ESTABLISHMENT-II (T) SECTION
ICAR-NATIONAL DAIRY RESEARCH INSTITUTE
KARNAL-132001 (HARYANA)

No.F. 2-10/2020/Rectt.(T-3)/E.II(T)-251 Dated: 12 December, 2025

To,

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

Sub:- Filling up the vacant posts of Technical Assistants (T-3) under various Functional Groups of Category-II through Inter-Institutional Transfer on Permanent absorption basis at ICAR-NDRI, Karnal.

Sir/ Madam,

The applications are invited from eligible Technical Personnel working at ICAR Institutes against the following vacant posts of Technical Assistant on Inter-Institutional Transfer on permanent absorption basis at ICAR-NDRI, Karnal as detail given below:

Sl. No.	Name of the post	Name of the Functional Group	No. of Posts	Essential requirement and Eligibility
1.	Technical Assistant (T-3)	Field Farm Technician	Total=13 Posts (04-OBC, 02-UR, 03-SC, 04-EWS)	Technical personnel who were appointed at entry level post of Technical Assistant (T-3) under Cat.II with at least 05 years of service (including two years of probation period on initial appointment) on regular basis in pay level-5 in any ICAR Units.
		Laboratory Technician	Total=04 Posts (02-UR, 01-OBC, 01- EWS)	
		Workshop	Total=06 Posts (03-OBC, 01-SC, 02-EWS)	
		Hindi Translator	01-UR	
		Library	01-SC	

Eligibility Criteria:-

1. The Technical Personnel who were initially appointed in Category-II at entry level post of Technical Assistant in the Institute.
2. The employees should have completed five years of service after their initial appointment on the date of notification of calling of applications except in cases where request is on medical/working spouse grounds or on the grounds of being a single lady (unmarried/widow/divorcee). (If applied on Medical/Working Spouse Grounds necessary certificate should be enclosed as per Council's letter dated 19.03.2020).

The terms & conditions for Inter-Institutional Transfer will be governed as laid down in the Council's letter F.No. TS-19(01)/2002-Estt.IV dated 19.03.2020, F.No. TS-19(6)/2020-Estt.IV dated 19.03.2021, dated 23.02.2022 & dated 19.01.2023 and other guidelines issued by the Council from time to time. Numbers of posts indicated are tentative, which may increase or decrease.

It is requested that the vacancies may please be circulated amongst the eligible and desirous candidates working at your Institute/Regional Stations who fulfilled the requisite eligible conditions to enable them to apply for the same on the proforma given overleaf. Applications of only such candidate(s) who can be relieved immediately in the event of their selection for the above posts may please be forwarded alongwith following documents before the closing date:

1. Initial appointment letter for the post of Technical Assistant issued by their respective Institutes.
2. APAR dossiers for the last five years.
3. Vigilance Clearance Certificate and Integrity Certificate.
4. A statement of major/minor penalty, if any, imposed on the applicant during the last five years.
5. Probation clearance order in respect of applicant.
6. Any other relevant document.

The duly filled application should be addressed to the **Sr. Admn. Officer, Establishment-II (Technical) Section, ICAR-National Dairy Research Institute, Karnal-132001** (email: ravinder@icar.org.in) and must reach through proper channel latest by 11th January, 2026. No application after the due date and no direct application will be entertained. The Selection Committee/ the Director, ICAR-NDRI however, will reserve the right to accept/reject the applications without assigning reason thereof.

Yours faithfully,

12/12/25

(Ravinder Hooda)
Sr. Administrative Officer

Encl: Proforma of application (overleaf)

Copy to:-

1. Under Secretary (TS), ICAR, Krishi Bhawan, New Delhi-110 001.
2. Under Secretary (AS), ICAR, Krishi Bhawan, New Delhi- 110 001.
3. Nodal Officer, e-Office, ICAR-NDRI, Karnal with the request to upload on e-office notice board and Institute's website.

Application Proforma for Inter Institutional Transfer for the post of Technical Assistant under Institute

1. Sr. No. and Name of the post applying for
2. Name of Institute/Station for which applying
3. Name of the Applicant
4. Father's/ Husband's Name
5. Date of Birth

   Age as on closing date
6. Gender (Male/ Female)
7. Whether belongs to UR/ SC/ ST/ OBC/ Physically Handicapped)
8. Corresponding Address
9. Permanent Address
10. Mobile No.
11. E-mail ID
12. Date of Initial Appointment
13. Reasons of transfer (Please specify-Max 100 and attach necessary documents, if any)

    m)Spouse ground (Whether employed in ICAR/ Stage Govt./ Central Govt./ Autonomous Body/ PSUs. If yes, please attach copy of self attested ID Proof issued by spouse's department/ office

    n) Medical ground (self or spouse)

    o) Other, if any (Give details

14. Educational Qualification including Technical Qualifications (10^{th} Onwards)

Exam passed	Board/ University	Year of Passing	Subjects	Percentage

15. Service Details (starting from initial appointment)

Name of the ICAR Institute where working at present	Name of the Post, Category and functional Group	Pay Scale/ 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 be abide by the decision of the Director-ICAR-NDRI, Karnal.

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 disciplinary/vigilance case is pending or being 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 10 days of receiving the orders.

Signature of the Head of Office