



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

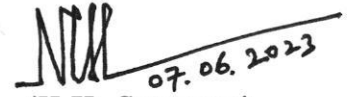
F.No.Admn.11-2/2022-R&P

Dated: 7th June, 2023

OFFICE MEMORANDUM

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

The Indian Council of Agricultural Research (ICAR)'s Group 'C' 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/Directors/Deputy Secretaries/Deputy Directors (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: 7th 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 Upper Division Clerk (UDC), Lower Division Clerk (LDC) and Multi-Tasking Staff (MTS) 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 'C' 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 & 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

(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:

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Provided that Indian Council of Agricultural Research (ICAR) 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 (ICAR) 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.


07/06/2023
(Vampad Sharma)
Deputy Secretary (Admn.)

SCHEDULE - I

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

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

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		<p>at the respective ICAR Hqrs./ ICAR Institutes who have completed five years regular service in the grade as on the date prescribed by DoP&T/ICAR.</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/eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.</i></p> <p>Deputation (ISTC) & Permanent Absorption:</p> <p>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</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 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.</p> <p>Note :</p> <ol style="list-style-type: none"> <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> <i>2. Preference in deputation will be given to the officials of ICAR System.</i> <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>
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		<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&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><u>DPC consisting of (For ICAR Hqrs.):</u></p> <table><tr><td>Deputy Secretary (Admn.)**</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td><td>Member</td></tr><tr><td>Concerned Under Secretary/Section officer (In-charge of Administration Section)</td><td>Member</td></tr></table> <p><i>**In absence of DS (Admn.), any other Deputy Secretary shall be nominated by JS(Admn.).</i></p> <p><u>DPC consisting of (For ICAR Institutes):</u></p> <table><tr><td>CAO(SG)/CAO/Sr. Admn. Officer***</td><td>Chairman</td></tr><tr><td>An officer not lower then A.O. nominated by the Director.</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.</td><td>Member</td></tr><tr><td>An outside expert not lower in status than AO nominated by the Director</td><td>Member</td></tr><tr><td>AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)</td><td>Member</td></tr></table>	Deputy Secretary (Admn.)**	Chairman	An Officer not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An outside expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	Concerned Under Secretary/Section officer (In-charge of Administration Section)	Member	CAO(SG)/CAO/Sr. Admn. Officer***	Chairman	An officer not lower then A.O. nominated by the Director.	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	Member	An outside expert not lower in status than AO nominated by the Director	Member	AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member
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																					
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An outside expert not lower in status than AO nominated by the Director	Member																					
AO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member																					

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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 Institute.</i>
13.	Consultation with UPSC is necessary or not	Not applicable
14.	Remarks	-

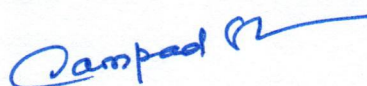
**Subject to variation dependent on workload.*

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SCHEDULE - II

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK IN ICAR

1.	Name of the post	LOWER DIVISION CLERK
2.	Number of posts	609*
3.	Classification	Administrative Group 'C'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised pay scale)	PayLevel-2 (Rs.19900-63200) (Pre-revised Pay Band-1, Rs. 5200-20200 with GP Rs.1900)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	18-27 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 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 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) 12 th 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 depressions for each word)

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8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Yes, to the extent indicated in Col.11.
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 and 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 to be made	<p>Direct Recruitment:</p> <p>a) 85% of vacancies by direct recruitment through Open Competitive Examinations.</p> <p>Promotion:</p> <p>b) 10% of the vacancies shall be filled from amongst the Group C staff in the Pay Level-1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800) and who possess 12th Class or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).</p> <p>Note: <i>If more of such employees than the number of vacancies available under Clause (b) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</i></p> <p>c) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have 3 years of regular service in posts with Pay Level-1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800).</p> <p>Note : <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</i></p>

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		qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period along with their juniors who have already completed such qualifying or eligibility service.	
12.	Composition of Departmental Promotion Committee / Confirmation Committee	The committee consisting of (at ICAR Hqrs.):	
		Under Secretary (Admn.), ICAR hqrs.	Chairman
		One Under Secretary not lower in status than Under Secretary nominated by Director (Admn.)	Member
		An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member
		An outside expert not lower in status than Under Secretary nominated by Director (Admn.)	Member
		Concerned Section Officer	Member
		The committee consisting of (at ICAR Institutes):	
		Sr. Admn. Officer/AO**	Chairman
		An officer not lower than A.O. nominated by the Director.	Member
		An Officer not lower in status than AO belonging to SC/ST community nominated by the Director.	Member
		An outside expert not lower in status than AO nominated by the Director	Member
		AAO (in absence of such officer, an officer of equivalent or above status nominated by the Director.)	Member
		**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	

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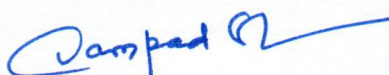
**Subject to variation dependent on workload.*

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SCHEDULE – III

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

1.	Name of the post	Multi-Tasking Staff (MTS) [Erstwhile Skilled Supporting Staff (SSS)]
2.	Number of Posts	4949*
3.	Classification	Group 'C', Non-ministerial, Non-Gazetted
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Pay Level-1 (Rs.18000-58900) (Pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs.1800)
5.	Whether Selection Post or Non-selection Post	Not applicable
6.	Age limit for direct recruitment	18-25 years Note : <i>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).</i> <i>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.</i>
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 & percentage of vacancies to be filled by various modes	100% by direct recruitment and by transfer on permanent absorption.

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11.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made	Direct Recruitment** Direct recruitment through open competitive examination/Permanent Absorption through transfer of eligible candidates as defined in Col.14.						
12.	Composition of Departmental Promotion Committee/ Confirmation Committee	DPC – Not Applicable Confirmation Committee consisting of: <table border="1"><tr><td>Under Secretary/Sr. Admn. Officer***</td><td>Chairman</td></tr><tr><td>An officer not lower than US/SAO*** nominated by the JS(Admn.)/Director of the Institute.</td><td>Member</td></tr><tr><td>Section Officer/ Admn. Officer***</td><td>Member</td></tr></table> <i>***If there is no post of SAO/AO in the Institute, an officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</i>	Under Secretary/Sr. Admn. Officer***	Chairman	An officer not lower than US/SAO*** nominated by the JS(Admn.)/Director of the Institute.	Member	Section Officer/ Admn. Officer***	Member
Under Secretary/Sr. Admn. Officer***	Chairman							
An officer not lower than US/SAO*** nominated by the JS(Admn.)/Director of the Institute.	Member							
Section Officer/ Admn. Officer***	Member							
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.

** Post earmarked for regularization of CLTS/DPL in terms of relevant DoPT/GoI guidelines vide Council's orders issued from time to time, shall continued to be filled in the manner as prescribed by GoI/ICAR.

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