



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

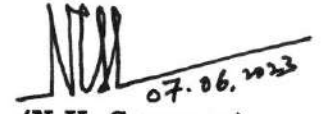
F.No.Admn.11-2/2022-R&P

Dated: 7<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023- reg.**

The Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023 are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.

  
07.06.2023

(N.K. Sarvang)

Under Secretary (R&P)

**Distributions:**

1. The Director of all the ICAR Institutes/NRCs/Bureaux/ATARIs.
2. Joint Secretary/Director/Deputy Secretary/Deputy Director (Finance)/ Under Secretary, ICAR/ASRB.
3. PSO to DG, ICAR/ Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR / PPS to Chairman, ASRB/PS to Secretary, ASRB.
4. All subject matter Divisions (SMDs), ICAR
5. All Officers & Staff of ICAR.
6. Secretary (SS), CJSC.
7. Secretary (SS), HJSC.
8. Media Unit, ICAR with the request to upload this OM on the ICAR website.
9. Guard file/ spare copies.

**Note:** Please download the copies of this O.M. as per requirement, as it is not being distributed separately.

(Hindi Version will follow)



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

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

Dated: 7<sup>th</sup> June, 2023

**NOTIFICATION**

With the approval of the Competent Authority and in supersession of all previous recruitment rules, except as respects things to be done or omitted to be done or taken under said rules before such supersession, the following rules regulating the method of recruitment to the posts of Section Officer (SO), Assistant Administrative Officer (AAO), Assistant Finance & Accounts Officer (AF&AO), Assistant (Hqrs.) and Assistant (Instt.) in Indian Council of Agricultural Research (ICAR) are hereby notified, namely:

**1. Short title and commencement:** - (a) These rules may be called Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023.

(b) These rules shall come into force w.e.f. the date of issue of this notification and applicable on all the vacancies as available on the date of notification of these rules and arising thereafter.

**2. Number of post, classification and Level in Pay Matrix:** - The number of the said posts, their classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the respective Schedules, annexed hereto.

**3. Method of recruitment, age limit, qualification and other conditions of service etc.:-** (a) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the respective Schedules.

(b) In accordance to the Bye-laws 29 to 34 of Rules and Bye-laws of ICAR Society, the conditions of service of the ICAR employees, in respect of matters for which no provision has been made in these rules, shall be governed by the orders or instructions issued by the Indian Council of Agricultural Research from time to time. If there are no specific orders or instructions issued by the Indian Council of Agricultural Research in any service matter then the same shall be governed by the orders or instructions issued by the Government of India as are applicable from time to time.

**4. Disqualification :-** No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living, or

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(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that Indian Council of Agricultural Research may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

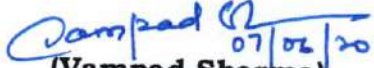
**5. Power to relax:-** If the President of Indian Council of Agricultural Research is of the opinion that it is necessary or expedient so to do, he may by order in writing, relax any of the provisions of these rules, with respect to any class or category of persons.

**6. Saving:-** (a) Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Schedules Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the Orders issued by the Central Government from time to time in this regard.

(b) Notification of these rules shall not affect any panel for promotion, approved by the Appointing Authority, before the notification of these rules for filling up of any anticipated vacancy of the current recruitment year 2023, in any post included in the Grade, on the recommendation of duly constituted Departmental Promotion Committee in accordance to the previous recruitment rules.

(c) Notification of these rules shall not affect any Limited Departmental Competitive Examination process initiated with due notification before notification of these rules for filling up of any anticipated vacancy of the current recruitment year 2023 or any previous recruitment years, for any post included in the grade in accordance to the previous recruitment rules.

(d) If any question relating to interpretation of these rules arise, it shall be decided by the Director General, Indian Council of Agricultural Research.

  
(Vampad Sharma)  
Deputy Secretary (Admn.)

**SCHEDULE-I**

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER IN ICAR**

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 <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) NFS after completion of 4 years of service in the grade on the pattern of CSS/CSSS. (Pre-revised Pay Band-3, Rs.15800-39100 with Grade Pay of Rs.5400)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	Not Applicable
7.	Educational & other qualifications required for direct recruitment	Not Applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	By promotion failing which by deputation including short term contract.  (i) 50% by promotion. (ii) 50% by Limited Departmental Competitive Examination (LDCE).  <i>Note :The Council shall have the authority to inter-change officers in a limited scale not exceeding five in number at a given time between officer of SO grade who have completed at least 4 years of regular service in the grade and Administrative Officers of the Council.</i>

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11.	In case of recruitment by promotion / deputation/ absorption; grades from which promotion/ deputation / absorption is to be made	<p><b>Promotion:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>b) 50% by way of Limited Departmental Competitive Examination confined to 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&amp;T/ICAR.</li> </ul> <p><b>Note :</b></p> <ul style="list-style-type: none"> <li>1. <i>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.</i></li> <li>2. <i>The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&amp;T as issued from time to time.</i></li> </ul> <p><b>Deputation (ISTC) &amp; Permanent Absorption:</b></p> <ul style="list-style-type: none"> <li>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 <ul style="list-style-type: none"> <li>(i) Holding the analogous post on regular basis in parent cadre/department;</li> <li style="text-align: center;">or</li> <li>(ii) Having 8 years of regular service in the grade/post of Assistant/ASO in the Pay Level - 7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) in parent cadre/department.</li> <li style="text-align: center;">or</li> </ul> </li> </ul>
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		<p>(iii) Having 8 years of regular service to the post of Assistant having experience of administrative work at ICAR Institutes in the Pay Level - 6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200).</p> <p><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>Preference in deputation will be given to the officials of ICAR System.</i></li><li>3. <i>The departmental officers in the feeder cadre, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i></li><li>4. <i>The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.</i></li><li>5. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&amp;T/GoI and the parent Department agrees to the proposal of permanent absorption.</i></li></ol>										
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of:</p> <table><tr><td>Director (Admn.) or Deputy Secretary (Admn.)</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than US nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Outside Expert not lower in status than US nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than US belonging to SC/ ST community nominated by JS(Admn.), ICAR.</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member</td></tr></table>	Director (Admn.) or Deputy Secretary (Admn.)	Chairman	An Officer not lower in status than US nominated by JS(Admn.), ICAR	Member	An Outside Expert not lower in status than US nominated by JS(Admn.), ICAR	Member	An Officer not lower in status than US belonging to SC/ ST community nominated by JS(Admn.), ICAR.	Member	Under Secretary (Admn.)	Member
Director (Admn.) or Deputy Secretary (Admn.)	Chairman											
An Officer not lower in status than US nominated by JS(Admn.), ICAR	Member											
An Outside Expert not lower in status than US nominated by JS(Admn.), ICAR	Member											
An Officer not lower in status than US belonging to SC/ ST community nominated by JS(Admn.), ICAR.	Member											
Under Secretary (Admn.)	Member											

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13.	Consultation with UPSC is necessary or not	Not Applicable
14.	Remarks	<p>1. Senior Sales Assistants (SSA) in the Pay Level-6 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200) at the ICAR Headquarters having not less than five years' regular service in the Grade as on the date prescribed by DoP&amp;T/ICAR are eligible for appearing Limited Departmental Competitive Examination for promotion to the post of Section Officer.</p> <p>2. The minimum eligibility service requirement for promotion to the post of Section Officer (SO) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2009-Estt. I dated 23<sup>rd</sup> 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).</p>

*\*Subject to variation dependent on workload.*

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## SCHEDULE-II

### **RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER IN ICAR**

1.	Name of the post	ASSISTANT ADMINISTRATIVE OFFICER
2.	Number of Posts	467*
3.	Classification	Administrative Group "B"
4.	Pay Level as per Pay Matrix of 7 <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	N.A.
7.	Educational & other qualifications required for direct recruitment	N.A.
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	N.A.
9.	Period of Probation, if any	N.A.
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 (ISTC) & 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	<b>Promotion:</b>  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).  b) 25% by Limited Departmental Competitive Examination confined to Assistants/Personal Assistants of ICAR Institute having three years

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		<p>regular service in the Pay Level - 6 (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4200).</p> <p><b>Note :</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&amp;T as issued from time to time.</li> </ol> <p><b>Deputation (ISTC) &amp; Permanent Absorption:</b></p> <ol style="list-style-type: none"> <li>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: <ol style="list-style-type: none"> <li>(i) Holding the analogous post on regular basis in parent cadre/department and eligible;</li> <li>or</li> <li>(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.</li> </ol> </li> </ol> <p><b>Note :</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Preference in deputation will be given to the officials of ICAR System.</li> </ol>
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		<p>3. The departmental officials in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>4. The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.</p> <p>5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&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>DPC consisting of:</p> <table><tr><td>CAO(SG)/CAO of the Institute**</td><td>Chairman</td></tr><tr><td>SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute</td><td>Member</td></tr><tr><td>An Outside Expert not lower in status than AO nominated by Director of the Institute</td><td>Member</td></tr><tr><td>AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)</td><td>Member</td></tr></table> <p><i>**In absence of such officers, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</i></p>	CAO(SG)/CAO of the Institute**	Chairman	SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)	Member	An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute	Member	An Outside Expert not lower in status than AO nominated by Director of the Institute	Member	AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member
CAO(SG)/CAO of the Institute**	Chairman											
SAO (In absence of such officer at the Institute, an officer of equivalent status nominated by Director of the Institute)	Member											
An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute	Member											
An Outside Expert not lower in status than AO nominated by Director of the Institute	Member											
AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member											
13.	Consultation with UPSC is necessary or not	Not Applicable										
14.	Remarks	--										

*\*Subject to variation dependent on workload.*

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**SCHEDULE-III**

**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 <sup>th</sup> 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	<b>Promotion:</b> 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.

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		<p>b) Failing (a) above, on the recommendations of Departmental Promotion Committee (DPC) from the qualified candidates of ICAR Audit &amp; Accounts Examination for the post of Assistant Finance &amp; Accounts Officer from the other ICAR Institutes/Headquarters.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Admission to the ICAR Audit &amp; 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.</li> <li>2. DPC shall consider the candidates as per the following criteria: <ol style="list-style-type: none"> <li>(i) Candidates qualifying the ICAR A&amp;A Exam in an earlier year shall be given preference over the candidates qualifying in the subsequent years.</li> <li>(ii) Amongst the candidates qualifying the examination in the same year, the candidate having higher merit in the examination shall be given preference.</li> </ol> </li> <li>3. For filling up the posts under clause (b) above, the Institute shall circulate the vacancy in grade of AF&amp;AO within the ICAR System. Thereafter, the DPC shall select the candidate for promotion to the post of AF&amp;AO from amongst the candidates applying for the post as per Note-2 above.</li> </ol> <p><b>Deputation (ISTC) &amp; Permanent Absorption:</b></p> <p>c) Failing (a) &amp; (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:</p> <ol style="list-style-type: none"> <li>I. Holding analogous posts on regular basis in the parent cadre or department;</li> </ol> <p style="text-align: center;">OR</p>
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		<p>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;</p> <p style="text-align: center;">AND</p> <p>II. Possessing at least Bachelor's degree in any discipline from a recognized University.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.</li><li>3. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&amp;T/GoI and the parent Department agrees to the <u>proposal of permanent absorption</u>.</li></ol>										
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of (ICAR Headquarters):</p> <table><tr><td>Director (Admn.)/ Secretary (Admn.)</td><td>Deputy Chairman</td></tr><tr><td>One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.</td><td>Member</td></tr><tr><td>Under Secretary (Admn.)</td><td>Member</td></tr></table>	Director (Admn.)/ Secretary (Admn.)	Deputy Chairman	One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.	Member	Under Secretary (Admn.)	Member
Director (Admn.)/ Secretary (Admn.)	Deputy Chairman											
One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member											
One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member											
An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.	Member											
Under Secretary (Admn.)	Member											

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

*\*Subject to variation dependent on workload.*

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**SCHEDULE-IV**

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

1.	Name of the post	ASSISTANT
2.	Number of Posts	240*
3.	Classification	Administrative Group 'B' Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 <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	20-30 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	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

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

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	<p><b>Deputation (ISTC) &amp; Permanent Absorption:</b></p> <p>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</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department;</p> <p style="text-align: center;">or</p> <p>(ii) Having 6 years of regular service in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) in parent cadre/ department.</p> <p>Note :</p> <ol style="list-style-type: none"> <li><i>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.</i></li> <li><i>2. Preference in deputation will be given to the officials of ICAR System.</i></li> <li><i>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.</i></li> <li><i>4. The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application.</i></li> <li><i>5. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&amp;T/GoI and the parent Department agrees to the proposal of permanent absorption.</i></li> </ol>
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12.	If a Departmental Promotion Committee / Confirmation Committee exists what is its composition	The Committee consisting of:	
		Director (Admn.) or Deputy Secretary (Admn.)	Chairman
		An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member
		An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member
		An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member
		Under Secretary (Admn.)	Member
13.	Consultation with UPSC is necessary or not	Not Applicable	
14.	Remarks	--	

*\*Subject to variation dependent on workload.*

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**SCHEDULE-V**

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

1.	Name of the post	ASSISTANT
2.	Number of Posts	1558*
3.	Classification	Administrative Group "B" Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 <sup>th</sup> CPC (Pre-revised Pay Scale)	Pay Level-6 (Rs.35400-112400) (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	20-30 Years  <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, Lahual and Spiti District and Pangri 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

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10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes	<p>By Direct Recruitment, Promotion failing which by deputation including short term contract failing which by permanent absorption.</p> <p>(i) 75% by direct recruitment.  (ii) 15% by promotion.  (iii) 10% by Limited Departmental Competitive Examination (LDCE).</p>
11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	<p><b>Direct Recruitment:</b></p> <p>a) 75% by direct recruitment on the basis of Open Competitive Examination.</p> <p><b>Promotion:</b></p> <p>b) 15% by promotion from the Upper Division Clerks (UDCs) in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Institutes having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.</p> <p>c) 10% by Limited Departmental Competitive Examination confined to the UDCs in the Pay Level-4 Rs.25500-81100 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) of ICAR Hqrs. who have completed 06 years regular service in the grade as on the date prescribed by DoP&amp;T/ICAR.</p> <p><b>Note :</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&amp;T as issued from time to time.</li> </ol> <p><b>Deputation (ISTC) &amp; Permanent Absorption:</b></p> <p>d) Failing (a) (b) and (c) above, by deputation amongst the officials of ICAR System or Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department;</p> <p style="text-align: right;">or</p>





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

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

*\*Subject to variation dependent on workload.*

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