



भाकृअनुप - राष्ट्रीय चावल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
कटक - ७५३००६ (ओड़िशा), भारत

ICAR – National Rice Research Institute
(Indian Council of Agricultural Research)
Cuttack – 753 006 (Odisha), India
Website : www.icar-nrri.in
(An ISO 9001:2015 Certified Institute)



F. No. 10-154/2021-Adm.III //

Dated : 27.07.2021

To,

The Headquarters/All the Directors/All the Project Directors of ICAR Institutes/
All the NRCs/All the Project Directorates/All the Zonal Co-ordinating Units etc.

Sub: **Filling up of the post of Assistant Finance & Accounts Officer (Unreserved) on permanent absorption basis at ICAR-NRRI, Cuttack, Odisha - regarding.**

Sir/Madam,

It is proposed to fill up one post of Assistant Finance & Accounts Officer (Unreserved) on permanent absorption basis in the Pay Matrix Level-07 (₹44,900-₹1,42,400) at this institute from amongst eligible candidates working at ICAR Headquarters or at ICAR Institutes/NRCs/PDs/ZCUs.

The terms for filling up the post & eligibility criteria are as detailed below as per the Council's Revised Recruitment Rules for the post of AF&AO vide letter F.No. Admn.14(2)2015-Estt.I, dated 17.08.2016.

Name of the Post	No. of Post & Reservation	Pay Band	Eligibility Criteria
Assistant Finance & Accounts Officer	1 (One) UR	Pay Matrix Level-07: ₹44,900- ₹1,42,400 (Pre-revised Scale Pay Band-2 : ₹9300- ₹34800+ Grade Pay ₹4600/-)	Junior Accounts Officer in the Pay Matrix Level-6: ₹35,400-₹1,12,400 (Pre-revised Pay Band-2 : ₹9300-₹34800 + Grade Pay of ₹4200) with three years of regular service in the grade from other Institutes/ Headquarters of the Council on permanent absorption basis.

It is requested that the above vacant post may please be circulated among the eligible and desirous candidates/employees working at your Institute/Establishment to enable them to apply for the same in the prescribed pro-forma. Application(s) along with up-to-date APAR dossiers for the last five years should reach to the undersigned within 30 days from the date of issue of this letter. It may be noted that applications of only such candidates are required to be forwarded who can be relieved immediately in the event of his/her selection.

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 and/ or being contemplated against the officer/official. It may also be certified that honesty and integrity of this officer/official is satisfactory and no major/minor penalty has been awarded to him/her. Incomplete applications or those received after the prescribed

due date or without APAR dossiers and Vigilance Clearance Certificate will not be considered. Applications those not received through proper channel will not be entertained. Keep visiting our website www.icar-nrri.in regularly for further updates.

This is issued with the approval of the Director, NRRI, Cuttack, Odisha.

Encl. Application Pro-forma

Yours faithfully,

C. G. G.
23.7.21

(Head of Office)
ICAR-NRRI, Cuttack

Copy to:

1. The Deputy Secretary (Admn.), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi - 110 001 for circulation amongst the eligible candidates working at the Council's Headquarters.
2. The Director (Finance), Indian Council of Agricultural Research, Krishi Bhavan, New Delhi - 110 001.
3. The Under Secretary (Fy.), Indian Council of Agricultural Research, Krishi Anusandhan Bhavan, New Delhi -110 012.
4. Sr. Finance and Accounts Officer, ICAR-NRRI, Cuttack, Odisha.
5. Officer in-charge, substation, ICAR-NRRI, Cuttack, Odisha.
6. In-charge ARIS Cell for wide circulation amongst all ICAR Institutes & Headquarters.
7. Notice Board.

Estd. 1946

APPLICATION PRO-FORMA

**APPLICATION FOR THE POST OF
ASSISTANT FINANCE & ACCOUNTS OFFICER (UNRESERVED)
AT ICAR-NRRI, CUTTACK, ODISHA.**

Affix
passport size
Photograph

1. Name of the Candidate :
(in BLOCK letters)
2. Name of the Institute where he/she is working at :
present
3. Father/Husband Name :
4. Date of Birth of the Candidate (DD-MM-YYYY) :
5. Date of initial joining in ICAR :
6. Whether Permanent / Temporary :
7. Date of appointment on regular basis in the :
present post
8. Present Basic Pay with Level of Pay :
9. Whether belongs to (SC/ST/OBC/General) :
10. Address for Correspondence :

11. Personal contact details :

Mobile No. :

E-mail Address :

12. Educational qualifications (furnish details from Matriculation onward):

Examinations Passed	Subjects Studied	Board / University	Year of Passing	% of Marks obtained

13. Details of Technical/other qualifications (if any) :

14. (a) Have you passed the ICAR :

Audit & Accounts Examinations?

- (b) If YES, mention the date of passing :

(Supporting documents attached)

15. Experience/Service Details

Name of the Institute	Post held	Scale of Pay	Period		Nature of Duties
			From	To	

16. Any other information/particulars relevant to the :
service of the employee(s)

DECLARATION

I, do hereby, declare that all the particulars furnished by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected. I shall abide by the decision of the Director, ICAR-NRRI, Cuttack, Odisha.

Date:

Signature of the Candidate

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

1. The above particulars furnished by the candidate are correct as per office record.
2. It is certified that no vigilance/disciplinary case is pending/contemplated against the above candidate.

Date:

(Signature)

Head of Office with Seal