

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन,डाॅ0 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 13thOctober, 2015 for inviting comments from stakeholders before finalization of the draft Recruitment Rules.

The comments of the stakeholders may be submitted through email (<u>rectt&policy@icar.gov.in</u>) 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

S1. 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	

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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). 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.
11.	In case of recruitment by promotion / deputation/ absorption; grades from which promotion/ deputation / absorption is to be made	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.

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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
 - 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 (Prerevised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) in parent cadre/department.

or

		(iii) Having 9 years of regular	service to the
		post of Assistant having	
		administrative work at I	-
		in the Pay Level - 6 (P	
Lore			
	market and the same state of	Band-2, Rs.9300-34800 v	with Grade Pay
	to make the property. The	of Rs.4200).	
	The leading to labor to	Note:	
	The second secon	1. Period of deputation including perio in another ex-cadre post held preceding this appointment in the other organization or department Government shall ordinarily not to e	l immediately same or some of the Central
		2. Preference in deputation will be officials of ICAR System.	given to the
		3. The departmental officers in the fee are in the direct line of promotion eligible for consideration for appetition.	n shall not be
		4. The maximum age limit for ap deputation shall not be exceeding the closing date of receipt of applica	58 years as on
		5. The official, who initially comes on a considered suitable for the permanently absorbed by the authority, if no incumbent is averaged feeder cadre, in accordance with DoP&T/GoI and the parent Department proposal of permanent absorptions.	ost, may be e appointing ailable in the guidelines of ment agrees to
12.	If a Departmental	DPC consisting of:	Orc.
	Promotion Committee		
	exists what is its		
	composition	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	Not Applicable	

14.	Remarks	 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. 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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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 7th 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) 663% by promotion (ii) 331% 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) 663% 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) 331/3% by Limited Departmental
	- vngesi	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
- 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.

	necessary or not		
13.	Consultation with UPSC is	Not Applicable	
		status than Under Secretary nominated by JS(Admn.) Under Secretary (Admn.)	Member
		than Under Secretary belonging to SC/ST community nominated by JS(Admn.) An outside expert not lower in	Member
		An Officer not lower in status than Under Secretary nominated by JS(Admn.) An Officer not lower in status	Member Member
	exists what is its composition	Director (Admn.) or Deputy Secretary (Admn.)	
	Promotion Committee	DPC consisting of:	
12.	If a Departmental		
		post, may be permanently all appointing authority, if <u>no</u> available in the feeder cadre, with guidelines of DoP&T, parent Department agrees to permanent absorption.	incumbent is in accordance / GoI and the
		5. The official, who initiall deputation and considered s	suitable for the
		4. The maximum age limit for a deputation shall not be exceed as on the closing date applications.	eding 58 years
		2. Preference in deputation will officials of ICAR System.	be given to the
22. 25	Tarrell of Log and of mance the terms of the	1. Period of deputation included deputation in another exception in another exception immediately preceding this of the same or some other of department of the Central Goordinarily not to exceed 3 years.	ndre post held appointment in organization or vernment shall
		Note:	



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 30th May, 2013, for the persons
	a mag fill har but out o	holding the immediate feeder grade post of Personal Assistant on regular basis on the date
	model St.	of commencement of these revised Recruitment Rules (RRs).

RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINSTRATIVE OFFICER

1.	Name of the post	ASSISTANT ADMINSTRATIVE 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	 Note: 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). 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	Essential Bachelor's Degree/Graduation in any discipline from a recognized University with working knowledge of computer. Desirable 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 recruitees.
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	Examination (LDCE).
11.	In case of recruitment	Promotion:
	by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	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).
	THE THE PROPERTY OF THE PARTY O	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 (Prerevised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4200).
	The second secon	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 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.
ere.	over gune. Washing assertion with the control of th	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.
	media shira romas suo sense brigal sallo suom	Deputation (ISTC) & Permanent Absorption:
	1200) a 6200)	c) Failing (a) and (b) above, by deputation amongst the officials of ICAR Headquarters or ICAR Institutes or Central Government or

State Government or Union Territories or Autonomous Bodies or PSUs:

 Holding the analogous post on regular basis in parent cadre/department and eligible;

or

(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.

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.
- 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 no incumbent 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.

Direct Recruitment:

d) Failing (a), (b) & (c) above, by Direct Recruitment as per the qualification prescribed under Col.7 above through Open Competitive Written Examination.



12.	If a Departmental	DPC consisting of:	Chairman
	Promotion Committee	CAO(SG)/CAO of the Institute*	Chairman
	exists what is its composition	SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)	Member
	or anisonatio enem E man	An Officer not lower in status than AO belonging to SC/ST community nominated by Director of the Institute	Member
	trasmer and in teach of many dispersions and the day are significantly and the	An Outside Expert not lower in status than AO nominated by Director of the Institute	Member
		AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member
		*In absence of such officers, an officer status in Administrative Cadre of any Institutes/Headquarters nominated by the the Institute.	y other ICA.
13.	Consultation with UPSC is necessary or not	Not Applicable	
14.	Remarks		



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	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.
	ported and the property of the control of the contr	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

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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.

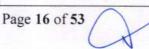
Deputation (ISTC) & Permanent Absorption:

- 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:
- 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



		II.	Possessing at least Bachele any discipline from a University.	
		Note:		
			Period of deputation included deputation in another exception in another	dre post held appointment in rganization or l Government
		2.	The maximum age limit for a deputation shall not be exceed as on the closing date applications.	eding 58 years
		3.	The official, who initially deputation and considered s post, may be permanently all appointing authority, if <u>no</u> available in the feeder accordance with guidelines and the parent Department proposal of permanent absorbance.	nuitable for the osorbed by the incumbent is cadre, in of DoP&T/GoI agrees to the
12.	If a Departmental	DPC (consisting of (ICAR Headquar	rtere).
12.	Promotion Committee exists what is its	Direc		
	composition	Cadr Unde	Senior Officer of Finance e not lower in status that er Secretary nominated by dmn.), ICAR	Member
		One than to	Officer not lower in status Under Secretary belonging SC/ST community inated by JS(Admn.), ICAR	Member
		An C	Outside Expert not lower in its than Under Secretary inated by JS(Admn.), ICAR.	Member
			er Secretary (Admn.)	Member
		DDC -	consisting of (ICAR Institute)	
		_	(SG)/CAO**	Chairman
			AO (In absence of such	Member
		office of eq	er at the Institute, an officer juivalent status in Finance e 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
		**In absence of such officers at the Officer of equivalent status in Ac Cadre of any oth Institutes/Headquarters nomina Director of the Institute.	dministrative er ICAR
13.	Consultation with UPSC is necessary or not	Not applicable.	
14.	Remarks	Existing incumbents holding the post of Junior Accounts Officer date of notification of these R promoted on first priority on reco of Departmental Promotion Commaccordance to existing Recruitmenthe post of AF&AO notified notification No.Admn.14(2)/2015 17th August, 2016 before conscandidates under clause (a) & No.11 above.	(JAO), on the Rs, shall be mmendations littee (DPC) in ent Rules for vide ICAR's i-Estt.I dated idering other



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.	Matrix of 7 th CPC (Pre- revised Pay Scale)	(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) 66\% by promotion (ii) 33\% 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) 66%% 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.
	The state of the second	b) 331/3% 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-

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

or

Personal Assistant (Stenographer Grade 'C') in the Pay Level – 6 (Prerevised 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.

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	wanteling with the common of t	2. Preference in deputation will officials of ICAR System.	ll be given to the
		3. The departmental officials category, who are in the promotion shall not be consideration for appointment	e direct line of e eligible for
		4. The maximum age limit for deputation shall not be exceed as on the closing date applications.	eeding 58 years
		5. The official, who initial deputation and considered post, may be permanently appointing authority, if navailable in the feeder cadr with guidelines of DoP&T/GD Department agrees to the permanent absorption.	suitable for the absorbed by the o incumbent is e, in accordance of and the parent
10	If Departmental		
12.	If a Departmental Promotion Committee	DPC consisting of:	
	exists what is its composition.	CAO(SG)/CAO/Sr. Admn.	Chairman
	composition.	Officer** An Officer not lower in status than AO nominated by	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
		**If there is no post of CAO(SG)/ Institute, an Officer of equivalent Administrative Cadre of an Institute/Headquarters nominative Director of the Institute.	valent status in ny other ICAR
13.	Consultation with UPSC	Not Applicable	The East
	is necessary or not		

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
	and the state of the state of	immediate feeder grade post of Personal Assistant on regular basis on the date of commencement of these revised Recruitment Rules (RRs).

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 7th 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	 Note: 1. The crucial date for determining the agelimit 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
- 11. In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made
- 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).

Direct Recruitment:

a) 75% by direct recruitment on the basis of Open Competitive Examination.

Promotion:

- 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.
- c) 10% bv 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 Hgrs. who have completed 06 years regular in the grade as on the date prescribed DoP&T/ICAR.

Note:

- 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.
- 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.

Deputation (ISTC) & Permanent Absorption:

d) Failing (a) (b) and (c) 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 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.

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.
- 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 DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.



12.	If a Departmental	DPC consisting of:	
	Promotion Committee exists what is its	Director (Admn.) or Deputy Secretary (Admn.)	Chairman
	composition	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	22	

^{*}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 7th 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	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	Candidates must have passed 12 th standard or equivalent examination from a recognized Board or University.
	The first state of regions of the control of the co	Skill Test in Stenography: 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

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8.	Whether age and educational	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.
	qualification required for direct recruits 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	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	 (a) Promotion: 50% by promotion of Stenographer Grade-D in the Pay Level – 4 (Prerevised 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. 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. 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.

(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

 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.
- 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



	Telephone (1976) And American (1976) And Ameri	DoP&T/GoI and the pare agrees to the proposal absorption. (c) Direct Recruitment: Failing (a) and (b) about Recruitment as per the prescribed under Col.7 Open Competitive Examination.	of permanent ove, by Direct e qualification above through
12.	If a Departmental Promotion Committee exists what is its composition	DPC consisting of: Director (Admn.)/ Deputy	Chairman
	to a Samuel Caracter of the Samuel Caracter o	Secretary (Admn.) 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
	taking mendaturak taking alekahan mendaturak taking alekahan mendaturak taking mendaturak	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		

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 7th 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	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
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.

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deputation	/
absorption	85
percentage	of
vacancies to be	filled
by various modes	
In case of recruit	tmant

11. In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made

(ii) 15% by promotion.

(iii) 10% by Limited Departmental Competitive Examination (LDCE).

Direct Recruitment:

a) 75% by direct recruitment on the basis of Open Competitive Examination.

Promotion:

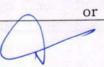
- b) 15% by promotion from the Upper Division Clerks (UDCs) in the Pay Level-4 Rs.25500-81100 (Prerevised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.
- c) 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.

Note:

- 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.
- The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.

Deputation (ISTC) & Permanent Absorption:

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



(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.

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.
- 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 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.

DPC consisting of:

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

13	Consultation with	**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. Not Applicable
13.	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	Note: 1. The crucial date for determining the agelimit 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.
		Skill Test in Stenography:
		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

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	OF THE POST OF ANT HOTELS AND THE AND	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 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.	 (a) Promotion: i) 50% by promotion of Stenographer Grade-D in the Pay Level - 4 (Prerevised 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. ii) 50% by Limited Departmental Competitive Examination (LDCE) confined to the Stenographers Grade-D in the Pay Level - 4 (Prerevised 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.
7/8	The second of th	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.

(b) Deputation (ISTC) & Permanent Absorption:

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

(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.
- 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 DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption.



	at an lastes) natural	(c) Direct Recruitment:	
	Life In a company of the second company of t	Failing (a) and (b) above, by Direction Recruitment as per the qualification prescribed under Col.7 above throus Open Competitive Written Examination	
12.	If a Departmental		
	Promotion Committee exists what is its	CAO(SG)/CAO/Sr. Admn. Officer**	Chairman
	composition.	An Officer not lower in status than AO nominated by Director	Member
	Street grangspres Strade Street See S 200 c Bigg particular See S See S 200 c Bigg particular see	An Officer not lower in status than AO belonging to SC/ST community nominated by Director.	Member
	The state of the state of the	An outside expert not lower in status than AO nominated by Director	Member
	g adminis motorsport to gardane to sadmin so mot	AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member Secy.
	charge and gates as a post- or of the case of the case of the case of the case of the analysis of	**If there is no post of CAO(SG), the Institute, an Officer of equival Administrative Cadre of any Institutes/Headquarters nominal Director of the Institute.	llent status in other ICAR
13.	Consultation with UPSC is necessary or not	Not Applicable	
14.	Remarks	alanto	

^{*}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"
	Pay Level as per Pay Matrix of 7th 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	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

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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
 - 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.
- Preference in deputation will be given to the officials of ICAR System.
- 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 no incumbent 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

DPC consisting of (For ICAR Hqrs.):

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

^{**}In absence of DS (Admn.), any other Deputy Secretary shall be nominated by JS(Admn.).

DPC consisting of (For ICAR Institutes):

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



	en en la company de la company	AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)
		***If there is no post of CAO(SG)/CAO/SAO in the Institute, an officer of equivalent status in Administrative Cadre of any other ICAI 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:
		 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). The age-relaxation permissible beyond the upper age limit for SC/ST/OBC/PWDs/Exserviceman 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	Passed 12 th standard or equivalent examination from a recognized Board or University. Skill Test in Stenography:
		The candidates will be given one dictation for 10 minutes in English or in Hindi (as opted by the

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		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.	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 /	Direct Recruitment:
	absorption; grades from which promotion /	competitive examination.
	deputation / absorption is to be made	Deputation (ISTC) & Permanent Absorption:
		(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.
		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.



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	2. Preference in deputation will officials of ICAR System.	be given to the
	3. The departmental officials category, who are in the direct shall not be eligible for appointment on deputation.	line of promotion
	4. The maximum age limit for deputation shall not be exceed on the closing date of receipt of	ding 58 years as
	5. The official, who initially come and considered suitable for the permanently absorbed by authority, if no incumbent is feeder cadre, in accordance upop&T/GoI and the parent Deto the proposal of permanent and another proposal of permanent and proposal of permanent and another proposal of permanent and perma	he post, may be the appointing available in the with guidelines of epartment agrees
a Departmental Promotion mmittee exists what is its	DPC at ICAR Headquarters:	
mposition	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	Member
		Member
	Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)	Member Secy.
)	mmittee exists what is its	officials of ICAR System. 3. The departmental officials category, who are in the direct shall not be eligible for appointment on deputation. 4. The maximum age limit for deputation shall not be exceed on the closing date of receipt of and considered suitable for the permanently absorbed by authority, if no incumbent is feeder cadre, in accordance under DoP&T/GoI and the parent Down to the proposal of permanent and permanent and the proposal of permanent and the proposal of permanent and permanent and permanent and proposal of permanent and permanent and permanent and proposal of permanent and permanent an



14.	necessary or not Remarks		
13.	Consultation with UPSC is	Not applicable	
		an officer of equivalent or above status nominated by the Director.) ***If there is no post of CAO/SAO ir officer of equivalent status in Adm of any other ICAR Institute nominated by the Director of the Institute of the Instit	n the Institute, of inistrative Cad es/Headquarte
		An outside expert not lower in status than AO nominated by the Director AO (in absence of such officer,	Member
		An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	
		An officer not lower then A.O. nominated by the Director.	Member
		Chief Admn. Officer/Sr. Admn. Officer***	Chairman

^{*}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 7th 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	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/Exserviceman 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	 (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key
8.	Whether age and educational qualification required for direct recruits	depressions for each word) 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	By Direct Recruitment, Promotion failing which by transfer on permanent absorption. (i) 85% by direct recruitment (ii) 10% by Limited Departmental Competitive Examination (LDCE) (iii) 05% by promotion
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is	unough Open competitive Dathmations.
	to be made	Promotion:
		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).
		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.
		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).
		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 qualifyir more than half of such qualifying/elig or two years, whichever is less successfully completed their probation with their juniors who have already co qualifying or eligibility service.	ibility service and have period along
12.	Composition of Departmental Promotion	DPC consisting of (at ICAR Hqrs.):	
	Committee	Under Secretary (Admn.), ICAR hqrs.	Chairman
		One Under Secretary not lower in status than Under Secretary nominated by Director (Admn.)	
	The respect of mentioners of the control of the con	An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	
	ing officerals our testing rap	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** An officer not lower than A.O.): Chairman Member
		nominated by the Director. 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
		officer of equivalent or above status nominated by the Director.)	Member Secy.
		**If there is no post of SAO/AO in the officer of equivalent status in Administ of any other ICAR Institutes/H. nominated by the Director of the Institu	rative Cadre Ieadquarters
13.	Consultation with UPSC is necessary or not	Not Applicable	
14.	Remarks	(i) LDCs of other ICAR Institutes/He who have successfully complete period and confirmed in the IC	d probation

- desiring transfer can be appointed against the vacancies meant for direct recruitment.
- (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.

Note: Request of LDCs of ICAR system for appointment through transfer shall be given preference over the requests of LDCs of other organizations.

(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.

^{*}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 7th 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.		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).
	of the state of th	 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 examination/Permanent Absorpt transfer of eligible candidates at Col.14.	tion through
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
	the process during the deleter or new control of the first closes or chief for the control of th	An outside expert not lower in status than Section Officer nominated by Director (Admn.)	Member
	Appropriate American American American Member Proposition Action CE of Medical Section	Section Officer (In-charge of the Section concerned)	Member
	And the state of t	DPC consisting of (at ICAR Institutes/Units)	
		Sr. Admn. Officer/AO*	Chairman
	THE PROPERTY OF SHAPE	An Officer not lower in status than Admn. Officer nominated by Director	Member
	delegate	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

		* 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.	
13.	Consultation with UPSC is necessary or not	Not Applicable	
14.	Remarks	(i) The functions, duties and responsibilities attached with the MTS (erstwhile SSS) posts shall continue to be the same as earlier.	
		(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. (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. Note: Request of MTS of ICAR system for appointment through transfer shall be given preference.	

*Subject to variation dependent on workload.