



भा.कृ.अनु.प.-भारतीय मृदा विज्ञान संस्थान
नबीबाग, बैरसिया रोड, भोपाल - 462038
ICAR-Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal - 462 038 (M.P.)



Tel. No.(0755)2730970/2734221 (Ext. No. 101 & 225) Fax. No. (0755) 2733310
Email: director.iiss@icar.org.in

F.No. 12-298/2024-Estt.

Dated 19th June, 2026

To,

1. All Directors of ICAR Research Institutes/Project Director/NRCs/ATARIs./ZPDs.
2. The Deputy Secretary (Admn.), ICAR-Krishi Bhawan, New Delhi-110 001.
3. The Deputy Secretary (NRM), ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110 012.

Sub: Filling up the following DR Administrative Posts on Inter Institutional transfer basis at ICAR-IISS, Bhopal-regarding.

Sir,

It is proposed to fill up the following **DR Administrative Posts** on Inter Institutional transfer basis at ICAR-Indian Institute of Soil Science, Bhopal from eligible candidate serving in ICAR Hqrs./ICAR Institutes/Project Directorates/NRCs /ATARIs/ZPDs.

The Particulars of the post and eligibility are detailed below:

S. No	Name of post	Number of vacant post	Category	Pay Band/Grade Pay	Eligibility
1.	Assistant	5	2-UR 2-OBC 1-SC	Pay Level-6 in the Pay Matrix (PB-2, Rs. 9300-34800/- + Grade Pay of Rs. 4200/- pre revised	Holding analogous post in the similar capacity with minimum five (05 years of service.

Aforesaid filling up of vacant posts of Assistant shall be governed by Group "B" Recruitment Rules for Administrative Posts notified by ICAR vide O.M. No. Admn. 11-2/2022-R&P dated 07.06.2023. The guidelines and service conditions shall be governed strictly as per ICAR Circular F. No. 33-8/2016-Estt. I dated 19th September, 2016, Circular No. Admn. 7-1/2020-R&P dated 10th December, 2021 & Circular No. 7-1/2020-R&P dated 08th February, 2022.

As per ICAR circular No. Admn. 7-1/21020-R&P dated 10th December, 2021, the past service of applicant will be counted for promotion through both seniority cum fitness and also count as qualifying service for LDCE.

The applications of only such candidates who fulfil the requisite eligibility and who can be relieved immediately in the event of their selection may please be forwarded in the prescribed application form (proforma enclosed) through proper channel so as to reach the Director, ICAR-IISS, Bhopal latest by **31st August, 2026 (5:30 PM) along with the following documents:**

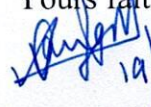
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- (i) Attested copies of APARs for the last five (05) years.
- (ii) Certificate to the effect that no disciplinary proceeding are pending/contemplated against the official.
- (iii) Integrity and Vigilance Clearance Certificate.
- (iv) Under taking of the candidate that "in the event of his transfer, he will be placed at the bottom of the concerned cadre".

The last date of receipt of application is 31st August, 2026. Incomplete and direct applications and those received after due date or without APAR dossiers/Vigilance clearance and Integrity certificate will not be entertained. Applications may be sent by mail to director.iiss@icar.org.in or directoriiss25@gmail.com.

This is issued with the approval of the Competent Authority of this Institute

Yours faithfully

 19/6/26

(Saurabh Meena)

Senior Administrative Officer

Copy to:

1. The Secretary, ICAR, Krishi Bhavan, New Delhi-110 001.
2. The Deputy Secretary (Admn.), ICAR, Krishi Bhavan, New Delhi-110 001.
3. PD, DKMA, ICAR, Krishi Bhavan, New Delhi-110 001-for placing on ICAR's website.
4. Officer Incharge, AKMU, ICAR-IISS, Bhopal-38-for uploading on Institute's website.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I _____ hereby declare that all statements made in this application 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.

Dated:

Signature of the Candidate

Name.....

Place:

Designation.....

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

Certified that:

1. The information by the candidate has been verified from the office/service records and found correct.
2. He / She belongs to _____ category.
3. He / She is clear from vigilance / disciplinary angle.
4. The Officer will be relieved from this Establishment shortly after the receipt of intimation about his / her selection for joining at ICAR - CSWRI against the relevant post.

SIGNATURE OF THE
HEAD OF OFFICE

For the posts of Assistant/Personal Assistant (deputation cum Inter Institutional Transfer Basis)
at the ICAR-IISS, Bhopal,

APPLICATION FORM

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

1. Name of the Candidate : _____
2. Name of the Institute : _____
3. Postal Address with
E-mail ID and Contact No. : _____
4. Date of appointment on regular
Basis in the present post : _____
5. Date of joining in ICAR services : _____
6. Date of Birth (DD-MM-YYYY format) : _____
7. Educational Qualifications : _____
8. Whether belongs to SC/ST/OBC/General : _____
9. Service Particulars:

Name of the Institute	Post held	Scale of Pay	Period		Nature of duty	Whether Adhoc or on regular basis
			From	To		

10. Any other information/particulars relevant to : _____
the service of the applicant