



भारतीय कृषि अनुसंधान परिषद  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.11-1/2023-R&P

Dated: 27<sup>th</sup> June, 2023


**OFFICE MEMORANDUM**

**Subject: Uploading of draft Recruitment Rules for the Unified Stenographers' Cadre on ICAR's website for inviting comments of stakeholders- reg.**

The draft Recruitment Rules for Unified Stenographers' Cadre posts of ICAR are hereby placed on Council's website ([www.icar.org.in](http://www.icar.org.in)) as per DoP&T's O.M. No. AB-14017/61/2008-Estt. (RR) dated 13<sup>th</sup> 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](mailto:rectt&policy@icar.gov.in)) within 30 days i.e. upto 26<sup>th</sup> July, 2023 till 05:30PM, thereafter, no communication will be entertained in any circumstance.

**Encls: Annexures-I to VI**

  
27.06.2023  
(N.K.Sarvang)  
Under Secretary (R&P)

To,

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

**RECRUITMENT RULES FOR THE POST OF  
PRINCIPAL STAFF OFFICER IN ICAR**

1.	Name of the post	PRINCIPAL STAFF OFFICER
2.	Number of Post	1*
3.	Classification	Administrative Group 'A'
4.	Scale of Pay	Level-13 (Rs.123100-215900) (Pre-revised PB-4, Rs.37400-67000 with GP of Rs.8700)
5.	Whether Selection Post or Non-selection Post	Selection Post
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
11.	In case of recruitment by promotion/deputation/absorption; grades from which promotion/deputation/absorption is to be made.	<p><b>Promotion:</b></p> <p>a) By promotion on selection basis of Sr. Principal Private Secretaries of ICAR in the Pay Level-12 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.7600) having rendered five years' service in the grade after appointment thereto on regular basis failing which by Sr. PPS of ICAR with 10 years combined regular service in grade of Sr.PPS and PPS in Pay Level 11 out of which minimum 03 years should be in the grade of Sr. PPS.</p> <p><b>Note :</b></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/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 DOPT as issued from time to time.</p> <p><b>Deputation (ISTC):</b></p> <p>(b) Failing (a) above by deputation of officers in stenography cadre with 14 years of experience of stenography/ secretarial assistance under Central or State Government or Union Territories or Autonomous Bodies or PSUs and</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department. or</p> <p>(ii) With 5 years' regular service in the Grade of Sr.PPS, Pay Level-12 of Pay Matrix (Pre-revised PB-3, Rs.37400-67000 with GP Rs.7600) or equivalent pay scale on regular basis in the parent cadre/Department.</p> <p><b>Note:</b></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 departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>3. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>								
12.	If a Departmental Promotion Committee exists what is its composition.	<p>DPC consisting of:</p> <table border="1" data-bbox="810 1335 1442 1697"> <tr> <td>Secretary, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>An outside expert not below the rank of Joint Secretary or equivalent nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST to be nominated by the Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>Joint Secretary(A), ICAR*</td> <td>Member</td> </tr> </table> <p><b>*Note :</b> In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the Secretary, ICAR.</p>	Secretary, ICAR	Chairperson	An outside expert not below the rank of Joint Secretary or equivalent nominated by Secretary, ICAR	Member	An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST to be nominated by the Secretary, ICAR	Member	Joint Secretary(A), ICAR*	Member
Secretary, ICAR	Chairperson									
An outside expert not below the rank of Joint Secretary or equivalent nominated by Secretary, ICAR	Member									
An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST to be nominated by the Secretary, ICAR	Member									
Joint Secretary(A), ICAR*	Member									
13.	Consultation with UPSC is necessary or not	Not Applicable								
14.	Remarks	--								

\*Subject to variation dependent on workload

*NR*



**RECRUITMENT RULES FOR THE POST OF  
SENIOR PRINCIPAL PRIVATE SECRETARY IN ICAR**

1.	Name of the post	SENIOR PRINCIPAL PRIVATE SECRETARY
2.	Number of posts	2*
3.	Classification	Administrative Group 'A'
4.	Scale of Pay	Level-12 (Rs.78800-209200) (Pre-revised PB-3, Rs.15600-39100 with GP of Rs.7600)
5.	Whether Selection Post or Non-selection Post	Selection Post
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
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><b>Promotion:</b></p> <p>a) By promotion through selection of Principal Private Secretary of ICAR who have rendered not less than five years' service in Level-11 of Pay Matrix (pre-revised PB-3, Rs.15600-39100 with GP Rs.6600) after appointment thereto on regular basis.</p> <p><b>Note :</b></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/eligibility service or 2 years, whichever is less and have successfully completed probation period.</p> <p>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.</p>

		<p><b>Deputation (ISTC):</b></p> <p>b) Failing (a) above by deputation of Officers in stenographer's cadre having ten years of experience of stenography/ secretarial assistance under the Central or State Government or Union Territories or Autonomous bodies or PSUs:</p> <ul style="list-style-type: none"> <li>• holding analogous posts on regular basis in parent cadre/department;</li> <li>or</li> <li>• having five years' service in the grade rendered after appointment thereto on regular basis in Level-11 of Pay Matrix (pre-revised PB-3, Rs.15600-39100 with GP Rs.6600) or equivalent Pay scale in the parent cadre/ department.</li> </ul> <p><b>Note:</b></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 departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>3. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>								
12.	If a Departmental Promotion Committee exists what is its composition.	<p>DPC consisting of:</p> <table border="1"> <tr> <td>Joint Secretary(A), ICAR*</td><td>Chairperson</td></tr> <tr> <td>An outside expert not below the rank of Director nominated by Chairperson of the Committee</td><td>Member</td></tr> <tr> <td>An officer not below the rank of Director belonging to SC/ST community nominated by Chairperson of the Committee</td><td>Member</td></tr> <tr> <td>Director(Admn.) or an equivalent officer of ICAR nominated by Chairperson of the Committee</td><td>Member</td></tr> </table> <p><b>*Note :</b> In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the Secretary, ICAR.</p>	Joint Secretary(A), ICAR*	Chairperson	An outside expert not below the rank of Director nominated by Chairperson of the Committee	Member	An officer not below the rank of Director belonging to SC/ST community nominated by Chairperson of the Committee	Member	Director(Admn.) or an equivalent officer of ICAR nominated by Chairperson of the Committee	Member
Joint Secretary(A), ICAR*	Chairperson									
An outside expert not below the rank of Director nominated by Chairperson of the Committee	Member									
An officer not below the rank of Director belonging to SC/ST community nominated by Chairperson of the Committee	Member									
Director(Admn.) or an equivalent officer of ICAR nominated by Chairperson of the Committee	Member									
13.	Consultation with UPSC is necessary or not	Not Applicable								
14.	Remarks	<p>Initially combined seniority of the incumbents in PPS grade as on 31.12.2022 shall be prepared in following manner;</p> <p>1.The combined seniority list is to be prepared in order of date of completion of qualifying service in</p>								

*[Handwritten signature]*

		<p>the grade of PPS. If the aforesaid date is same, then date of completion of qualifying service in feeder to feeder grade shall be reckoned for purpose of preparing common eligibility/ seniority list of PPS as on 31.12.2022.</p> <p>2. Inter-se seniority within respective cadres of PPS of Hqrs &amp; PPS of institutes as on 31.12.2022 shall be maintained to the extent it does not disturb the seniority in combined inter-cadre seniority list as prepared in accordance to 1) above.</p>
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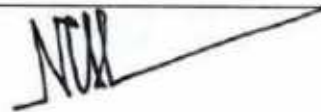
\*Subject to variation dependent on workload

NCB



**RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY  
IN ICAR**

1.	Name of the post	PRINCIPAL PRIVATE SECRETARY
2.	Number of Posts	69*
3.	Classification	Administrative Group 'A'
4.	Scale of Pay	Level-11 (Rs.67700-208700)  (Pre-revised PB-3, Rs.15600-39100 with GP of Rs.6600)
5.	Whether Selection Post or Non-selection Post	Selection Post
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 which may be extended at the discretion of competent authority.
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
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><b>a) Promotion:</b> By promotion on selection basis of Private Secretaries in the Pay Level-8 (Pre-revised PB-2, Rs.9300-34800 with GP Rs.4800)/Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 with GP of Rs.5400) who have rendered not less than six years' service in the grade after appointment thereto on regular basis.</p> <p><b>Note :</b> 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.  2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.</p>



		<p>3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e., PS</p> <p><b>b) Deputation (ISTC) :</b>  Failing (a) above, by deputation of Stenographers cadre officers under Central or State Government or Union Territories or Autonomous Bodies or PSUs; and</p> <ul style="list-style-type: none"> <li>Holding analogous post on regular basis in the parent cadre/department. Or</li> <li>With at least six years of regular service in the Pay Level-8 (Pre-revised PB-2, Rs.9300-34800 with GP Rs.4800)/Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 with GP of Rs.5400) or equivalent pay scale in parent cadre/department.</li> </ul> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</li> <li>The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</li> </ol>												
12.	If a Departmental Promotion Committee/Confirmation Committee exists what is its composition.	<p>DPC consisting of:</p> <table border="1"> <tr> <td>Joint Secretary (Admn.), ICAR*</td><td>Chairperson</td></tr> <tr> <td>An outside expert not below the rank of Deputy Secretary nominated by the Chairperson of the Committee</td><td>Member</td></tr> <tr> <td>An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by the Chairperson of the Committee</td><td>Member</td></tr> <tr> <td>Dy. Secretary (Admn.)</td><td>Member</td></tr> </table> <p><b>*Note:</b> In absence of Joint Secretary(A), ICAR another officer in equivalent grade in ICAR shall be nominated by Secretary, ICAR to act as Chairperson of DPC.</p> <p>Confirmation Committee consisting of :</p> <table border="1"> <tr> <td>Deputy Secretary(A), ICAR</td><td>Chairperson</td></tr> <tr> <td>An officer not below the rank of Deputy Secretary to be</td><td>Member</td></tr> </table>	Joint Secretary (Admn.), ICAR*	Chairperson	An outside expert not below the rank of Deputy Secretary nominated by the Chairperson of the Committee	Member	An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by the Chairperson of the Committee	Member	Dy. Secretary (Admn.)	Member	Deputy Secretary(A), ICAR	Chairperson	An officer not below the rank of Deputy Secretary to be	Member
Joint Secretary (Admn.), ICAR*	Chairperson													
An outside expert not below the rank of Deputy Secretary nominated by the Chairperson of the Committee	Member													
An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by the Chairperson of the Committee	Member													
Dy. Secretary (Admn.)	Member													
Deputy Secretary(A), ICAR	Chairperson													
An officer not below the rank of Deputy Secretary to be	Member													

*NRM*



		<table><tr><td>nominated by the Chairperson of the Committee</td><td></td></tr><tr><td>Under Secretary (A)</td><td>Member</td></tr></table> <p><b>Note :</b> 1. In absence of DS(A) an equivalent officer shall be nominated by Joint Secretary(A) to act as the Chairperson of the Committee.</p> <p>2. If none of the members of Confirmation Committee belongs to SC/ST category then Chairperson will co-opt an officer not below the rank of Under Secretary belonging to SC/ST community.</p>	nominated by the Chairperson of the Committee		Under Secretary (A)	Member
nominated by the Chairperson of the Committee						
Under Secretary (A)	Member					
13.	Consultation with UPSC is necessary or not	Not Applicable				
14.	Remarks	<p>1. The minimum eligibility service requirement for promotion to the post of Principal Private Secretary(PPS) in unified cadre of stenographers shall continue to be the same as prescribed by the earlier RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010, for the incumbents holding the immediate feeder grade post of Private Secretary in ICAR HQ on regular basis on the date of commencement of previous Recruitment Rules(RRs) dated 11.07.2022.</p> <p>2. The minimum eligibility service requirement for promotion to the post of Principal Private Secretary (PPS) by promotion on selection basis shall be six years of combined regular service in Pay Level 7 &amp; Pay level 8 for the incumbents holding the immediate feeder grade post of Private Secretary in ICAR Institutes on regular basis as on 31.12.2022.</p> <p>3. <u>Initial promotion of incumbent PS (who were holding the post on regular basis as on 31.12.2022) of Hqrs cadre &amp; Institute cadre</u> The vacancies as available on 01.01.2023 and arising thereafter in the grade of PPS shall be filled in the ratio of 1:2 from the incumbent PS of HQ &amp; incumbent PS of Institutes (who were holding the post on regular basis as on 31.12.2022) respectively. Existing two separate seniority lists of incumbent PS of Hqrs and incumbent PS of institutes as on 31.12.2022 as being maintained so far at ICAR HQ shall be utilized for this purpose. This ratio system for promotion shall operate till promotion of last incumbent PS of HQ cadre who was holding the post on regular basis as on 31.12.2022. Thereafter the single unified seniority list of PS in Pay level 8 shall operate for promotion to PPS grade.</p>				

\*Subject to variation dependent on workload



**RECRUITMENT RULES FOR THE POST OF  
PRIVATE SECRETARY IN ICAR**

1.	Name of the post	PRIVATE SECRETARY
2.	Number of Posts	294*
3.	Classification	Administrative Group 'B'
4.	Pay Level as per Pay Matrix of 7 <sup>th</sup> 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) NFSU 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) 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	<b>Promotion:</b>  a) 66%% by promotion of Personal Assistant in the Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) at the ICAR having at least eight years of regular service in the grade.



- b) 33% by Limited Departmental Competitive Examination (LDCE) confined to the Personal Assistant 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 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 Stenographer Cadre of 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.

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.

*NCR*



		<div>2. 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.</div> <div>3. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</div> <div>4. 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&amp;T/GoI and the parent Department agrees to the proposal of permanent absorption.</div>												
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	<div>1. 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 RRs for the post notified vide ICAR Letter no.14(1)/2009-Estt.I dated 30<sup>th</sup> May, 2013, for the incumbents holding the immediate feeder grade post of Personal Assistant on regular basis at ICAR Hqrs as on 31.12.2022.</div> <div>2. The minimum eligibility service requirement for promotion to the post of Private Secretary (PS) in respect of the persons holding the immediate feeder grade post of Personal</div>												

		<p>Assistant in ICAR Institutes on regular basis as on 31.12.2022 shall be as under:</p> <p>a) <u>For promotion:</u> Incumbent Personal Assistant who were holding the post on regular basis as on 31.12.2022 and having at least eight years of combined &amp; regular service in Pay Level 7 &amp; Pay Level 6.</p> <p>b) <u>For LDCE:</u> Incumbent Personal Assistant who were holding the post on regular basis as on 31.12.2022 and possessing a Bachelor's degree from a recognized university and having completed five years combined regular service in Pay Level 6 &amp; Pay Level 7 at ICAR.</p> <p>3. <u>Preparation of initial combined seniority list of incumbent PAs (who were holding the post on regular basis as on 31.12.2022) of ICAR HQ &amp; Institutes</u></p> <p>a) The incumbent PAs of ICAR Hqrs as on 31.12.2022 in Pay Level 7 shall be placed en-bloc above the incumbent PA of ICAR institutes as on 31.12.2022 in Pay Level 6.</p> <p>b) The combined seniority list is to be prepared in order of date of completion of qualifying service by incumbent PA of ICAR institutes (as on 31.12.2022) in Pay Level 6. If the aforesaid date is same, then date of completion of qualifying service in feeder to feeder grade shall be reckoned for purpose of preparing common eligibility/ seniority list of PA as on 31.12.2022.</p> <p>c) Inter-se seniority of PAs of a Constituent unit as on 31.12.2022 shall be maintained to the extent it does not disturb the combined inter-constituent units seniority as prepared as prescribed in a) &amp; b) above.</p>
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\*Subject to variation dependent on workload.

*NCR*

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

1.	Name of the post	PERSONAL ASSISTANT (STENOGRAPHER GRADE 'C')
2.	Number of Posts	337*
3.	Classification	Administrative Group 'B'
4.	Pay Level as per Pay Matrix of 7 <sup>th</sup> 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  <b>Note :</b>  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&amp;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 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.</i>
7.	Educational & other qualifications required for direct recruitment	Candidates must have passed 12 <sup>th</sup> standard or equivalent examination from a recognized Board or University.  <b><u>Skill Test in Stenography:</u></b>  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) <b>Promotion:</b></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 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 as on the date prescribed by DoP&amp;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>

*NM*

**(b) Deputation (ISTC) & Permanent Absorption:**

Failing (a) above, by deputation from the officials of Stenographer Cadre of 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. *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.*
3. *The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.*
4. *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/Gol and the parent Department agrees to the proposal of permanent absorption.*

**(c) Direct Recruitment:**

Failing (a) or (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> <p>Confirmation Committee consisting of :</p> <table><tr><td>Deputy Secretary(A), ICAR</td><td>Chairperson</td></tr><tr><td>An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee</td><td>Member</td></tr><tr><td>Under Secretary (A)</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	Deputy Secretary(A), ICAR	Chairperson	An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member	Under Secretary (A)	Member
DPC consisting of:																				
Director (Admn.)/ Deputy Secretary (Admn.)	Chairman																			
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Deputy Secretary(A), ICAR	Chairperson																			
An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member																			
Under Secretary (A)	Member																			
13.	Consultation with UPSC is necessary or not	Not applicable																		
14.	Remarks	<p><i>Initially combined seniority of the incumbents in Steno Gr. D as on 31.12.2022 shall be prepared in following manner:</i></p> <p><i>1.The combined seniority list is to be prepared in order of date of completion of qualifying service as Steno Gr. D. If the aforesaid date is same, then the incumbent retiring early shall be considered as senior for purpose of preparing common eligibility/ seniority list of Steno Gr. D as on 31.12.2022.</i></p>																		

*NCM*



		2. Inter-se seniority of Steno Gr. D of a Constituent unit as on 31.12.2022 shall be maintained to the extent it does not disturb the combined inter-constituent units seniority list prepared as prescribed in 1) above.
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*\*Subject to variation dependent on workload.*

*NCM*

**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 <sup>th</sup> 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  <b>Note :</b>  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, Lahaul 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	Passed 12 <sup>th</sup> standard or equivalent examination from a recognized Board or University.  <b><u>Skill Test in Stenography:</u></b>  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><b>Direct Recruitment:</b></p> <p>(a) 100% by Direct recruitment through open competitive examination.</p> <p><b>Deputation (ISTC) &amp; Permanent Absorption:</b></p> <p>(b) Failing (a) above, by deputation amongst the officials of 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><b>Note :</b></p> <ol style="list-style-type: none"> <li>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></li> <li>2. <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></li> </ol>

*NEER*



		<p>3. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p>4. 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&amp;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>Not applicable.</p> <p>The composition of committee for recommending probation clearance &amp; confirmation in the grade shall be as under :</p> <table><tr><td>Deputy Secretary(A), ICAR</td><td>Chairperson</td></tr><tr><td>An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee</td><td>Member</td></tr><tr><td>Under Secretary (A)</td><td>Member</td></tr></table>	Deputy Secretary(A), ICAR	Chairperson	An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member	Under Secretary (A)	Member
Deputy Secretary(A), ICAR	Chairperson							
An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member							
Under Secretary (A)	Member							
13.	Consultation with UPSC is necessary or not	Not applicable						
14.	Remarks	--						

\*Subject to variation dependent on workload.

*NEED*