



**भारतीय कृषि उच्चतर प्रसंस्करण संस्थान**  
**ICAR-NATIONAL INSTITUTE OF SECONDARY AGRICULTURE**  
**नामकुम, रांची - ८३४ ०१०**  
**NAMKUM, RANCHI – 834 010**

F.No. NISA/Admin.I/Rectt. /IIT-Adm./26/ ६९८

Dated: 13.02.2026

To,

All Directors/ Project Directors,  
ICAR Research Institutes/ NRCs/ ATARIs etc.

**Sub.: Filling up of vacant posts of Multi-Tasking Staff (MTS) on permanent absorption through transfer at ICAR-NISA, Ranchi and its KVK, Khunti as per ICAR's Group 'C' Administrative Posts Recruitment Rules,2023 O.M. vide F.No. Admn.11-2/2022-R&P dated 07.06.2023 -reg.**

Sir / Madam,

It is proposed to fill up the vacant post of Multi-Tasking Staff (MTS) at ICAR- National Institute of Secondary Agriculture (NISA), Ranchi and its KVK, Khunti on permanent absorption through transfer.

The details of post and eligibility criteria are as follows:

SI. No.	Name of the Post & Pay Level	No. of vacant posts	Place of posting	Essential Requirement & Eligibility
1.	<b>Multi-Tasking Staff (MTS)</b> (Pay Level- 01 of 7 <sup>th</sup> CPC (Pre-revised) P.B.-1 Rs.5200-20200 + 1800/- (GP))	<b>22</b> (UR-10, SC-03, ST-05, EWS-04)	ICAR-NISA, Ranchi	Candidate holding analogous posts of ICAR Hqrs. / Institute for permanent absorption through transfer.  Candidate from the Central Government / State Government / Central Autonomous Bodies / Statutory Bodies / PSUs, who have confirmed in their parent organisation after successfully completing probation period desiring transfer and possess the education qualification Matriculation from a recognised board or equivalent.
2.	<b>Multi-Tasking Staff (MTS)</b> (Pay Level- 01 of 7 <sup>th</sup> CPC (Pre-revised) P.B.-1 Rs.5200-20200 + 1800/- (GP))	<b>02</b> (UR)	KVK, Khunti, Ranchi	Candidate holding analogous posts of ICAR Hqrs. / Institute for permanent absorption through transfer.  Candidate from the Central Government / State Government / Central Autonomous Bodies / Statutory Bodies / PSUs, who have confirmed in their parent organisation after successfully completing probation period desiring transfer and possess the education qualification Matriculation from a recognised board or equivalent.

**Note:**

1. The selection will strictly adhere to ICAR guidelines published from time to time.
2. The crucial date of eligibility is **01.01.2026**.
3. Preference in selection will be given to officials of ICAR system.

▪ The eligible applicants may send their applications through proper channel in the enclosed proforma (as Annexure A). The last date of receipt of application is **12.03.2026**. Applications received after the last date or otherwise incomplete including advance copies of the applications are not likely to be considered.

The Director, ICAR-NISA, Ranchi however, will reserve the right to accept / reject the application(s) without assigning reason(s) thereof.

- In case, applications are received in large numbers, criteria as prescribed by ICAR *vide* its circular no. Admin.7-1/2020-R&P dated 25.11.2020 shall be applied and / or any other criteria formulated by the Selection Committee of ICAR-NISA (in case of transfer sought on the same ground) for selecting the candidate for the above vacancies.
- Terms and Conditions for Transfer shall be governed as laid down in the ICAR's Circular(s) *vide* No. 33-8/2016-Estt.I dated 15<sup>th</sup> / 19<sup>th</sup> September, 2016, F.No. Admn.7-1/2020-R&P dated 25.11.2020, F.No. Admn.11-2/2022-R&P dated 07.06.2023 and F.No. Admn.7-1/2020-R&P dated 23.08.2023.
- This transfer will be considered as transfer on "own request" and no joining time / TTA will be admissible.

It is requested that the above vacancies may be circulated widely and the applications of willing candidates having completed requisite service on the crucial date of eligibility and who can be relieved immediately in the event of their selection may be forwarded.

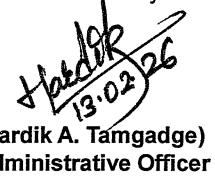
**The application should be addressed to the Director, ICAR-NISA, Namkum, Ranchi-834010 and email at [director.icar.nisa@gmail.com](mailto:director.icar.nisa@gmail.com).**

**The following documents may also be sent along with the application:**

1. Attested copies of the APAR dossiers for the last five (05) years.
2. A statement of major / minor penalty, if any, imposed on the applicant during last ten (10) years.
3. Vigilance Clearance Certificate & Integrity Certificate.
4. Any other relevant document.

This is issued with the approval of the Director, ICAR-NISA, Ranchi.

Yours faithfully

  
Hardik A. Tamgadge  
13.02.26

(Hardik A. Tamgadge)  
Administrative Officer

**Encl.: Annexure - A**

**Copy to:**

1. Under Secretary (R&P), ICAR, New Delhi (for kind information)
2. Under Secretary (Admn.), ICAR, New Delhi (for kind information)
3. Under Secretary (Agr. Engg.), ICAR, New Delhi (for kind information)
4. I/c, PME Cell (with a request to upload on Institute's website)
5. Nodal Officer, e-Office (with a request to publish in e-Office notice board)
6. Guard File

## **Annexure - A**

### **PROFORMA**

Application for the post of .....

1. Name of the Candidate : .....
2. Name of the Institute : .....
3. Postal Address with Email ID and Phone No. : .....
4. Date of appointment to the Present Post : .....
5. Date of Joining in ICAR / Govt. Service : .....
6. Date of Birth : .....
7. Education Qualification : .....
8. Whether belongs to SC/ST/OBC/EWS/General : .....
9. Service Particulars

Name of the Institute	Post held	Grade Pay & Basic Pay	Period		Nature of duties	Whether Ad hoc or on regular basis
			From	To		

10. Any other information/ particulars relevant to the service of the applicant : .....

I do hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief.

**Signature of the applicant**

#### **CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE**

Certified that the information furnished by the aforesaid applicant has been verified from the Office/ Service records and found correct.

**Head of Office/AO/ Director**