



ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH  
HESSARAGHATTA LAKE POST, BENGALURU-560089

F.No.4-77/2004-Estt.(R-AFAO)-

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Dated: July, 2018

To,

1. The Directors/ Project Directors of all the ICAR Institutes / NRCs and Zonal project Directorates
2. The Director (GA &E), KAB, Pusa, New Delhi – 110 112.

Sub: Filling up of the post of Assistant Finance & Accounts (un-reserved)  
Officer at IIHR, Bengaluru -Regarding

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Sir,

It is proposed to fill up a post of Assistant Finance & Accounts Officer (un-reserved) in the Pay Level 7 in the pay matrix (pay band of 9300-34800 + Grade Pay of 4600 pre-revised) at ICAR-Indian Institute of Horticultural Research, Hessaraghatta Lake, Bengaluru-560 089 **on permanent absorption basis..** The particulars of the post and eligibility are detailed below:

Sl.No.	Name of the Post	No. of Post	Pay band	Eligibility
1.	Assistant Finance & Accounts Officer (UR)	1 (One)	Pay level 7 in the pay matrix (pre-revised Rs.9300-34800 + grade pay of Rs.4600)	<p>a. By promotion of JAO with 03 years of regular service in the grade from other Institutes / Headquarters of the Council on Permanent absorption basis.</p> <p>b. failing (a) above, by promotion of Assistants having rendered 05 years of continuous and regular service in the grade and have qualified ICAR Audit &amp; Accounts Exam conducted by the ICAR.</p> <p>c. failing (a) &amp; (b) above by promotion of Assistant having rendered 03 years of service in the grade and have qualified ICAR A&amp;A Examination or by JAO in the grade with 02 years of regular service and having undergone successfully a 2 months training programme at NIFM, Faridabad &amp; having qualified the examination based on the training.</p>

It is requested that the vacancy may please be circulated among the eligible and willing employees of your Institute. The applications, if any in the enclosed proforma may be forwarded to this office alongwith the following records. Application of only such candidates who can be relieved immediately in the event of their selection for the above post may be forwarded.

- i) Upto- date xerox copies of CR dossiers for the last five years.
- ii) Certificate to the effect that no disciplinary proceedings are pending/contemplated against the official.

The last date for receipt of application is **31.08.2018.**  
The applications received without CR dossiers and vigilance clearance certificate will not be considered.

Yours faithfully,



(G.G.HARAKANGI)

CHIEF ADMINISTRATIVE OFFICER

Encl: as above

## PROFORMA

Applications on Plain Paper superscribed as 'Application for the post of Assistant Finance & Accounts Officer (on permanent absorption basis) giving the following details should be sent to the Director, Indian Institute of Horticultural Research, Hessaraghatta, Bangalore-560089 on or before **31.08.2018**.

1.	Name of the candidate (In block letters)	
2.	Name of the Institute where working now	
3.	Full postal address	
4.	Post held at present indicating whether on adhoc or regular basis	
5.	Date of birth	
6.	Educational qualification giving details of examination passed from matriculation onwards.	
7.	Details of Technical/other qualifications if any & also details of the departmental examination if any passed	
8.	Whether belongs to SC/ST	

9. Service details

Name of the Institute	Post held	Scale of pay	Period		Nature of duties	Whether adhoc or on regular basis
			From	To		

10.	Date of appointment to the grade of JAO on regular basis.	
11..	Whether Perm./Temporary	
12.	Any other information	

I hereby declare and certify that the information furnished are correct and true to the best of my knowledge and belief.

SIGNATURE OF THE CANDIDATE