



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE
Near Pahuj Dam, Gwalior Road, JHANSI – 284 003 (U.P.) INDIA
Phone : 0510-2730158 Fax : 0510-2730833 email : email : igfri.director@gmail.com

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

Dated. 03.03.2026

To,

1. All The Director/Project Director of ICAR Institutes/NRC/Project Directorate/ATARIs
2. The Under Secretary (Admn.)/ICAR, Krishi Bhawan, New Delhi – 110001
3. The Under Secretary (CS), ICAR, KB-II, Pusa, New Delhi – 100012

Sub : Filling up the following administrative post on Deputation/Transfer/Absorption basis at ICAAR -IGFRI Jhansi – reg.

Ref : ICAR Recruitment Rule (Group B) vide O.M. No. Admn.11-2/2022-R&P dated 07.06.2023

Sir,

As per approval of Director, ICAR-IGFRI, Jhansi, it is proposed to fill up the following vacant administrative post on Deputation/Transfer/Absorption basis from eligible candidates working in ICAR Headquarter/Institutes/NRCs/Project Directorate/ATARIs etc. The particulars of the post and eligibility are given below :

Sl. No.	Name of Post	No. of Post	Pay Level	Eligibility Criteria
1.	Assistant Administrative Officer	01 (SC)	Level-7 (Rs. 44900-142400)	<p>By deputation amongst the officials of ICAR Headquarters or ICAR Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs,</p> <p>i) Holding the analogous post on regular basis in parent cadre/department and eligible;</p> <p>OR</p> <p>ii) Having five (05) years of regular service in Pay Level-6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs. 4200) in parent cadre/department.</p> <p>Note :</p> <p>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.</p> <p>2 Preference in deputation will be given to the officials of ICAR system.</p> <p>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.</p>

				<p>4 The maximum age limit for appointment on deputation/deputation (including short term contract) shall not exceed fifty six year on the closing date of receipt of application.</p> <p>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/Gol and the parent Department agrees to the proposal of permanent absorption.</p>
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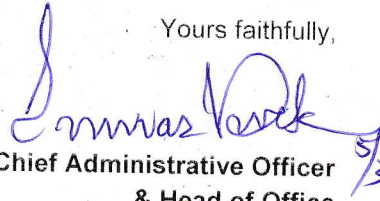
It is requested that the above vacancy may kindly be circulated widely amongst the eligible and desired candidates, working in ICAR HQ/Institutes/Regional Stations etc. Application of only such candidate, who can be relieved immediately in the event of their selection may please be forwarded to this Institute in the enclosed proforma (Annexure-I) along with the following documents :

- a) Duly attested copies of CR dossiers/APAR for last five years.
- b) Certificate to the effect that no Disciplinary/Vigilance case is pending or being contemplated against the candidate(s) along with Integrity Certificate may also be furnished while forwarding the application through the 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 duly forwarded by the Head of Office, on or before **02.04.2026** failing which the application will not be entertained.

This issues with the approval of Director, ICAR-IGFRI, Jhansi

Encl. : Format of Application

Yours faithfully,

**Chief Administrative Officer
 & Head of Office**

Copy to :

Incharge, AKMU Cell, ICAR-IGFRI, Jhansi for uploading on the Institute website & e-office notice board
 Guard File

APPLICATION FORM

1.	Name of the Candidate (CAPITAL LETTERS)	:	
2.	Post Applied for	:	
3.	Date of Birth (DD/MM/YYYY format)	:	
4.	Present Post held on regular basis with the date of appointment	:	
5.	Date of Confirmation/post held substantively	:	
6.	Name of the Institute/Office where presently working and postal address	:	
7.	Present basic pay with Pay Level	:	
8.	Category to which the candidate belongs (SC/ST/OBC/EBC/UR)	:	
9.	Father/Husband Name	:	
10.	Address for Communication	:	
11.	Mobile No.	:	
12.	E-mail ID (preferable @icar.org.in)	:	
13.	Educational Qualifications	:	
14.	Details of Service		
	Name of the Institute/Office	Post held	Scale of Pay
			Period
			Nature of Duties performed
15.	Any other relevant information	:	

(Signature of Candidate)

Declaration

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. 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, ICAR-IGFRI, Jhansi.

Date :

Signature of the Candidate

Certificate to be furnished by the Head of Office

1. It is certified that the information furnished by the candidate has been verified from the Office/Service records and found correct.
2. Certified that no Vigilance or Disciplinary case is pending or being contemplated against him/her.
3. Certified that no minor/major penalty has been imposed on him/her.
3. Attested copies of last five (05) years APAR are enclosed.

Signature of the Head of Office