



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डाँ0 राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.11-2/2022-R&P

Dated: 20th January, 2023

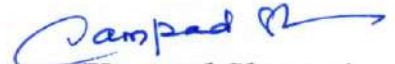
OFFICE MEMORANDUM

Subject: Uploading of Draft Recruitment Rules on the ICAR's website for inviting suggestions of stakeholders - reg.

The Draft Recruitment Rules for Group-B & C Administrative Posts of ICAR are hereby placed on ICAR's website (www.icar.org.in) as per DoP&T's O.M. No.AB-14017/61/2008 – Estt. (RR) dated 13th October, 2015 for inviting comments from stakeholders before finalization of the draft Recruitment Rules.

The comments of the stakeholders may be submitted through email (rectt&policy@icar.gov.in) within 30 days i.e. upto 18th February, 2023, thereafter, no communication will be entertained in any circumstances.

Encls : Annexure-I to XIII


(Vampad Sharma)
Deputy Secretary (Admn.)

To

Media Unit, ICAR with the request to upload this communication on the ICAR website for notice of all concerned/stakeholders.

Draft Recruitment Rules for following 9 Group 'B' administrative posts in ICAR

Sl. No.	Name of the posts	Annexure No.	Page Nos.
Group - B			
1.	Section Officer	Annexure-I	3-6
2.	Private Secretary, ICAR Hqrs.	Annexure-II	7-10
3.	Assistant Administrative Officer	Annexure-III	11-14
4.	Assistant Finance & Accounts Officer	Annexure-IV	15-18
5.	Private Secretary, ICAR Institutes	Annexure-V	19-22
6.	Assistant, ICAR Hqrs.	Annexure-VI	23-26
7.	Personal Assistant, ICAR Hqrs.	Annexure-VII	27-30
8.	Assistant, ICAR Institutes	Annexure-VIII	31-34
9.	Personal Assistant, ICAR Institutes	Annexure-IX	35-38

Draft Recruitment Rules of following 04 Group 'C' administrative posts in ICAR

Group - C			
1.	Upper Division Clerk	Annexure-X	39-42
2.	Stenographer Grade 'D'	Annexure-XI	43-46
3.	Lower Division Clerk	Annexure-XII	47-50
4.	Multi-Tasking Staff (erstwhile SSS)	Annexure-XIII	51-53



RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of the post	SECTION OFFICER
2.	Number of Posts	94*
3.	Classification	Administrative Group "B"
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Level-8 (Rs.47600-151100) (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4800) Level-10 (Rs.58100-177500) NFS after completion of 4 years of service in the grade on the pattern of CSS/CSSS. (Pre-revised Pay Band-3, Rs.15800-39100 with Grade Pay of Rs.5400)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By promotion failing which by deputation including short term contract. (i) 50% by promotion. (ii) 50% by Limited Departmental Competitive Examination (LDCE). <i>Note : The Council shall have the authority to interchange officers in a limited scale not exceeding five in number at a given time between officer of SO grade who have completed at least 4 years of regular service in the grade and Administrative Officers of the Council.</i>
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Promotion: a) 50% by promotion from amongst the Assistant Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) having at least 8 years regular service in the grade at the ICAR Headquarters.



- b) 50% by way of Limited Departmental Competitive Examination confined to Assistants or Personal Assistants in the Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) at the ICAR Headquarters having not less than five years' regular service in the Grades as on the date prescribed by DoP&T/ICAR.

Note :

1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or 2 years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.
2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.
3. For being eligible for LDCE for SO Grade, the Personal Assistants should possess a Bachelor's degree from a recognized university or equivalent.

Deputation (ISTC) & Permanent Absorption:

- c) Failing (a) and (b) above by deputation amongst the officials of ICAR Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs
- (i) Holding the analogous post on regular basis in parent cadre/department;
 - or
 - (ii) Having 8 years of regular service in a post having experience of administrative work similar to Assistant/ASO in the Pay Level - 7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) in parent cadre/department.

or

		<p>(iii) Having 9 years of regular service to the post of Assistant having experience of administrative work at ICAR Institutes in the Pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200).</p> <p>Note :</p> <p>1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i></p> <p>2. <i>Preference in deputation will be given to the officials of ICAR System.</i></p> <p>3. <i>The departmental officers in the feeder cadre, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i></p> <p>4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i></p> <p>5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i></p>										
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of:</p> <table><tr><td>Director (Admn.) or Deputy Secretary (Admn.)</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than US nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Outside Expert not lower in status than US nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than US belonging to SC/ ST community nominated by JS(Admn.), ICAR.</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member</td></tr></table>	Director (Admn.) or Deputy Secretary (Admn.)	Chairman	An Officer not lower in status than US nominated by JS(Admn.), ICAR	Member	An Outside Expert not lower in status than US nominated by JS(Admn.), ICAR	Member	An Officer not lower in status than US belonging to SC/ ST community nominated by JS(Admn.), ICAR.	Member	Under Secretary (Admn.)	Member
Director (Admn.) or Deputy Secretary (Admn.)	Chairman											
An Officer not lower in status than US nominated by JS(Admn.), ICAR	Member											
An Outside Expert not lower in status than US nominated by JS(Admn.), ICAR	Member											
An Officer not lower in status than US belonging to SC/ ST community nominated by JS(Admn.), ICAR.	Member											
Under Secretary (Admn.)	Member											
13.	Consultation with UPSC is necessary or not	Not Applicable										

14.	Remarks	<ol style="list-style-type: none"> 1. Senior Sales Assistants (SSA) in the Pay Level-6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200) at the ICAR Headquarters having not less than five years' regular service in the Grade as on the date prescribed by DoP&T/ICAR are eligible for appearing Limited Departmental Competitive Examination for promotion to the post of Section Officer. 2. The minimum eligibility service requirement for promotion to the post of Section Officer (SO) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2009-Estt. I dated 23rd June, 2010, for the persons holding the immediate feeder grade post of Assistant on regular basis on the date of commencement of these revised Recruitment Rules (RRs).
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**Subject to variation dependent on workload.*



**RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY AT ICAR HQRS**

1.	Name of the post	PRIVATE SECRETARY
2.	Number of Posts	42*
3.	Classification	Administrative Group 'B'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Level-8 (Rs.47600-151100) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4800) Level-10 (Rs.58100-177500) NFS after completion of 4 years of service in the grade on the pattern of CSS/CSSS. (Pre-revised Pay Band-3, Rs.15800-39100 with Grade Pay of Rs.5400)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational & other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By promotion failing which by deputation including short term contract. (i) 66⅔% by promotion (ii) 33⅓% by Limited Departmental Competitive Examination (LDCE)
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Promotion: a) 66⅔% by promotion of Personal Assistant (Stenographer Grade 'C') in the Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) at the ICAR Headquarters having at least eight years of regular service in the grade. b) 33⅓% by Limited Departmental Competitive Examination (LDCE)



confined to the Personal Assistant (Stenographer Grade 'C') in the Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) who possess a Bachelor's degree from a recognized university and have completed five years regular service in the grade at ICAR Headquarters as on the date prescribed by DoP&T/ICAR.

Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.

Deputation (ISTC) & Permanent Absorption:

d) Failing (a) (b) and (c) above, by deputation amongst the officials of Stenographer Cadre of ICAR Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs

I. Holding the analogous post on regular basis in parent cadre/department;

or

Having 8 years of regular service in the grade of Personal Assistant in the Pay Level - 7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) in parent cadre/department.

or

Personal Assistant (Stenographer Grade 'C') in the Pay Level - 6 (Pre-revised Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4200) working in ICAR Institutes/Units having at least nine years regular service in the grade.

AND

II. Possessing at least Bachelor's degree in any discipline from a recognized University.

		<p>Note :</p> <ol style="list-style-type: none">1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.2. Preference in deputation will be given to the officials of ICAR System.3. The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.4. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.												
12.	If a Departmental Promotion Committee exists what is its composition	<table><tr><td colspan="2">DPC consisting of:</td></tr><tr><td>Director (Admn.) or Deputy Secretary (Admn.)</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by JS(Admn.)</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.)</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by JS(Admn.)</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member</td></tr></table>	DPC consisting of:		Director (Admn.) or Deputy Secretary (Admn.)	Chairman	An Officer not lower in status than Under Secretary nominated by JS(Admn.)	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.)	Member	An outside expert not lower in status than Under Secretary nominated by JS(Admn.)	Member	Under Secretary (Admn.)	Member
DPC consisting of:														
Director (Admn.) or Deputy Secretary (Admn.)	Chairman													
An Officer not lower in status than Under Secretary nominated by JS(Admn.)	Member													
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.)	Member													
An outside expert not lower in status than Under Secretary nominated by JS(Admn.)	Member													
Under Secretary (Admn.)	Member													
13.	Consultation with UPSC is necessary or not	Not Applicable												

14.	Remarks	The minimum eligibility service requirement for promotion to the post of Private Secretary (PS) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2009-Estt. I dated 30 th May, 2013, for the persons holding the immediate feeder grade post of Personal Assistant on regular basis on the date of commencement of these revised Recruitment Rules (RRs).
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**Subject to variation dependent on workload.*



**RECRUITMENT RULES FOR THE POST OF
ASSISTANT ADMINISTRATIVE OFFICER**

1.	Name of the post	ASSISTANT ADMINISTRATIVE OFFICER
2.	Number of Posts	467*
3.	Classification	Administrative Group "B"
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-7 (Rs.44900-142400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	<p>21 to 30 years</p> <p>Note :</p> <ol style="list-style-type: none"> 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangl Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time. 3. The age-relaxation permissible beyond the upper age limit by 5 years for ICAR employees in accordance with the instructions/ orders issued by the Central Govt. from time to time regarding age relaxation for departmental candidates.
7.	Educational & other qualifications required for direct recruitment	<p>Essential</p> <p>Bachelor's Degree/Graduation in any discipline from a recognized University with working knowledge of computer.</p> <p>Desirable</p> <ol style="list-style-type: none"> 1) Experience of administrative work in Central or State Government Department or Autonomous Bodies or Public Sector undertaking in the Pay Level - 6 (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4200) or equivalent. 2) MBA Degree
8.	Whether age and educational qualification required	No

	for direct recruits will apply in case of promotees	
9.	Period of Probation, if any	Two years for direct recruits.
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	<p>By promotion failing which by deputation (ISTC) & transfer on permanent absorption failing which by direct recruitment.</p> <p>(i) 75% by promotion.</p> <p>(ii) 25% by Limited Departmental Competitive Examination (LDCE).</p>
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p>Promotion:</p> <p>a) 75% by promotion of Assistant of ICAR Institute having 5 years regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200).</p> <p>b) 25% by Limited Departmental Competitive Examination confined to Assistants/Personal Assistants of ICAR Institute having three years regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4200).</p> <p>Note :</p> <p>1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.</p> <p>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.</p> <p>Deputation (ISTC) & Permanent Absorption:</p> <p>c) Failing (a) and (b) above, by deputation amongst the officials of ICAR Headquarters or ICAR Institutes or Central Government or</p>

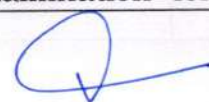
		<p>State Government or Union Territories or Autonomous Bodies or PSUs:</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department and eligible;</p> <p style="text-align: center;">or</p> <p>(ii) Having 5 years of regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200) in parent cadre/department.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i> 2. <i>Preference in deputation will be given to the officials of ICAR System.</i> 3. <i>The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i> 4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i> 5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i> <p>Direct Recruitment:</p> <p>d) Failing (a), (b) & (c) above, by Direct Recruitment as per the qualification prescribed under Col.7 above through Open Competitive Written Examination.</p>
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12.	If a Departmental Promotion Committee exists what is its composition	DPC consisting of:	
		CAO(SG)/ CAO of the Institute*	Chairman
		SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)	Member
		An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute	Member
		An Outside Expert not lower in status than AO nominated by Director of the Institute	Member
13.	Consultation with UPSC is necessary or not	AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	
		*In absence of such officers, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/ Headquarters nominated by the Director of the Institute.	
14.	Remarks	--	

*Subject to variation dependent on workload.

**RECRUITMENT RULES FOR THE POST OF ASSISTANT
FINANCE & ACCOUNTS OFFICER IN ICAR**

1.	Name of the Post	ASSISTANT FINANCE & ACCOUNTS OFFICER
2.	Number of Post	70*
3.	Classification	Administrative Group "B"
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Level - 7 (Rs.44900-142400) (Pre-revised PB-2, Rs.9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational & other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years for officials promoted to the post of Assistant Finance & Accounts Officer (AF&AO) from Group 'C' posts like LDC, UDC, Stenographer Grade-D.
10.	Method of promotion whether by promotion or by deputation/ absorption & percentage of vacancies to be filled by various modes	By promotion on qualifying ICAR Audit & Accounts Examination failing which by deputation (including short term contract).
11.	In case of recruitment by promotion/ deputation/ absorption; grades from which promotion/ deputation/ absorption is to be made	<p>Promotion:</p> <p>a) On the recommendations of Departmental Promotion Committee (DPC) from the qualified candidates of ICAR Audit & Accounts Examination for the post of Assistant Finance & Accounts Officer within the respective Institute/Headquarters eligible for promotion to the post of Assistant Finance & Accounts Officer in ICAR.</p> <p>b) Failing (a) above, on the recommendations of Departmental Promotion Committee (DPC) from the qualified candidates of ICAR Audit & Accounts Examination for the post of</p>



Assistant Finance & Accounts Officer from the other ICAR Institutes/Headquarters.

Note:

1. Admission to the ICAR Audit & Accounts Examination will be open to Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs who must have put in three years regular service in the grade of Pay Level-2 or above, completed probation successfully (wherever applicable) and possessing Bachelor's degree from recognized University.
2. DPC shall consider the candidates as per the following criteria:
 - (i) Candidates qualifying the ICAR A&A Exam in an earlier year shall be given preference over the candidates qualifying in the subsequent years.
 - (ii) Amongst the candidates qualifying the examination in the same year, the candidate having higher merit in the examination shall be given preference.
3. For filling up the posts under clause (b) above, the Institute shall circulate the vacancy in grade of AF&AO within the ICAR System. Thereafter, the DPC shall select the candidate for promotion to the post of AF&AO from amongst the candidates applying for the post as per Note-2 above.

Deputation (ISTC) & Permanent Absorption:

c) Failing (a) & (b) above, by deputation of Audit/ Accounts/Finance officers under the Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings:

- I. Holding analogous posts on regular basis in the parent cadre or department;

OR

With five years' regular service in the Pay Level-6 (Pre-revised PB-2, Rs.9300-34800 with GP Rs.4200) or equivalent pay scale in the parent cadre/Department;

AND

		<p>II. Possessing at least Bachelor's degree in any discipline from a recognized University.</p> <p>Note:</p> <p>1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</p> <p>2. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</p> <p>3. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</p>														
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of (ICAR Headquarters):</p> <table><tr><td>Director (Admn.)/ Deputy Secretary (Admn.)</td><td>Chairman</td></tr><tr><td>One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member</td></tr></table> <p>DPC consisting of (ICAR Institute)</p> <table><tr><td>CAO(SG)/CAO**</td><td>Chairman</td></tr><tr><td>SF&AO (In absence of such officer at the Institute, an officer of equivalent status in Finance Cadre of any other Institutes/</td><td>Member</td></tr></table>	Director (Admn.)/ Deputy Secretary (Admn.)	Chairman	One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.	Member	Under Secretary (Admn.)	Member	CAO(SG)/CAO**	Chairman	SF&AO (In absence of such officer at the Institute, an officer of equivalent status in Finance Cadre of any other Institutes/	Member
Director (Admn.)/ Deputy Secretary (Admn.)	Chairman															
One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member															
One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member															
An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.	Member															
Under Secretary (Admn.)	Member															
CAO(SG)/CAO**	Chairman															
SF&AO (In absence of such officer at the Institute, an officer of equivalent status in Finance Cadre of any other Institutes/	Member															

		Headquarters nominated by Director of the Institute)	
		An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute	Member
		An Outside Expert not lower in status than AO nominated by Director	Member
		AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member
		<i>**In absence of such officers at the Institute, an Officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</i>	
13.	Consultation with UPSC is necessary or not	Not applicable.	
14.	Remarks	Existing incumbents holding the dying cadre post of Junior Accounts Officer (JAO), on the date of notification of these RRs, shall be promoted on first priority on recommendations of Departmental Promotion Committee (DPC) in accordance to existing Recruitment Rules for the post of AF&AO notified vide ICAR's notification No.Admn.14(2)/2015-Estt.I dated 17 th August, 2016 before considering other candidates under clause (a) & (b) of column No.11 above.	

**Subject to variation dependent on workload.*

**RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY AT ICAR INSTITUTES**

1.	Name of the post	PRIVATE SECRETARY
2.	Number of Posts	252*
3.	Classification	Administrative Group 'B'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-7 (Rs. 35400-112400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational & other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Not applicable
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By promotion failing which by deputation including short term contract failing which transfer on permanent absorption. (i) 66⅔% by promotion (ii) 33⅓% by Limited Departmental Competitive Examination (LDCE)
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Promotion: a) 66⅔% by promotion of Personal Assistant (Stenographer Grade 'C') in the Pay Level-6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200) at the concerned ICAR Institutes/Units having at least five years of regular service in the grade. b) 33⅓% by Limited Departmental Competitive Examination (LDCE) confined to the Personal Assistant (Stenographer Grade 'C') in the Pay Level-6 (Pre-revised Pay Band-2, Rs.9300-



34800 with Grade Pay of Rs.4200) who possess a bachelor's degree from a recognized university and have completed three years regular service in the grade at concerned ICAR Institute as on the date prescribed by DoP&T/ICAR.

Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.

Deputation (ISTC) & Permanent Absorption:

- c) Failing (a) and (b) above, by deputation amongst the officials of Stenographer Cadre of ICAR Headquarters/Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs

- I. Holding the analogous post on regular basis in parent cadre/department;
or

Personal Assistant (Stenographer Grade 'C') in the Pay Level - 6 (Pre-revised Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4200) having at least five years regular service in the grade.

AND

- II. Possessing at least Bachelor's degree in any discipline from a recognized University.

Note :

1. *Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.*

		<p>2. <i>Preference in deputation will be given to the officials of ICAR System.</i></p> <p>3. <i>The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i></p> <p>4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i></p> <p>5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i></p>																		
12.	If a Departmental Promotion Committee exists what is its composition.	<table border="1"> <tr> <td colspan="3">DPC consisting of:</td></tr> <tr> <td>CAO(SG)/CAO/Sr. Admn. Officer**</td><td></td><td>Chairman</td></tr> <tr> <td>An Officer not lower in status than AO nominated by Director</td><td></td><td>Member</td></tr> <tr> <td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director.</td><td></td><td>Member</td></tr> <tr> <td>An outside expert not lower in status than AO nominated by Director</td><td></td><td>Member</td></tr> <tr> <td>AO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td></td><td>Member</td></tr> </table> <p><i>**If there is no post of CAO(SG)/ CAO/ SAO in the Institute, an Officer of equivalent status in Administrative Cadre of any other ICAR Institute/Headquarters nominated by the Director of the Institute.</i></p>	DPC consisting of:			CAO(SG)/CAO/Sr. Admn. Officer**		Chairman	An Officer not lower in status than AO nominated by Director		Member	An Officer not lower in status than AO belonging to SC/ST community nominated by Director.		Member	An outside expert not lower in status than AO nominated by Director		Member	AO (in absence of such officer, an officer of equivalent status nominated by Director)		Member
DPC consisting of:																				
CAO(SG)/CAO/Sr. Admn. Officer**		Chairman																		
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An outside expert not lower in status than AO nominated by Director		Member																		
AO (in absence of such officer, an officer of equivalent status nominated by Director)		Member																		
13.	Consultation with UPSC is necessary or not	Not Applicable																		

14.	Remarks	The minimum eligibility service requirement for promotion to the post of Private Secretary (PS) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2009-Estt. I dated 30 th May, 2013, for the persons holding the immediate feeder grade post of Personal Assistant on regular basis on the date of commencement of these revised Recruitment Rules (RRs).
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**Subject to variation dependent on workload.*



**RECRUITMENT RULES FOR THE POST OF
ASSISTANT AT ICAR HEADQUARTERS**

1.	Name of the post	ASSISTANT
2.	Number of Posts	240*
3.	Classification	Administrative Group 'B' Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-7 (Rs.44900-142400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	20-30 years Note : 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time. 3. The age-relaxation permissible beyond the upper age limit by 5 years for ICAR employees in accordance with the instructions/ orders issued by the Central Govt. from time to time regarding age relaxation for departmental candidates.
7.	Educational & other qualifications required for direct recruitment	Bachelor's degree from a recognized University or Institute.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	No
9.	Period of Probation, if any	Two years



10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By Direct Recruitment/Promotion failing which by deputation including short term contract. (i) 75% by direct recruitment. (ii) 15% by promotion. (iii) 10% by Limited Departmental Competitive Examination (LDCE).
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p>Direct Recruitment:</p> <p>a) 75% by direct recruitment on the basis of Open Competitive Examination.</p> <p>Promotion:</p> <p>b) 15% by promotion from the Upper Division Clerks (UDCs) in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.</p> <p>c) 10% by Limited Departmental Competitive Examination confined to the UDCs in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Hqrs. who have completed 06 years regular in the grade as on the date prescribed by DoP&T/ICAR.</p> <p>Note :</p> <p>1. Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less.</p> <p>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.</p> <p>Deputation (ISTC) & Permanent Absorption:</p> <p>d) Failing (a) (b) and (c) above by deputation amongst the officials of</p>

		<p>ICAR Institutes or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department;</p> <p style="text-align: center;">or</p> <p>(ii) Having 6 years of regular service in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) in parent cadre/ department.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i> 2. <i>Preference in deputation will be given to the officials of ICAR System.</i> 3. <i>The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i> 4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i> 5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i>
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12.	If a Departmental Promotion Committee exists what is its composition	DPC consisting of:	
		Director (Admn.) or Deputy Secretary (Admn.)	Chairman
		An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member
		An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member
		An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member
		Under Secretary (Admn.)	Member
13.	Consultation with UPSC is necessary or not	Not Applicable	
14.	Remarks	--	

**Subject to variation dependent on workload.*

**RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT AT ICAR HEADQUARTERS**

1.	Name of the post	PERSONAL ASSISTANT (STENOGRAPHER GRADE 'C')
2.	Number of Posts	10*
3.	Classification	Administrative Group 'B'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-7 (Rs. 44900-142400) (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-Selection Post	Non-Selection
6.	Age limit for direct recruitment	18-30 Years Note : <ol style="list-style-type: none"> 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ ST/ OBC/ PWDs/ Ex-serviceman and other such categories as per instructions of Govt. issued from time to time. 3. The age-relaxation permissible beyond the upper age limit by 5 years for ICAR employees in accordance with the instructions/ orders issued by the Central Govt. from time to time regarding age relaxation for departmental candidates.
7.	Educational & other qualifications required for direct recruitment	Candidates must have passed 12 th standard or equivalent examination from a recognized Board or University. <u>Skill Test in Stenography:</u> The candidates will be given one dictation for 10 minutes in English or in Hindi (as opted by the candidates in the Application Form) at the speed of 100 w.p.m. The candidates

		who opt to take the test in English will be required to transcribe the matter in 40 minutes (55 minutes for the candidates eligible for scribe) on computer and the candidates who opt to take test in Hindi will be required to transcribe the matter 55 minutes (75 minutes for the candidates eligible for scribe) on computer.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	No
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By Promotion failing which by deputation including short term contract failing which by Direct Recruitment. (i) 50% by promotion. (ii) 50% by Limited Departmental Competitive Examination (LDCE).
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p>(a) Promotion:</p> <p>i) 50% by promotion of Stenographer Grade-D in the Pay Level – 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) at the ICAR Headquarters having at least ten years of regular service in the grade.</p> <p>ii) 50% by Limited Departmental Competitive Examination (LDCE) confined to the Stenographers Grade-D in the Pay Level – 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed six years of regular service at ICAR Headquarters as on the date prescribed by DoP&T/ICAR.</p> <p><i>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have</i></p>

already completed such qualifying or eligibility service.

(b) Deputation (ISTC) & Permanent Absorption:

Failing (a) above, by deputation amongst the officials of Stenographer Cadre of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs

(i) Holding the analogous post on regular basis in parent cadre/department;

or

(ii) Stenographers Grade-D in the Pay Level – 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed at least ten years of regular service in the grade.

Note :

1. *Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.*
2. *Preference in deputation will be given to the officials of ICAR System.*
3. *The departmental officials in the feeder grade, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.*
4. *The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.*
5. *The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if no incumbent is available in the feeder cadre, in accordance with guidelines of*

		<i>DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i> (c) Direct Recruitment: Failing (a) and (b) above, by Direct Recruitment as per the qualification prescribed under Col.7 above through Open Competitive Written Examination.												
12.	If a Departmental Promotion Committee exists what is its composition	<table><tr><td colspan="2">DPC consisting of:</td></tr><tr><td>Director (Admn.)/ Deputy Secretary (Admn.)</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member</td></tr></table>	DPC consisting of:		Director (Admn.)/ Deputy Secretary (Admn.)	Chairman	An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	Under Secretary (Admn.)	Member
DPC consisting of:														
Director (Admn.)/ Deputy Secretary (Admn.)	Chairman													
An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member													
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member													
An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member													
Under Secretary (Admn.)	Member													
13.	Consultation with UPSC is necessary or not	Not applicable												
14.	Remarks	---												

**Subject to variation dependent on workload.*

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT AT ICAR INSTITUTES**

1.	Name of the post	ASSISTANT
2.	Number of Posts	1558*
3.	Classification	Administrative Group "B" Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-6 (Rs.35400-112400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	20-30 Years Note : 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ ST/ OBC/ PWDs/ Ex-serviceman and other such categories as per instructions of Govt. issued from time to time. 3. The age-relaxation permissible beyond the upper age limit by 5 years for ICAR employees in accordance with the instructions/ orders issued by the Central Govt. from time to time regarding age relaxation for departmental candidates.
7.	Educational & other qualifications required for direct recruitment	Bachelor's degree from a recognized University or Institute.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	No
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by promotion or by	By Direct Recruitment, Promotion failing which by deputation including short term contract failing which by permanent absorption. (i) 75% by direct recruitment.

	deputation / absorption & percentage of vacancies to be filled by various modes	(ii) 15% by promotion. (iii) 10% by Limited Departmental Competitive Examination (LDCE).
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p>Direct Recruitment:</p> <p>a) 75% by direct recruitment on the basis of Open Competitive Examination.</p> <p>Promotion:</p> <p>b) 15% by promotion from the Upper Division Clerks (UDCs) in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.</p> <p>c) 10% by Limited Departmental Competitive Examination confined to the UDCs in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Hqrs. who have completed 06 years regular in the grade as on the date prescribed by DoP&T/ICAR.</p> <p>Note :</p> <p>1. Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less.</p> <p>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.</p> <p>Deputation (ISTC) & Permanent Absorption:</p> <p>d) Failing (a) (b) and (c) above, by deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department;</p> <p style="text-align: right;">or</p>

		<p>(ii) Having 10 years of regular service in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) in parent cadre/ department.</p> <p>Note :</p> <p>1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i></p> <p>2. <i>Preference in deputation will be given to the officials of ICAR System.</i></p> <p>3. <i>The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i></p> <p>4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i></p> <p>5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/ GoI and the parent Department agrees to the proposal of permanent absorption.</i></p>										
12.	If a Departmental Promotion Committee exists what is its composition.	<p>DPC consisting of:</p> <table><tr><td>CAO(SG)/CAO/Sr. Admn. Officer**</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than AO nominated by the Director of the respective institute.</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by the Director of the respective institute.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by the Director of the respective institute.</td><td>Member</td></tr><tr><td>AO (in absence of such officer, an officer of equivalent or above status nominated by the Director of the institute.)</td><td>Member</td></tr></table>	CAO(SG)/CAO/Sr. Admn. Officer**	Chairman	An Officer not lower in status than AO nominated by the Director of the respective institute.	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director of the respective institute.	Member	An outside expert not lower in status than AO nominated by the Director of the respective institute.	Member	AO (in absence of such officer, an officer of equivalent or above status nominated by the Director of the institute.)	Member
CAO(SG)/CAO/Sr. Admn. Officer**	Chairman											
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An outside expert not lower in status than AO nominated by the Director of the respective institute.	Member											
AO (in absence of such officer, an officer of equivalent or above status nominated by the Director of the institute.)	Member											

		<i>**If there is no post of CAO(SG)/CAO/SAO in the Institute, an Officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the respective institute.</i>
13.	Consultation with UPSC is necessary or not	Not Applicable
14.	Remarks	--

**Subject to variation dependent on workload.*

**RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT AT ICAR INSTITUTES**

1.	Name of the post	PERSONAL ASSISTANT (STENOGRAPHER GRADE 'C')
2.	Number of Posts	327*
3.	Classification	Administrative Group 'B' Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-6 (Rs.35400-142400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200)
5.	Whether Selection Post or Non-selection Post	Non-Selection
6.	Age limit for direct recruitment	18-30 Years Note : <ol style="list-style-type: none"> 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time. 3. The age-relaxation permissible beyond the upper age limit by 5 years for ICAR employees in accordance with the instructions/ orders issued by the Central Govt. from time to time regarding age relaxation for departmental candidates.
7.	Educational & other qualifications required for direct recruitment	Candidates must have passed 12 th standard or equivalent examination from a recognized Board or University. <u>Skill Test in Stenography:</u> The candidates will be given one dictation for 10 minutes in English or in Hindi (as opted by the candidates in the Application Form) at the speed of 100 w.p.m. The candidates who opt to take the test in English will be required to



		transcribe the matter in 40 minutes (55 minutes for the candidates eligible for scribe) on computer and the candidates who opt to take test in Hindi will be required to transcribe the matter 55 minutes (75 minutes for the candidates eligible for scribe) on computer.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	No
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By Promotion failing which by deputation including short term contract failing which by Direct Recruitment. (i) 50% by promotion. (ii) 50% by Limited Departmental Competitive Examination (LDCE).
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>(a) Promotion:</p> <p>i) 50% by promotion of Stenographer Grade-D in the Pay Level - 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) at the ICAR Institute having at least ten years of regular service in the grade.</p> <p>ii) 50% by Limited Departmental Competitive Examination (LDCE) confined to the Stenographers Grade-D in the Pay Level - 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed six years of regular service in the grade at ICAR Institute as on the date prescribed by DoP&T/ICAR.</p> <p><i>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.</i></p>

		<p>(b) Deputation (ISTC) & Permanent Absorption:</p> <p>Failing (a) above, by deputation amongst the officials of Stenography Cadre of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department</p> <p style="text-align: center;">or</p> <p>(ii) Stenographers Grade-D in the Pay Level - 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed at least ten years of regular service in the grade.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i> 2. <i>Preference in deputation will be given to the officials of ICAR System.</i> 3. <i>The departmental officials in the feeder grade, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i> 4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i> 5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i>
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		(c) Direct Recruitment: Failing (a) and (b) above, by Direct Recruitment as per the qualification prescribed under Col.7 above through Open Competitive Written Examination.											
12.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>CAO(SG)/CAO/Sr. Admn. Officer**</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than AO nominated by Director</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by Director</td><td>Member</td></tr><tr><td>AO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member Secy.</td></tr></table> <p><i>**If there is no post of CAO(SG)/CAO/SAO in the Institute, an Officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</i></p>		CAO(SG)/CAO/Sr. Admn. Officer**	Chairman	An Officer not lower in status than AO nominated by Director	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by Director.	Member	An outside expert not lower in status than AO nominated by Director	Member	AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member Secy.
CAO(SG)/CAO/Sr. Admn. Officer**	Chairman												
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AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member Secy.												
13.	Consultation with UPSC is necessary or not	Not Applicable											
14.	Remarks	---											

*Subject to variation dependent on workload.

**RECRUITMENT RULES FOR THE POST OF
UPPER DIVISION CLERK IN ICAR**

1.	Name of the post	UPPER DIVISION CLERK
2.	Number of Posts	607*
3.	Classification	Administrative Group "C"
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-4 (Rs.25500-81100) (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational & other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any.	Not applicable
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By promotion failing which by deputation including short term contract & transfer on permanent absorption. (i) 75% by promotion. (ii) 25% by Limited Departmental Competitive Examination (LDCE).
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Promotion: a) 75% by promotion from the Lower Division Clerk in Pay Level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs.5200-20200 with GP Rs.1900) at the respective ICAR Headquarters/ICAR Institutes having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee. b) 25% by Limited Departmental Competitive Examination confined to the LDCs in Pay Level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs.5200-20200 with GP Rs.1900) at the

respective ICAR Hqrs./ ICAR Institutes who have completed five years regular service in the grade as on the date prescribed by DoP&T/ICAR.

Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.

Deputation (ISTC) & Permanent Absorption:

- c) Failing (a) and (b) above by deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs
- (i) Holding the analogous post on regular basis in parent cadre/department.
- or
- (ii) Having eight years of regular service in Pay Level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs.1900) in parent cadre/ department.

Note :

1. *Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.*
2. *Preference in deputation will be given to the officials of ICAR System.*
3. *The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.*

		<p>4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i></p> <p>5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i></p>																		
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of (For ICAR Hqrs.):</p> <table><tr><td>Deputy Secretary (Admn.)**</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>Concerned Under Secretary/Section officer (In-charge of Administration Section)</td><td>Member</td></tr></table> <p><i>**In absence of DS (Admn.), any other Deputy Secretary shall be nominated by JS(Admn.).</i></p> <p>DPC consisting of (For ICAR Institutes):</p> <table><tr><td>CAO(SG)/CAO/Sr. Admn. Officer***</td><td>Chairman</td></tr><tr><td>An officer not lower then A.O. nominated by the Director.</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by the Director</td><td>Member</td></tr></table>	Deputy Secretary (Admn.)**	Chairman	An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	Concerned Under Secretary/Section officer (In-charge of Administration Section)	Member	CAO(SG)/CAO/Sr. Admn. Officer***	Chairman	An officer not lower then A.O. nominated by the Director.	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	Member	An outside expert not lower in status than AO nominated by the Director	Member
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An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	Member																			
An outside expert not lower in status than AO nominated by the Director	Member																			

		AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member Secy.
		***If there is no post of CAO(SG)/CAO/SAO in the Institute, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.	
13.	Consultation with UPSC is necessary or not	Not applicable	
14.	Remarks	-	

*Subject to variation dependent on workload.

**RECRUITMENT RULES FOR THE POST OF
STENOGRAPHER GRADE-D IN ICAR**

1.	Name of the post	STENOGRAPHER GRADE-D
2.	Number of Posts	35*
3.	Classification	Administrative Group 'C'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-4 (Rs. 25500-81100) (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400)
5.	Whether Selection Post or Non-Selection Post	Non-applicable
6.	Age limit for direct recruitment	18-27 years Note : 1. <i>The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep).</i> 2. <i>The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/ Ex-serviceman and other such categories as per instructions of Govt. issued from time to time.</i> 3. <i>The relaxation of the upper age-limit for departmental candidates i.e. ICAR employees up to 40 years (45 years for SC/ST) will be permissible in accordance with the instructions/ orders issued by the Central Government from time to time.</i>
7.	Educational & other qualifications required for direct recruitment	Passed 12 th standard or equivalent examination from a recognized Board or University. <u>Skill Test in Stenography:</u> The candidates will be given one dictation for 10 minutes in English or in Hindi (as opted by the

		candidates in the Application Form) at the speed of 80 w.p.m. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes (70 minutes for the candidates eligible for scribe) on computer and the candidates who opt to take test in Hindi will be required to transcribe the matter 65 minutes (75 minutes for the candidates eligible for scribe) on computer.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years.
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	100% by direct recruitment (DR) through open competitive examination failing which by deputation or transfer on permanent absorption.
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p>Direct Recruitment:</p> <p>(a) 100% by Direct recruitment through open competitive examination.</p> <p>Deputation (ISTC) & Permanent Absorption:</p> <p>(b) Failing (a) above, by deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs holding the analogous post in the Pay Level – 4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) on regular basis in parent cadre/department.</p> <p>Note :</p> <p>1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i></p>



		<p>2. <i>Preference in deputation will be given to the officials of ICAR System.</i></p> <p>3. <i>The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i></p> <p>4. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i></p> <p>5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.</i></p>												
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC at ICAR Headquarters:</p> <table><tr><td colspan="2">DPC consisting of</td></tr><tr><td>Deputy Secretary (Admn.)**</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)</td><td>Member Secy.</td></tr></table> <p><i>** In absence of DS (Admn.), any other Deputy Secretary shall be nominated by JS(Admn.).</i></p>	DPC consisting of		Deputy Secretary (Admn.)**	Chairman	An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.
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Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.													

		DPC consisting of (For ICAR Institutes): <table><tr><td>Chief Admn. Officer/Sr. Admn. Officer***</td><td>Chairman</td></tr><tr><td>An officer not lower then A.O. nominated by the Director.</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by the Director</td><td>Member</td></tr><tr><td>AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)</td><td>Member Secy.</td></tr></table> <p>***If there is no post of CAO/SAO in the Institute, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</p>	Chief Admn. Officer/Sr. Admn. Officer***	Chairman	An officer not lower then A.O. nominated by the Director.	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	Member	An outside expert not lower in status than AO nominated by the Director	Member	AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member Secy.
Chief Admn. Officer/Sr. Admn. Officer***	Chairman											
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AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member Secy.											
13.	Consultation with UPSC is necessary or not	Not applicable										
14.	Remarks	--										

*Subject to variation dependent on workload.

**RECRUITMENT RULES FOR THE POST OF
LOWER DIVISION CLERK IN ICAR**

1.	Name of the post	LOWER DIVISION CLERK
2.	Number of posts	609*
3.	Classification	Administrative Group 'C'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised pay scale)	Pay Level-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs.1900)
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age limit for direct recruitment	18-27 years Note : <ol style="list-style-type: none"> 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time. 3. The relaxation of the upper age-limit for departmental candidates i.e. ICAR employees up to 40 years (45 years for SC/ST) will be permissible in accordance with the instructions/ orders issued by the Central Government from time to time.
7.	Educational & other qualifications required for direct recruitment	<ol style="list-style-type: none"> 12th Class or equivalent qualification from a recognized Board or University. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p>
8.	Whether age and educational qualification required for direct recruits	Yes, to the extent indicated in Col.11.

	will apply in case of promotees	
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	<p>By Direct Recruitment, Promotion failing which by transfer on permanent absorption.</p> <p>(i) 85% by direct recruitment (ii) 10% by Limited Departmental Competitive Examination (LDCE) (iii) 05% by promotion</p>
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p>Direct Recruitment:</p> <p>a) 85% of vacancies by direct recruitment through Open Competitive Examinations.</p> <p>Promotion:</p> <p>b) 10% of the vacancies shall be filled from amongst the Group C staff in the Pay Level-1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800) and who possess 12th Class or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).</p> <p><i>Note: If more of such employees than the number of vacancies available under Clause (b) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</i></p> <p>c) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have 3 years of regular service in posts with Pay Level-1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800).</p> <p><i>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they</i></p>

		are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.																								
12.	Composition of Departmental Promotion Committee	<table><tr><td colspan="2">DPC consisting of (at ICAR Hqrs.):</td></tr><tr><td>Under Secretary (Admn.), ICAR hqrs.</td><td>Chairman</td></tr><tr><td>One Under Secretary not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>Concerned Section Officer</td><td>Member</td></tr></table> <table><tr><td colspan="2">DPC consisting of (For ICAR Institutes):</td></tr><tr><td>Sr. Admn. Officer/AO**</td><td>Chairman</td></tr><tr><td>An officer not lower than A.O. nominated by the Director.</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by the Director</td><td>Member</td></tr><tr><td>AAO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)</td><td>Member Secy.</td></tr></table> <p><i>**If there is no post of SAO/AO in the Institute, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</i></p>	DPC consisting of (at ICAR Hqrs.):		Under Secretary (Admn.), ICAR hqrs.	Chairman	One Under Secretary not lower in status than Under Secretary nominated by Director (Admn.)	Member	An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An outside expert not lower in status than Under Secretary nominated by Director (Admn.)	Member	Concerned Section Officer	Member	DPC consisting of (For ICAR Institutes):		Sr. Admn. Officer/AO**	Chairman	An officer not lower than A.O. nominated by the Director.	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	Member	An outside expert not lower in status than AO nominated by the Director	Member	AAO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member Secy.
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AAO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member Secy.																									
13.	Consultation with UPSC is necessary or not	Not Applicable																								
14.	Remarks	(i) LDCs of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service.																								

		<p>desiring transfer can be appointed against the vacancies meant for direct recruitment.</p> <p>(ii) LDCs from the Central Government/State Government/Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed at Col. no.7 above for direct recruitment, can be appointed against the vacancies meant for direct recruitment.</p> <p>Note: Request of LDCs of ICAR system for appointment through transfer shall be given preference over the requests of LDCs of other organizations.</p> <p>(iii) If no incumbent in feeder grade possess educational qualification to be eligible for promotion under LDCE quota, the vacancies may be filled up through promotion in seniority-cum-fitness basis.</p>
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**Subject to variation dependent on workload.*

**RECRUITMENT RULES FOR THE POST OF
MULTI-TASKING STAFF IN ICAR**

1.	Name of the post	Multi-Tasking Staff (MTS) (Erstwhile Skilled Supporting Staff)
2.	Number of Posts	6249*
3.	Classification	Group 'C', Non-ministerial, Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800)
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age limit for direct recruitment	18-25 years Note : 1. The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep). 2. The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time.
7.	Educational & other qualifications required for direct recruitment	Matriculation from a recognized board or equivalent
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any.	Two years
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption	100% by direct recruitment.

	& percentage of vacancies to be filled by various modes		
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Direct Recruitment Direct recruitment through open competitive examination/Permanent Absorption through transfer of eligible candidates as defined in Col.14.	
12.	Composition of Departmental Promotion Committee	DPC consisting of (at ICAR Headquarters):	
		Under Secretary (Admn.)	Chairman
		An officer not lower in status than Section Officer nominated by Director (A)	Member
		An officer not lower in status than Section Officer belonging to SC/ST community nominated by Director (Admn.)	Member
		An outside expert not lower in status than Section Officer nominated by Director (Admn.)	Member
		Section Officer (In-charge of the Section concerned)	Member
		DPC consisting of (at ICAR Institutes/Units)	
		Sr. Admn. Officer/AO*	Chairman
		An Officer not lower in status than Admn. Officer nominated by Director	Member
		An Officer not lower in status than AO belonging to SC/ST community nominated by Director	Member
		An Outside Expert not lower in status than AO nominated by Director	Member
		AAO (in absence of such officer, an officer of equivalent status nominated by Director)	Member

		<i>* If there is no post of SAO/AO in the Institute, an Officer of equivalent status in Administrative Cadre of any other ICAR Institutes/ Headquarters nominated by the Director of the Institute.</i>
13.	Consultation with UPSC is necessary or not	Not Applicable
14.	Remarks	<p>(i) The functions, duties and responsibilities attached with the MTS (erstwhile SSS) posts shall continue to be the same as earlier.</p> <p>(ii) MTS of other ICAR Institutes/Headquarters, who have successfully completed probation period and confirmed in the ICAR service, desiring transfer can be appointed against the vacancies meant for direct recruitment.</p> <p>(iii) MTS from the Central Government/State Government/ Central Autonomous Bodies/Statutory Bodies/PSUs, who have confirmed in their parent organization after successfully completing probation period, desiring transfer and possess the educational qualification prescribed at Col. no.7 above for direct recruitment, can be appointed against the vacancies meant for direct recruitment.</p> <p>Note: Request of MTS of ICAR system for appointment through transfer shall be given preference.</p>

**Subject to variation dependent on workload.*