

(Indian Council of Agricultural Research)

(भारतीय कृषि अनुसंधान परिषद्)

Mukteshwar- 263138, Uttarakhand, मुक्तेश्वर-263138, उत्तराखण्ड

दूरभाष सं (Tel.No.): 05942-286004, 286595, फैक्स (fax): 05942.286307

ई-मेल (E-mail): pattnaikb@gmail.com, director@pdfmd.ernet.in

www.pdfmd.ernet.in



F.No. 1-1(1)/PDFMD/2008-09/Rect. 589-590

Dated: 21-08-2018

To,

Directors/Project Directors of ICAR institutes/NRCs/ATARIs

Subject: Filling up one post of Asstt. Finance & Accounts Officer at ICAR-Directorate of FMD Mukteswar/ICAR-ICFMD, Bhubaneswar on deputation/ permanent transfer/ absorption basis in the Pay Level 7- Reg

Sir/Madam,

It is proposed to fill up one post of Assistant Finance & Accounts Officer in the Pay level 7 (Pay band-2 Rs 9,300-34,800/-) + Grade Pay of Rs. 4600/-, Pre-revised) at the Directorate from among eligible candidates working at ICAR Headquarters and other Institute/NRCs/Project Directorate. The terms of filling up the post and eligibility are as detailed below as per Council revised recruitment rules for the post of AF&AO circulated vide letter no Admn./14(2)/2015Estt 1/dated 17/08/2016:-

Name of the post	No. of post	Pay Level	Eligibility
Assistant Finance & Accounts Officer	01 (One) (UR)	Pay level 7	By promotion of Junior Accounts Officer 9300-34800+Grade pay of Rs 4200 (Pre-revised)/Pay Level 6 with three year of regular service in the grade from other Institutes/Headquarters of the Council. OR By promotions of assistants having rendered 5 years of continuous and regular service in the grade of Pay Band 2, Rs. 9300-34800 + Grade Pay of Rs 4200 and have qualified ICAR audit and account exam conducted by ICAR. OR Person holding analogous post i.e. AF&AO on regular basis in pay level 7 in any ICAR institute/headquarter.

Note: The post will be filled initially on Deputation basis for 1 year which can be extended or permanently absorbed on satisfactory performance.

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 immediately in the event of their selection may be sent so as to reach this office on and before **22-09-2018**. 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 officer/official are correct and that no disciplinary/vigilance case is pending or being contemplated against the officers/official. It may also be certified that honesty and integrity of this officer 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.**

Encl: Application Performa

Yours Faithfully,


Head of Office

Copy to:

1. The Deputy Secretary (Admn.), ICAR, Krishi Bhawan, New Delhi-110001
2. The Deputy Secretary (AS), ICAR, Krishi Bhawan, New Delhi-110001, with reference to SMD Letter No. AS4/3/2018-IA-1, Dated 30/31 July 2018
3. Guard File

Application Form the post of Assistant Finance & Accounts Officer

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 and Grade Pay :
7. Temporary or Permanent on present post:
8. Date of appointment to the present post :
9. Address for correspondence :
10. Personal contact details
 - (a) Mobile No.
 - (b) Residence No,
 - (c) E-mail address
11. Education qualifications (furnish details of examination passed from Matriculation onward)

Exam Passed	Subject (S)	Board/ university	Year of passing	% of marks obtained

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

Name of the 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 true and correct to the best of my knowledge and belief.

Date:

Signature of application

Certificate by the employer

Certified that the particulars furnished by the officers/ officials are correct as per records held in this office. No disciplinary/ vigilance case is pending or being contemplated against the officer /official.

Date:

Place:

(Signature)

Head of Office with stamp