

**CIBA**

भाकुअलुप - केन्द्रीय खास जलजीव पालन अनुसंधान संस्थान  
ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE

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<https://ciba.icar.gov.in>

(Indian Council of Agricultural Research, Govt. of India) 75, Santhome High Road, RA Puram, MRC Nagar, Chennai - 600028, Tamil Nadu, India

**फाइल नंबर F.No.38-12/2008-Admn****दिनांक Dated: 15.05.2025**

To,

**All the Directors/Project Directors of ICAR Research Institutes / Zonal Project Directorate / Bureaux /National Research Centres**

Sub : Filling up of vacant posts of Assistant Finance & Accounts Officer at ICAR-CIBA, Chennai - reg.  
Ref : ICAR Recruitment Rules (Group B) vide O.M.No.11-2/2022-R&P dated 07.06.2023.

Sir/Madam,

It is proposed to fill up 01 (one) vacant posts of Assistant Finance & Accounts Officer at ICAR-CIBA, Chennai from the eligible candidates working in ICAR Institutes/NRCs/Project Directorates etc as per Clause 11(b) of Recruitment Rules of the post dated 07.06.2023. The details of vacancies and eligibility criteria are given below.

| Sl. No. | Name of post                                               | No. of vacancy | Scale of pay                             | Eligibility of Criteria                                                                                                                    |
|---------|------------------------------------------------------------|----------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Assistant Finance & Accounts Officer at ICAR-CIBA, Chennai | 01 (UR)        | Pay level 7 of 7th CPC (Rs.44900-142400) | Qualified candidates of ICAR Audit and Accounts Examination for the post of Assistant Finance & Accounts Officer from the ICAR Institutes. |

It is requested that the above vacancies may be circulated widely and the application of eligible and desirous candidates may kindly be forwarded in the enclosed proforma along with his/her up to date attested Annual Performance Appraisal Report (APAR) dossier for the last five years (i.e. for the years 2022-23, 2021-22, 2020-21, 2019-20 & 2018- 19). In case, any of these APARs is missing or not reported, the APARs of previous years may be sent as per rules along with copies of NRCs for the missing years. The application of only such candidates who can be relieved immediately in the event of their selection may please be forwarded.

A certificate to the effect that no disciplinary/vigilance case is pending or being contemplated against the candidate(s) along with details of penalty imposed, if any, may also be furnished while forwarding the application through proper channel. Part A of the application is to be filled by candidate & Part B of the application is to be filled by Head of office with approval of Director of the institute.

The applications should reach this office on or before **16.06.2025**. A copy of application may also be sent to [aswin.haridas@icar.org.in](mailto:aswin.haridas@icar.org.in).

*(Signature)*  
प्रशासनिक अधिकारी

**Administrative Officer**

End: As above

Distribution:-

1. The Directors of all the Institutes (through e-office).
2. The Chief Finance & Accounts Officer, ICAR-CIBA, Chennai.
3. E-office Notice Board (This document may be downloaded from e-office as per the need as it is not being distributed separately).
4. PA to Director / Guard File.



**PROFORMA FOR APPLYING TO THE POST OF ASSISTANT FINANCE & ACCOUNTS OFFICER**

|     |                                                                           |  |
|-----|---------------------------------------------------------------------------|--|
| 1.  | Name & Designation of the Candidate                                       |  |
| 2.  | Institute                                                                 |  |
| 3.  | Rank in the merit list of LDA&A Examination -2023                         |  |
| 4.  | Present Pay Level (As per 7th CPC)                                        |  |
| 5.  | Current Post & Date since which holding the current post on regular basis |  |
| 6.  | Educational Qualification                                                 |  |
| 7.  | Date & Name of the post of Initial Appointment in ICAR                    |  |
| 8.  | Date of Birth (DD-MM-YYYY)                                                |  |
| 9.  | Category to which belongs (Gen/OBC/SC/ST/PwBD)                            |  |
| 10. | If PwBD, Indicate Sub-category                                            |  |
| 11. | Whether currently on probation (Yes/No)                                   |  |
| 12. | Any other information                                                     |  |

**DECLARATION TO BE MADE BY THE CANDIDATE**

I..... hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. If at any point of time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be rejected/terminated without notice & I shall be liable for disciplinary action.

If I do not accept the offer of appointment to the post of AF&AO, I shall be debarred for promotion to the post of AFAO for a period of 1 year as per rules

Signature:.....

Name:.....

Official E-mail Id:.....

Mobile No. ....

**PART B: To be filled by Head of Office with approval of Director of the Institute**

Certified that:

1. Details filled by candidate in Part A of application form are correct.
2. He/She fulfils the eligibility conditions for promotion to the post of AFAO in ICAR. If not, reason may be indicated in detail.
3. He/She has completed probation successfully (wherever applicable) & is currently not under probation period. If not, reasons/circumstances may be mentioned.
4. He/She is possessing valid Bachelor's degree from recognized University.
5. He/She belongs to category (SC/ST/PwBD/GEN/OBC). In case of PwBD employee, sub category of PwBD may also be indicated.
6. There is no other circumstance rendering him/her unsuitable for being considered for promotion to the post of Assistant Finance & Accounts Officer. If yes, the same may be mentioned.
7. He/She is clear from vigilance/disciplinary angles. (*vigilance clearance may be obtained from vigilance officer of the Institute & details of penalties, if any, imposed during last ten years in case of official may be given in attached format*)
8. Details of pending court cases related to appointment/promotion of the candidate (if any) are being furnished.
9. APAR status of the officer is a under (Attested Copies of APARs/NRCs etc. to be attached)

| Sl. No. | Period of APAR<br>(Details of part<br>APARs may be<br>also be given, if<br>any) | Grading by<br>Reporting<br>Officer | Grading by<br>Reviewing<br>Officer | Remarks: Indicate adverse<br>remarks in APAR, if any and<br>status of review/follow up<br>of adverse remarks, if any<br>(Give full details) |
|---------|---------------------------------------------------------------------------------|------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | 2022-2023                                                                       |                                    |                                    |                                                                                                                                             |
| 2.      | 2021-2022                                                                       |                                    |                                    |                                                                                                                                             |
| 3.      | 2020-2021                                                                       |                                    |                                    |                                                                                                                                             |
| 4.      | 2019-2020                                                                       |                                    |                                    |                                                                                                                                             |
| 5.      | 2018-2019                                                                       |                                    |                                    |                                                                                                                                             |

Certified that the information furnished by the candidate has been verified from the office/  
Service records and found correct.

Signature of Head of Office with seal

Date:

**Proforma**

| Sl No. | Name & Designation of the officer | Date on which Vigilance Clearance is sought (to be indicated by Estt. Section concerned) | Status of Vigilance Clearance as on the date (Clear/ Not Clear) | If not clear, charges against the officer may be briefly mentioned. A copy of the charge sheet, if any, issued may be provided | Penalty awarded/ imposed during the last 10 years. (Copy of the charge sheet and penalty order, if any, to be provided) | Remarks, if any. |
|--------|-----------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------|
|        |                                   | As on date                                                                               |                                                                 |                                                                                                                                |                                                                                                                         |                  |