



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़ - 671124, केरल, भारत



ICAR-Central Plantation Crops Research Institute
Kasaragod - 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



F.No.2(16)Deputation/Absorption/2021-Estt.

Dated 15.04.2025

All the Directors/Project Directors of
ICAR Research Institutes /
Zonal Project Directorate / Bureaux/NRCs

Sub : Filling up of vacant one post of Assistant Finance & Accounts
Officer on Permanent absorption at ICAR-CPCRI, Kasaragod

Sir/Madam,

It is proposed to fill up the following vacant post of Assistant Finance & Accounts Officer at this Institute on permanent transfer basis from the eligible candidates working in ICAR Head Quarters/Institutes/NRCs/Project Directorates etc. The particulars of the post and eligibility criteria is detailed below:

Sl. No.	Particulars of post & place of post	No. of vacancy	Scale of pay	Eligibility of Criteria
1	Assistant Finance & Accounts Officer at CPCRI Kasaragod	01 (UR)	Pay level 7 of 7 th CPC	Qualified candidates of ICAR Audit and Accounts Examination for the post of Assistant Finance & Accounts Officer from the ICAR Headquarters /Institutes

The post is presently for ICAR-CPCRI, Kasaragod. However, Director, ICAR-CPCRI has the right to transfer the same to any of the Regional station/Research Centres of ICAR-CPCRI.

It is requested that the above vacancy may be circulated widely and the application of suitable and desirous candidates who fulfill the requisite eligibility may kindly be forwarded in the enclosed proforma along with his/her up to date attested Annual Performance Appraisal Report (APAR) dossier for the last five years so as to reach the undersigned on or before 05.05.2025. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded.

A 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 proper channel. The application received without APAR dossiers and vigilance/disciplinary clearance and integrity certificate will not be entertained. The applications should reach this office on or before the last date given i.e. 05.05.2025.

Yours faithfully,

(Subramanian RN)
Senior Administrative Officer

Encl: as above

Copy to:

1. The Admin, E-Office for uploading the same in the e-office notice board
2. The Scientist-in-charge (PME), ICAR-CPCRI, Kasaragod
3. The Scientist-in-charge(Library), ICAR-CPCRI, Kasaragod for uploading in the Institute website

PROFORMA FOR APPLYING TO THE POST OF
ASSISTANT FINANCE & ACCOUNTS OFFICER AT ICAR-CPCRI, KASARAGOD

- 01 Name of the candidate :
- 02 Name of the Institute where Candidate is working now :
- 03 Date of Birth/Present Age :
- 04 Date of Appointment on regular basis in the present grade :
- 05 Educational Qualification :
- 06 Date of passing the ICAR Audit and Accounts Examination to the post of AF&AO :

7. Details of service including present post

Name of Institute	Post held	Scale of Pay	Period		Nature of duties
			From	To	

- 08 Whether Permanent/Temporary :
- 09 Whether belongs to SC/ST/OBC/General :
- 10 Present basic pay with scale of pay :
- 11 Computer operational knowledge :
- 12 Any other information :

Declaration

I,, hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the promotion /transfer, action may be taken against me and I shall abide by the decision of the Director, ICAR-Central Plantation Crops Research Institute, Kasaragod.

Date :

Signature of the Applicant

Certificate to be furnished by the Head of Deptt./Office

Certified that the information furnished by the candidate has been verified from the office/ Service records and found correct.

Signature of Head of Office