



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर
ICAR RESEARCH COMPLEX FOR EASTERN REGION
 (भारतीय कृषि अनुसंधान परिषद् INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
 आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना - 800014 (बिहार), भारत
 ICAR Parisar, P.O.: Bihar Veterinary College, Patna - 800 014 (Bihar), INDIA
 फोन सं. Phone No.2228805, फैक्स सं. Fax No. 2223956, Email: admnicarrcer@gmail.com

F. No. IRCER/2024/1-56/Vol. II/Transfer at this Complex / **962-64** **Date: 07th September, 2026**

To,

All the Directors/Project/Zonal Coordinators of all ICAR
 Institutes/Project Directorates/National Research Centre/Bureaux/Zonal
 Coordinating Units etc.

Subject: Filling up the vacant post of Assistant Finance & Account Officer on Inter-Institutional Transfer Basis
 at ICAR-RCER, Patna on deputation/permanent absorption basis - reg.

Sir/Madam,

This is to inform that a permanent Administrative post of **Assistant Finance and Accounts Officer** (i.e. **AF&AO**) in Pay-Level-7 has recently fallen vacant at our **ICAR Research Complex for Eastern Region** (i.e. ICAR-RCER), Patna.

However, at our ICAR-RCER, Patna (including our FSRCHPR, Ranchi), **no Administrative employee** in the feeder grade(s) is **eligible** for **Promotion** to the aforementioned vacant post of AF&AO.

Hence, as per the **Columns 10 & 11.(b)** of the attached **ICAR Recruitment Rule** (for the post of **AF&AO** in ICAR system), *as notified vide the Schedule-III to the ICAR O.M. No. Admn. 11-2/2022-R&P dated the 7th June, 2023*, the **Applications are hereby invited** from the **eligible administrative employees** (i.e. those, who have already passed the **ICAR Audit and Accounts Examination**) working at other **ICAR Institutes/Headquarters**, for **Promotion** (accompanied with **Inter-Institutional Transfer** to ICAR-RCER, Patna, on **permanent absorption** basis) against the aforementioned vacant post of AF&AO.

The corresponding particulars of the aforementioned vacant post/eligibility are detailed below:-

Sr. No.	Particular of post and Place of Posting/Category	Eligibility for Promotion (accompanied with Inter-Institutional Transfer to ICAR-RCER, Patna, on permanent absorption basis)
1.	Assistant Finance & Accounts Officer, ICAR-RCER, Patna (including FSRCHPR, Ranchi) :- 01 post (Un-Reserved)	Administrative employees (of other ICAR Institutes/Headquarters), working in any of the feeder grades (i.e. <i>Assistants/ Personal Assistants/ UDCs/ Stenographers Gr. D/ LDCs</i>), and having already successfully passed the ICAR Audit and Accounts Examination

It is requested that the aforementioned vacancy may please be circulated amongst the eligible and desirous candidates working at your Institute, and duly fulfilling the requisite eligible conditions, in order to enable them to apply for the same, as per the Proforma given overleaf.

Accordingly, the Applications of only the eligible candidate(s) may be forwarded alongwith the following documents, latest by **09/10/2026**:

1. Application (in the prescribed Proforma) for the vacant post of AF&AO, ICAR-RCER, Patna, through proper channel (alongwith a Passport size Photograph, the attested copies of last 5 years' APARs, copies of all educational certificates, and SC/ST/OBC Certificate, if applicable);

Cont'd...2

2. Initial Appointment letter issued by their respective ICAR Institute/headquarters, *for the post of Assistants/ Personal Assistants/ UDCs/ Stenographers Gr. D/ LDCs*, as the case may be;

3. Attested copies of APAR dossiers for the last five years ending 2023-2024;

[Note: In case there are less than 5 APARs, *then the attested copies of all the APARs (including the latest APARs ending 2025-26) may be forwarded.*]

4. Vigilance Clearance Certificate and Integrity Certificate;

5. A statement of major/minor penalty, if any, imposed on the applicant during the last five years;

The Application through proper channel (alongwith the aforementioned requisite documents) should reach this office (***hard copy through Speed Post, and scanned copy in online mode through our email address: admnicarrcer@gmail.com***) within the **above-fixed Last Date**.

Any amendment would be published only on the ICAR-RCER, website (<https://icarrcer.org.in>) hence, the Applicants are advised to regularly check the website for update, if any.

Incomplete application and those received after prescribed date or without APARs and certificate as desired above will not be entertained. The Competent Authority at ICAR-RCER, Patna, however, reserves the right to accept/reject the applications without assigning any reason thereof.

All the Applications (in hard copy) are to be addressed and dispatched to the following address:-

Administrative Officer,
ICAR-RCER Parisar,
P.O: Bihar Veterinary Collage,
Patna-800014(Bihar), INDIA
[Email: admnicarrcer@gmail.com]

This issues with the approval of the Director, ICAR-RCER, Patna.

Yours faithfully,



(Prabha Kumari)

Administrative Officer

Encl.: As stated above.

Copy to:-

- ✓ 1) Sh. Anil Kumar, ACTO with a request to upload the same on the ICAR-RCER, Patna website and e office.
- 2) PA to Director, ICAR-RCER, Patna



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Application Proforma for Inter-Institutional Transfer

Circular No. _____

Application for the post of _____

1. Name of the applicant (in block letters) _____
2. Father's/Husband's Name _____
3. Date of Birth & Place _____
4. Gender (Male/Female) _____
5. Whether belongs to SC/ST/OBC _____
6. Present Postal Address _____

7. Permanent Address _____

8. Mobile No. _____
9. E-mail ID _____
10. Date of Initial Appointment _____
11. Reasons of transfer (Please specify-Max 100 : _____
 and attach necessary documents, if any)
- a) Spouse ground (Whether employed in ICAR : _____
 State Govt./ Central Govt./ Autonomous
 Body/ PSUs. If yes, please attach copy of
 self attested ID Proof issued by spouse's
 department office.
- b) Medical ground (self or spouse) _____

- c) Other, if any (Gove details) _____
12. Educational Qualifications including Technical Qualifications (10th Onwards):

S. No.	Name of Examination	University/Board	Year of passing	Division & % age of marks		Subject

13. Service Details :

Name of Institute	Name of the Post	Pay Level	Period		Nature of Duties
			From	To	

Declaration by the Applicant

I do hereby declare and clarify that the information furnished by me is correct and true to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the selection, action may be taken against me and I shall abide by the decision of the Director-ICAR-RCER, Patna.

Date:_____

Signature of applicant with date

For Use of Forwarding Office

1. It is certified that particulars furnished by the applicant have been verified from the Service Book/ record(s) and found correct.
2. It is certified that no vigilance case is pending against or contemplated against the applicant.
3. It is certified that in the last five years, no penalties/ following penalties have been imposed against the applicant:
4. It is confirmed that in case of selection of the applicant, he/ she may be relieved within 15 days of receiving the orders.

Date:_____

Signature of the Head of Office