



भा.कृ.अनु.प.-भारतीय कृषि अनुसंधान संस्थान
I.C.A.R.- INDIAN AGRICULTURAL RESEARCH INSTITUTE

कार्मिक ॥ अनुभाग, निदेशालय, नई दिल्ली 110012

PERSONNEL-II SECTION, DIRECTORATE, NEW DELHI – 110012

Tel. No.:011-25843588, 25843994 (Extn. 4218) Email: pii_dir@iari.res.in

F.No. 2-1/2017-P.II

Dated : 01.09.2026

To

1. The Director (Admn.), ICAR, Krishi Bhawan, New Delhi 110001
2. The Director (CS)/SMD (CS) ICAR Krishi Bhawan, New Delhi 110001
3. All the Directors/Project Directors /Zonal Project Directors/ National Research Centres/ the Bureaux

Subject: Filling up of 9 vacant posts of Assistant cadre on inter-institutional transfer on permanent absorption basis at ICAR-IARI, New Delhi.

Sir/Madam,

It is proposed to fill up posts of Assistant cadre at ICAR-Indian Agriculture Research Institute, New Delhi by recruitment through inter institutional transfer on permanent basis from amongst all respective institutes of ICAR and ICAR Hqrs. The details of posts and eligibility are given as under:

Sl. No.	Name of the post	Vacancies	Pay Matrix	Eligibility Criteria
1.	Assistant	(9 No.s) [UR-4, OBC-2, SC-1, ST-1, EWS-1]	7 th CPC, Pay Level-6 (Rs. 35,400 to 1,12,400) (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4200)	Applicants holding analogous post i.e. Assistant on substantive basis in the Pay level 6 of the 7 th CPC having completed minimum tenure of 5 years of regular service after initial appointment at ICAR Hqrs./Institute in ICAR Institutes/NRCs etc., who have successfully completed probation period and confirmed in the ICAR Service desiring inter-institutional transfer.

2. Eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure A) given overleaf in duplicate to the undersigned. The last date of receipt of application is 05.10.2026. Applications received after the last date or otherwise incomplete including advance copy of the application are not likely to be considered. The Director, ICAR-IARI, New Delhi however, will reserve the right to accept/ reject the applications without assigning reason thereof.

3. In case of applications received in large numbers the selection will be based on the criteria as formulated by the Selection Committee of ICAR-IARI, New Delhi.

4. Terms & conditions for inter-institutional transfer shall be governed as laid down in the ICAR's Circular F.No. Admn.7-1/2020-R&P dated 23.08.2023 (copy enclosed as Annexure B). The concerned employee shall be placed at bottom seniority in the seniority list i.e. below all incumbents of the post at the Institute to which he/she has been transferred and will thus be treated as junior-most in that grade in the new institute on the date of his/her joining the post on transfer basis. His past service rendered in the grade shall, however, be counted for all purposes including for promotion to next higher grade through Seniority-cum-fitness and through LDCE. Further, the transfer shall be considered as own request transfer & the official shall not be entitled for Transfer TA, Joining Time etc.

3th 50121
01/09/26

5. It is requested that the above vacancies may be circulated widely and the application of desirous candidates having completed requisite eligibility and who can be relieved immediately on the event of their selection may be forwarded.

6. The following documents may also please be sent along with the application:

- i. Attested copies of the APAR dossiers for the last five (05) years i.e. 2020-21 to 2024-25.
- ii. A Certificate to the effect that no disciplinary /vigilance case is pending against the applicant or being contemplated against him along with Integrity Certificate.
- iii. A statement of major/minor penalty, if any, imposed on the applicant during the last five years.

The applications received without the documents as mentioned above at Sl. No. 6 (i), (ii), (iii) will not be considered.

This issues with the approval of Director, ICAR-Indian Agricultural Research Institute, New Delhi.

Yours faithfully,

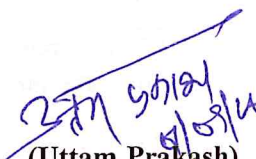
Encl.:

Application in the prescribed format as per Proforma

(Annexure A)

ICAR's Circular F.No. Admn.7-1/2020-R&P dated 23.08.2023

(Annexure B)


(Uttam Prakash)
Administrative Officer
Personnel-II Section
ICAR-IARI, New Delhi

ANNEXURE-AAPPLICATION PROFORMA FOR TRANSFER AT ICAR-IARI, NEW DELHI
(ON INTER-INSTITUTIONAL TRANSFER BASIS)

1	Name of the applicant & EHRMS ID:				
	Father's /Husband's name:				
2	Gender:				
3	Email ID of the applicant (preferably ICAR email ID i.e., @icar.org.in) and Mobile no.:				
4	Name, postal address & e-mail ID of the ICAR institute where applicant is working at present:				
5	Date of birth & age:				
6	Educational Qualifications from Matriculation onwards with year of passing & division:		Educational Qualifications & Board/ University	Year of passing	Division & % of marks
7	Name of the post to which originally appointed with date:				
8	Present post held on regular basis with date of appointment:				
9	Date of confirmation :				
10	Whether belongs to SC/ST/OBC/EWS :				
11	Brief particulars of service including the present post				
	Post held	Pay Band	Period	Name of Institute	Nature of Duties
12	Any other information/particular relevant to the service of the employee and significant contributions made				
13	Reason for transfer: (Pl. specify-max 100 words and attach necessary documents, if any) a) Spouse ground: (Whether employed in State Govt./Central Govt./ PSUs. If yes, please attach copy of self-attested ID proof issued by the department where spouse working)				

	b) Medical ground: (Self or any family members: Family as defined under CGHS/CS (MA) Rules c) Other (Give details):	
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I _____ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In event of any information found false or incorrect at any time in future, action may be taken against me and I shall abide by the decision of the Competent Authority.

Date: _____

(Signature of the applicant)

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the above information furnished by the aforesaid applicant has been verified from the Service Records and are found correct. Attested copies of the last 5 years APARs are enclosed. It is also certified that no Vigilance/ Disciplinary case is either pending or being contemplated against him/her.

Signature of the Head of Office
(With Stamp)

Date:

Place:



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.7-1/2020 - R&P

Dated: 23rd August, 2023

To,

The Directors/Project Directors/Zonal Coordinators of ICAR Research Institutes/NRCs/ATARIs/PDs/Bureaux.

Subject: Guidelines/Instructions regarding Inter-Institutional transfer of Administrative/ Support Staff of ICAR - amendment reg.

Sir/Madam,

The undersigned is directed to refer to the Council's Circulars No.33-8/2016 - Estt. I dated 15th/19th September, 2016, No.Admn.33-8/2016 - Estt.I (R&P) 24th October, 2018, OMs of even number dated 25th November, 2020 and 8th February, 2022 on the subject mentioned above. The existing instructions for Inter-Institutional transfer have been reviewed by the Council to streamline the same and with the approval of the Competent Authority the previous guidelines on the subject stand amended with immediate effect as per the Annexure attached herewith.

2. The past cases of promotion, whether by seniority-cum-fitness or Limited Departmental Competitive Examination (LDCE), shall not be re-opened.

Yours faithfully,

Enclosure: As above


23.08.2023
(N.K. Sarvang)

Under Secretary (R&P)

Distribution:

1. PSO to Secy.(D) & DG, ICAR for kind information of Secy.(D) & DG, ICAR.
2. Sr. PPS to AS(D) & Secy., ICAR for kind information of AS(D) & Secy., ICAR.
3. PPS to AS & FA (DARE/ICAR) for kind information of AS & FA(DARE/ICAR)
4. All DDGs/ADGs.
5. Joint Secretary (Admn.)/Joint Secretary (Pers.)/Joint Secretary (Fin.)/Deputy Secretary (Admn.).
6. Directors/Deputy Secretaries/Under Secretaries of all Subject Matter Divisions.
7. Secretary (SS), CJSC, IISWC, Dehradun.
8. Secretary (Staff Side), HJSC, ICAR Hqrs.
9. M&I Unit, DKMA for uploading on ICAR Website.
10. E-office Notice Board.

Note: Please download the copy of this guidelines/instructions as per requirement as it is not being distributed separately.

Guidelines for Inter-Institutional transfer for Group B & C administrative posts (excluding the posts under Unified Stenographers' Cadre)

1. The employee applying for transfer should have completed probation period before applying for transfer. A minimum service of five years should be completed from initial appointment before applying for inter-institutional transfer. Employee, once transferred on own request, cannot apply for transfer for the next 10 years.
2. All appointments by transfers shall only be made against vacancies earmarked for Direct Recruitment quota & not against vacancies under promotion quota.
3. There will be no inter-institutional transfer in rotational and routine manner as happens in case of Combined Cadre of Administrative Officers and Finance & Accounts Officers.
4. The Institute/ICAR Headquarters desirous of recruitment by transfer will circulate, with the approval of the Competent Authority, all such vacancies, to all Institutes/ICAR Headquarters.
5. An Administrative/Supporting (MTS) employee shall submit his/her application for transfer through proper channel, addressed to the Director of that Institute/ICAR Headquarters, which has circulated the vacancy inviting applications for transfer.
6. If the parent Institute/ICAR Headquarters, as the case may be, agrees to the request of the employee, the application for transfer shall be forwarded to the Director of the Institute/ICAR Headquarters, as the case may be, where the employee seeks transfer.
7. Upon receipt of the application through proper channel from the parent Institute/ICAR Headquarters, as the case may be, the Competent Authority of the Institute/ICAR Headquarters shall constitute a Selection Committee to consider all such applications with reference to availability of DR quota vacancies of the respective post. The composition of the Selection Committee shall be the same as that of Departmental Promotion Committee (DPC) as prescribed in the RRs of the said post.
8. In case the request of the employee is accepted on the recommendation of the Selection Committee, the Competent Authority of the Institute/ICAR Headquarters, where the employee seeks transfer, shall issue necessary orders regarding the employee's transfer in the Institute/ICAR Headquarters.
9. In case of transfer, the concerned employee shall be placed at bottom seniority in the seniority list, i.e., below all the incumbents of the post at the Institute/ICAR Headquarters to which he/she has been transferred and will thus be treated as junior-most in that grade in the new

 23.08.2023

Institute/ICAR Headquarters on the date of his/her joining the post on transfer basis. His/her past service rendered in the grade shall, however, be counted for all purposes including for promotion to next higher grade through Seniority-cum-fitness and through LDCE.

10. The transfer shall be considered as own request transfer & the official shall not be entitled for Transfer TA, Joining Time, etc.
11. Extraneous and outside pressures, if brought upon the administration shall attract the provision of CCS (Conduct Rules), 1964 as applicable to the Council's employees.
12. (a) Any condition in the aforesaid guidelines can be relaxed by the DG, ICAR.

(b) Notwithstanding anything in the above guidelines, the DG, ICAR may transfer any official holding any Group 'B' or Group 'C' administrative posts in public interest, from one constituent unit of ICAR to another constituent unit of ICAR keeping in view functional requirements and overall organizational interest.

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 23.08.2023