



भाकृअनुप – राष्ट्रीय 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/ 220

Dated: 20.07.2026

To,

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

Sub.: Filling up of vacant posts of Administration on deputation / transfer basis at ICAR-NISA, Ranchi and its KVK, Khunti as per ICAR's Group 'B' & 'C' Administrative Posts Recruitment Rules, 2023 O.M. vide F.No. Admn.11-2/2022-R&P dated 07.06.2023 & Guidelines regarding Inter-Institutional Transfer of Administrative/Support Staff of ICAR vide F.No. Admn.7-1/2020-R&P dated 23.08.2023 -reg.

Sir / Madam,

It is proposed to fill up the vacant post administration at ICAR- National Institute of Secondary Agriculture (NISA), Ranchi and its KVK, Khunti on deputation / transfer basis.

The details of post and eligibility criteria are as follows:

Sl. No.	Name of the Post & Pay Level	No. of vacant posts	Essential Requirement & Eligibility
1.	Assistant (Pay Level-6) of 7 th CPC (Pre-revised) P.B.-2 Rs.9300-34800 + 4200/- (GP))	03 posts (01-UR, 01-OBC, 01-EWS) + 01 Post (UR) KVK, Khunti	Deputation (ISTC) & Permanent Absorption Officials of ICAR system or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs i) Holding the analogous post on regular basis in the parent cadre / department. OR ii) Having Ten (10) years of regular service in the Pay Level – 04 (Rs.25500-81100) {Pre-revised pay scale PB-1 5200-20200 + Rs.2400 GP} in the parent cadre / department
2.	Upper Division Clerk (UDC) (Pay Level-4) of 7 th CPC (Pre-revised) P.B.- 1 Rs.5200-20200 + 2400/- (GP))	04 posts (UR)	By deputation amongst the officials of ICAR system or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs i) Holding the analogous post on regular basis in the parent cadre / department. OR ii) Having Eight (08) years of regular service in the Pay Level – 02 (Rs.19900-63200) {Pre-revised pay scale PB-1 5200-20200 + Rs.1900 GP} in the parent cadre / department
3.	Lower Division Clerk (LDC) (Pay Level-2) of 7 th CPC (Pre-revised) P.B.- 1 Rs.5200-20200 + 1900/- (GP))	02 posts (UR)	By deputation amongst the officials of ICAR system or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs i) Holding analogous post on regular basis in the parent cadre / department.

The initial period of deputation shall be one (01) year, which may be extended up to a maximum period of three (03) years, subject to satisfactory performance and the approval of the competent authority.

Officials who initially join on deputation and are found suitable for the post may be considered for permanent absorption by the appointing authority, subject to the fulfilment of the following conditions:

- No eligible incumbent is available in the feeder cadre in accordance with guidelines of DoPT/ GoI/ ICAR;
- The appointing authority is satisfied with the officer's performance during the deputation period; and
- The parent department/organization conveys its concurrence to the proposal for permanent absorption.

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 19.08.2026**. Applications received after the last date or otherwise incomplete including advance copies of the applications are not likely to be considered.
 - 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 15th / 19th 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.

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

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.

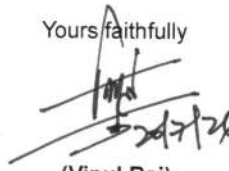
The application should be addressed to the Director, ICAR-NISA, Namkum, Ranchi-834010 and email at director.icar.nisa@gmail.com.

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


(Vipul Raj)
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

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

Application for the post of

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

Name of the Institute	Post held	Scale of 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 :

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that I have carefully read and understood the instructions and particulars of this application and that all entries in this form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected at any time before or after the selection, action may be taken against me and I shall be bound by the decision of the employer.

Date:

Place:

Signature of the Candidate

Name:

Designation:

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. The Officer will be relieved from this establishment shortly after the receipt of intimation about his / her selection for joining at ICAR-NISA, Ranchi against the relevant post.

Signature with stamp of the Head of Office