



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
पी. बी. नं : 1701, मेरिकुन्नु पी.ओ., कोषिकोड - 673012 केरल, भारत
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
P.B. No: 1701, Marikunnu P.O., Kozhikode - 673 012, Kerala, India
(ISO 9001: 2015 Certified Institute)



Three times winner of Sardar Patel Outstanding ICAR Institution Award

F. No. 1/23/2021-Estt.

Dated: 01.12.2025

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 Administrative post (Assistant, LDC and MTS) on Inter-Institutional Transfer/Deputation Basis at ICAR-IISR, Kozhikode - reg.

Ref: (1) ICAR recruitment rules (Group B & Group C) vide OM No. 11-2/2022-R&P dated 07.06.2023

(2) ICAR guidelines on Inter Institutional transfer of Administrative/ Support staff of ICAR vide F. No. Admn. 7-1/2020-R&P dated 23.08.2023

Madam/Sir,

The Director, ICAR-Indian Institute of Spices Research, Kozhikode invites application from amongst the eligible Candidates to fill the following vacant post of Assistant/LDC/MTS on Inter-institutional Transfer/ Deputation.

Sl. No.	Name of the post	No. of the post	Pay level	Eligibility Criteria
01	Assistant	(07 post) (04 - UR, 01 - OBC 01 - SC & 01 - EWS)	Pay Level - 6 (Pre- revised PB- 2 Rs. 9300 - 34800+ GP 4200)	By Inter-Institutional Transfer: holding analogous post on regular basis in ICAR Headquarters/ICAR Institutes/KVK. Candidate should have completed probation period and a minimum period of 5 years also should be completed from initial appointment before applying for Inter-Institutional transfer. OR By Deputation: Deputation amongst the officials of ICAR system or central Government or state government or Union Territories or Autonomous bodies or PSUs 1. Holding analogous post on regular basis in parent cadre/department OR 2. Having 10 years of regular service in the Pay level 04 Rs. 25500-81100 (pre-revised pay band- 1, Rs. 5200-20200 with Grade Pay of Rs. 2400) in parent cadre/department.

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Spicing up the Nation's Progress

02	Lower Division Clerk	(01 post) 1. -UR)	Pay Level – 2 (Rs. 19900-63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs. 1900)	By Inter-Institutional Transfer: Lower Division Clerks of ICAR Hqrs./Institutes. Candidate should have completed probation period and a minimum period of 5 years also should be completed from initial appointment before applying for Inter-Institutional transfer. OR Lower Division Clerks from the Central Government/State Government/Central Autonomous Bodies/ Statutory Bodies/PSUs, who have confirmed in their parent Organization after successfully completing probation period and possess the Educational qualification of 12th class or equivalent qualification from a recognized Board or University.
03	Multi-Tasking Staff	(29 post) (15 UR, 08 OBC, 03 SC, 03 EWS)	Pay Level- 1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800)	By Inter-Institutional Transfer: Multi-Tasking Staffs in the of ICAR Hqrs./Institutes. Candidate should have completed probation period and a minimum period of 5 years also should be completed from initial appointment before applying for Inter-Institutional transfer. OR Multi-Tasking Staffs from the Central Government/State Government/Central Autonomous Bodies/ Statutory Bodies/PSUs, who have confirmed in their parent Organization after successfully completing probation period and possess the Educational qualification of Matriculation(SSLC/10 th STD) from a recognized Board or equivalent.

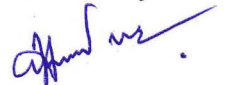
The above Inter-Institutional Transfer will be regulated as per the Council's instructions issued vide ICAR letters referred above and amended from time to time.

1. The maximum age limit for appointment on deputation shall not exceed fifty six years on the closing date of the applications.
2. Preference shall be given to candidates from ICAR System.
3. It is requested that the above vacancies may be circulated widely and the application of suitable and desirous candidates who fulfill the eligibility criteria and who can be relieved immediately on the event of their selection for appointment may kindly be forwarded in the enclosed proforma along with the following documents:

- I. Attested copies of APARs for last five years
- II. Vigilance Clearance and Integrity Certificate
- III. A statement of major/minor penalty, if any imposed on the applicant during last five years
- IV. Attested copies of educational qualifications(SSLC/PLUS TWO/Degree)

The last date for the receipt of the applications through proper channel along with all relevant documents is **31.01.2026**. Incomplete applications and those which are received after the prescribed date or without the documents mentioned above or applications received not through the proper channel will summarily be rejected.

Yours faithfully



Head of Office

PROFORMA

APPLICATION FOR THE POST OF ADMINISTRATIVE POST (ASSISTANT, LDC and MTS)
(FILL IN CAPITAL LETTERS)

1	Name of the applicant (In BLOCK letters)	:	
2	Designation	:	
3	Name of the Institute /Department (Central Government / State Government /Union territories/ Autonomous Bodies/PSUs as the case may be)	:	
4	Date of Birth & Age	:	
5	Gender (Male / Female) If Female, state whether Unmarried/Married/Widowed/Divorced	:	
6	(a) Whether belongs to SC/ST/OBC/EWS/PwD (If yes, enclose documentary proof)	:	
	(b) Reservation category of the candidate as per Reservation Roster of the Institute, where the candidate initially appointed on Direct Recruitment basis(to be filled by the office)	:	
7	Date of Initial appointment	:	
8	Date of completion of 05 (five) years in the present post	:	
10	Date of confirmation in service	:	
11	Service Details		
	Name of the Institute	Post Held	Pay Scale
			Period
			From To
12	Educational Qualifications (Additional qualifications may also be mentioned, if any)	:	
13	Applying for deputation or inter-Institutional Transfer (strike off which is not applicable)	:	Deputation/Inter-Institutional Transfer
14	No. of instances of 'transfer on request' availed previously	:	
15	Contact Number (Landline /Mobile)	:	
16	E-mail ID (ICAR e-mail preferred)	:	
17	Any other information relevant to the application	:	

DECLARATION

I, _____ hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. I fully understand that in the event of any information being found false or incorrect at any point of time, I shall be liable for appropriate action as decided by the Competent Authority.

Date:

Signature of the Candidate

CERTIFICATE BY THE HEAD OF OFFICE

Certified that the particulars furnished at Sl. No. 1 to 12 have been verified from the service records and found correct. It is further certified that no disciplinary/vigilance cases are pending/contemplated against the applicant.

Date:

Signature of Head of Office with Seal