



भारतीय चावल अनुसंधान संस्थान  
राजेंद्रनगर, हैदराबाद - 500 030  
**ICAR-Indian Institute of Rice Research**  
(formerly Directorate of Rice Research)



(Indian Council of Agricultural Research)  
Rajendranagar, Hyderabad - 500 030; www.icar-iirr.org ; email: director.iirr@icar.gov.in

Director: 040-24591216/218; Chief Admin Officer: 040-24591321; Fax: 040-24591217; email: hoa.iirr@icar.gov.in

F. No.2-4/Admin/2024

Dt: 14.10.2024

To,

**All the Directors of ICAR Institutes/Project Directorates/ National bureaux/ NRCs/ ATARIs**

**Sub: Filling up of the posts of Assistant, UDC, LDC and MTS by Transfer/ Permanent absorption basis at ICAR-IIRR, Hyderabad- reg.**

Sir,

The Director, ICAR-Indian Institute of Rice Research, Hyderabad is inviting applications of eligible candidates for filling up following posts by transfer permanent absorption basis. The particulars are as under:

Sl No.	Post	No. of posts	Pay Level	Eligibility
1.	Assistant UR-3 OBC-1	04	Pay Level-06	UDC's in the Pay Level-4 of the 7 <sup>th</sup> CPC (Pre revised PB 5200-202000+GP 2400/-) having at least 10 years of regular service in the grade. OR Persons holding analogous post i.e Assistant on substantive basis in the Level-6 of the 7 <sup>th</sup> CPC (Pre-revised PB 9300-34800+GP 4200/-) having completed minimum tenure of 3 years of regular service after initial appointment at ICAR Hqrs/Institute as on 1 <sup>st</sup> January, 2024
2.	Upper Division Clerk UR-1	01	Pay Level-04	Regular UDC in the Level-4 of the 7 <sup>th</sup> CPC (Pre revised PB 5200-20200+GP2400/-) at ICAR Institute OR with 8 years regular services as LDC.
3	Lower Division Clerk  UR-2 SC-1 ST-1 OBC-1	05	Pay Level-02	(i). LDCs of other ICAR Institutes/ Headquarter, who have successfully completed probation period and confirmed in the ICAR service desiring transfer. . LDCs from the Central Government/State Government/Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed for direct recruitment to the post of LDC.

Contd.,

4	Multi Tasking Staff (MTS- (erstwhile SSS)  UR-1 SC-1 OBC-3	05	Pay Level-01	(i) . MTS of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service, desiring transfer. (ii). MTS from the Central Government/ State Government Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed for direct recruitment to the post of MTS.
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- The Employee applying for transfer should have completed probation period before applying for transfer.
- A minimum period of 5 years should be completed from initial appointment before applying for inter-institutional transfer: Employee, once transferred on own request cannot apply for transfer for the next 10 years.
- Preference will be given to the officials of ICAR system.
- The other terms and conditions for inter-institutional transfer will be as per ICAR guideline Admn 7-1/2020-R&P dt 23.08.2023 and other extant guidelines available on the subject

It is requested that the vacancy may be circulated amongst the eligible and desirous candidates, if any working at your institute/ establishment. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded in the attached proforma to the undersigned along with the attested copies of APAR for the last 5 years, so as to reach this Office within 30 days of issue of this circular .

Candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh. Andaman & Nicobar Island or Lakshadweep can submit their application within 45 days of issue of this circular.

A certificate to the effect that No disciplinary case is pending or being contemplated against the candidates may also be furnished while forwarding the application through proper channel.

Incomplete applications or those received alter prescribed due date or without CR dossiers/ Vigilance clearance certificate will not be considered.

  
**(Shitanshu Kumar)**  
**Chief Administrative Officer**  
 मुख्य प्रशासनिक आधिकारी  
**Chief Administrative Officer**  
 भाकृअनुप-भारतीय चावल अनुसंधान संस्थान  
 ICAR Indian Institute of Rice Research  
 राजेन्द्रनगर, हैदराबाद-500 030. (तेलंगाना)  
 Rajendranagar, Hyderabad-500 030. (T.S.)

ICAR- INDIAN INSTITUTE OF RICE RESEARCH  
(Formerly Directorate of Rice Research)

Rajendranagar, Hyderabad – 30: Telangana

Phone No's: 040-24591216, 24591218

APPLICATION FORM

POST NAME & FUNCTIONAL GROUP:

1.	Name of the candidates (In Block Letters)	:	
2.	Name of the Institute where the candidate is working	:	
3.	(a) Postal Address	:	
	(b) Mobile No.	:	
	(c) E- Mail id	:	
4.	(a) Date of initial appointment on DR	:	
	(b) Name of the DR post & pay scale	:	
	(c) Functional Group	:	
	(d) Present Post & Pay Scale	:	
5.	Date of Birth	:	
6.	Sex (M/F)	:	
7.	Whether belongs to SC/ST/OBC, (attach the self attested copy of the certificate in case SC/ST/OBC)	:	

8. Grounds on which transfer sought (Tick mark as applicable) (supporting documents to be enclosed)

- a) Medical Grounds
- b) Spouse Grounds
- c) Two years before superannuation
- d) Length of Service in difficult areas
- e) Others (Give details)

9. Educational Qualification given details of examination passed as Matriculate and onwards

Examination passed	Board/University	Year of passing	Subjects	% of Marks

10. Details of Technical/other qualification, if any

11. Service Details:

Name of the Institute	Post Held	Scale of pay	Period	Nature of duties performed

I do hereby declare and certify that the information furnished above is correct and true the best of my knowledge and belief.

Signature of the candidate  
With date

Certified that the above information furnished by the candidate has been verified with the service records and found correct and is free from vigilance angle and no disciplinary case is either pending or contemplated against him/her.

Signature of Head of Administration  
With seal