



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान ICAR - INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पोस्ट बैग संख्या: Post Bag No: 1701, मेरिकुन्नु पोस्ट Marikunnu Post,

कोषिकोड Kozhikode-673012, केरल, Kerala, भारत India

(ISO 9001: 2015 Certified Institute)



F. No. 1/23/2023-Estt.

Dated: 19-06-2025.

To

1. The Directors / Project Directors of ICAR Institutes / NRCs / Project Directorates /ATARIs
2. The Under Secretary (Admin.), ICAR-Krishi Bhavan, New Delhi – 110 001.
3. The Under Secretary (Hort.), ICAR KAB – II, Pusa, New Delhi – 110 012.

Sub: Filling up of 01 (One) post of Assistant Administrative Officer (UR) at ICAR-IISR, Regional Station, Appangala by Deputation basis – reg.

Ref: ICAR Recruitment Rules (Group B) vide OM No. Admn. 11-2/2022-R&P dated 07-06-2023.

Madam/Sir,

The Director, ICAR-Indian Institute of Spices Research, Kozhikode invites application from amongst the eligible candidates working at ICAR Headquarters or ICAR- Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs to fill the following vacant post of Assistant Administrative Officer (AAO) by Deputation basis.

S. N.	Name of the post	No. of Post	Pay Level as per 7 th CPC	Eligibility
1	Assistant Administrative Officer (AAO) at ICAR-IISR RS, Appangala, Madikeri, Kodagu Dist., Karnataka (1 No.)	1 (One) (UR)	Level 7 in 7 th CPC Pay Matrix	Holding the analogous post on regular basis in parent cadre/department and eligible OR Having 5 years of regular service in the Pay Level - 6 (Pre-revised Pay Band - 2 Rs.9300 - 34800 with Grade Pay of Rs.4200) in parent cadre/department.

Note:

मसालों की महक है निराली, सेवन से होगा देश खुशहाली

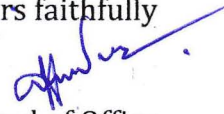
Note:

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.*
2. *Preference in deputation will be given to the officials of ICAR System.*
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.*
4. *The maximum age limit for appointment on deputation / deputation (including short term contract) shall 'not exceeding 56(fifty six) years' on the closing date of receipt of application.*

It is requested that the above vacancies may please be circulated amongst the eligible and desired candidates, working in your Institute and also in the Regional Stations. Application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the enclosed proforma along with attested copies of ACR/APARs for the last Five years (2019-20 to 2023-24). A certificate to the effect that no Disciplinary / Vigilance case is pending or being contemplated against the candidate along with Integrity Certificate may also be furnished while forwarding the application through 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 on or before 31-07-2025.

Yours faithfully



Head of Office

ICAR-IISR, Kozhikode

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR-Indian Institute of Spices Research
मेरिकुन्नु पी.ओ, Marikunnu (PO) कोषिकोड Kozhikode
पिन PIN-673 012 केरल Kerala भारत India

Encl: As above.

APPLICATION FORM

(Application for the post of **Assistant Administrative Officer** by Deputation basis at
ICAR – Indian Institute of Spices Research, Kozhikode)

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

1	Name of the Candidate	
2	Date of Birth (DD/MM/YYYY format)	
3	Present Post held	
4	Date of continuous and regular appointment in the present post: AAO / Pay Level 7 Assistant / Pay Level 6	
5	Name of the Institute / Office where presently working and postal address	
6	Present basic pay with pay level	
7	Category to which the candidate belongs (SC / ST / OBC / UR)	
8	Address for Communication	
9	Educational Qualifications	

10	Details of Service					
	Name of the Institute / Office	Post held	Scale of Pay/ Pay level	From	To	Nature of Duties performed
11	Any other relevant information					

(Signature of Candidate)

DECLARATION BY THE CANDIDATE

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.

Date:

(Signature of the candidate)

Official Email ID:

Mobile No:

CERTIFICATE 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 cases is pending or being contemplated against him / her.
3. Certified that no minor / major penalty has been imposed on him/her.

Signature of the Head of Office