



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान

# ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पीसंख्या: .बी .Post Bag No: 1701, मेरिकुन्नुपोस्ट Marikunnu Post,  
Kozhikode-673 012, Phone: Office 0495-2731410



F. No. 1/23/2023-Estt.

Dated: 19-08-2024

To

1. The Directors / Project Directors of ICAR Institutes / NRCs / Project Directorates / ATARls
2. The Under Secretary (Admin.), ICAR-Krishi Bhavan, New Delhi -110 001.
3. The Under Secretary (Hort.), ICAR KAB -II, Pusa, New Delhi -110 012

Sub: Filling up of 01 (one) post of Assistant Administrative Officer (UR) under ICAR-IISR,  
Kozhikode by Deputation - reg.

Ref: 1. ICAR Recruitment Rules (Group B) vide OM No. Admn. 11-2/2022-R&P dated 07-06-2023.  
2. ICAR-IISR Letter F No. 1/23/2024-Estt. dated 24-07-2024.

Madam/Sir,

Kindly refer this office letter cited 2(two) on above subject (copy enclosed). The Competent Authority has been pleased to extend the closing date for receipt of application upto 31-08-2024. All other details given in the letter remains the same.

Yours faithfully

  
Senior Administrative Officer

Encl: As above.



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(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)  
पोस्ट बैग संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,  
कोषिकोड Kozhikode-673012, केरल, Kerala, भारत India  
(ISO 9001: 2015 Certified Institute)



F. No. 1/23/2024-Estt.

Dated: 24-07-2024.

To

1. The Directors / Project Directors of ICAR Institutes / NRCs / Project Directorates /ATARIs
2. The Under Secretary (Admin.), ICAR-Krishi Bhavan, New Delhi – 110 001.
3. The Under Secretary (Hort.), ICAR KAB – II, Pusa, New Delhi – 110 012.

Sub: Filling up of 01 (One) post of Assistant Administrative Officer (UR) under ICAR-IISR, Kozhikode by Deputation / Permanent Absorption basis – reg.

Ref: ICAR Recruitment Rules (Group B) vide OM No. Admn. 11-2/2022-R&P dated 07-06-2023.

Madam/Sir,

The Director, ICAR-Indian Institute of Spices Research, Kozhikode invites application from amongst the eligible candidates working at ICAR Headquarters or ICAR- Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs to fill the following vacant post of Assistant Administrative Officer (AAO) by Deputation / Permanent Absorption basis.

| Sl. No. | Name of the post  | No. of Post    | Pay Level as per 7 <sup>th</sup> CPC | Eligibility  |
|---------|---|----------------|--------------------------------------|--|
| 01      | Assistant Administrative Officer (AAO)<br><br>*under ICAR-IISR, Kozhikode (1 No.) | 1 (One) * (UR) | Level 7                              | Holding the analogous post on regular basis in parent cadre/department and eligible<br><br>OR<br><br>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. |

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.

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मसालों की महक है निराली, सेवन से होगा देश खुशहाली



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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 application.*
5. *The official, who initially comes on deputation and considered suitable for the post, will 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 please be circulated amongst the eligible and desired candidates, working in your Institute and also in the Regional Stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along with attested copies of ACR/APARs for the last Five years. A certificate to the effect that no Disciplinary / Vigilance case is pending or being contemplated against the candidate along with Integrity Certificate may also be furnish while forwarding the application through proper channel.

The applications received without APAR/CR dossiers or Vigilance Clearance or Integrity Certificate will not be entertained. The application should reach this office on or before **15.08.2024**.

Yours faithfully

  
**Senior Administrative Officer**

Encl: As above.

## APPLICATION FORM

(Application for the post of **Assistant Administrative Officer** by Deputation basis under  
ICAR – Indian Institute of Spices Research, Kozhikode)

*(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)*

| 1                              | Name of the Candidate  |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
|--------------------------------|--|--------------|------|----|----------------------------|--------------------------------|-----------|--------------|------|----|----------------------------|--|--|--|--|--|--|
| 2                              | Date of Birth<br>(DD/MM/YYYY format)   |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 3                              | Present Post held  |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 4                              | Date of continuous and regular appointment in the present post: AAO / Pay Level 7<br>Assistant / Pay Level 6   |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 5                              | Name of the Institute / Office where presently working and postal address  |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 6                              | Present basic pay with pay level   |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 7                              | Category to which the candidate belongs<br>(SC / ST / OBC / UR)  |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 8                              | Address for Communication  |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 9                              | Educational Qualifications   |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 10                             | Details of Service   |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
|                                | <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 25%;">Name of the Institute / Office</th><th style="width: 15%;">Post held</th><th style="width: 15%;">Scale of Pay</th><th style="width: 10%;">From</th><th style="width: 10%;">To</th><th style="width: 25%;">Nature of Duties performed</th></tr></thead><tbody><tr><td style="height: 150px;"></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> |              |      |    |                            | Name of the Institute / Office | Post held | Scale of Pay | From | To | Nature of Duties performed |  |  |  |  |  |  |
| Name of the Institute / Office | Post held  | Scale of Pay | From | To | Nature of Duties performed |                                |           |              |      |    |                            |  |  |  |  |  |  |
|                                |  |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |
| 11                             | Any other relevant information   |              |      |    |                            |                                |           |              |      |    |                            |  |  |  |  |  |  |

(Signature of Candidate)

## **DECLARATION BY THE CANDIDATE**

I \_\_\_\_\_, hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief.

Date:

(Signature of the candidate)

Official Email ID:

Mobile No:

## **CERTIFICATE FURNISHED BY THE HEAD OF OFFICE**

01. It is certified that the information furnished by the candidate has been verified from the office / service records and found correct.
02. Certified that no Vigilance or Disciplinary cases is pending or being contemplated against him / her.
03. Certified that no minor / major penalty has been imposed on him/her.

Signature of the Head of Office