



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

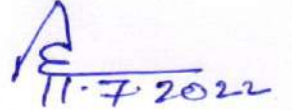
**F.No.Admn.11-2/2021-R&P**

**Dated: 11<sup>th</sup> July, 2022**

**OFFICE MEMORANDUM**

**Subject: Recruitment Rules/ Service Rules of Combined Cadre of Administrative Officers of the Indian Council of Agricultural Research, 2022 - reg.**

The Recruitment Rules/ Service Rules of Combined Cadre of Administrative Officers of the Indian Council of Agricultural Research, 2022 are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.

  
11.7.2022

**(A.K. Yadav)**

**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 Secretaries, ICAR at ICAR Hqrs./ASRB.
3. PSO to DG, ICAR/ 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.
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**F.No.Admn.11-2/2021-R&P**

**Dated: 11<sup>th</sup> July, 2022**

**NOTIFICATION**

With the approval of the Competent Authority and in supersession of all earlier service rules/recruitment rules, except as respects things to be done or omitted to be done before such supersession, the following rules regulating the method of recruitment to the Group 'A' posts included in the Combined Cadre of Administrative Officers of Indian Council of Agricultural Research (ICAR) are hereby notified, namely:

**1. Short title and commencement:-** (1) These rules may be called Combined Cadre of Administrative Officers of the Indian Council of Agricultural Research Service Rules, 2022.

(2) These rules shall come into force w.e.f. the date of issue of this notification.

**2. Definitions:-** In these rules, unless the context otherwise requires:-

- (a) "Administrative Officer" means an Officer holding a Group 'A' administrative posts in Indian Council of Agricultural Research (ICAR) as specified in Schedule-I appended with these rules, the incumbents of which will provide administrative support for the work of the Constituent Units of ICAR Society.
- (b) "Appointing Authority" means the Authority competent to make appointment to various grades/posts included in the of Combined Cadre of Administrative Officers as specified by the Council from time to time;
- (c) "Cadre" means Combined Cadre of Administrative Officers of ICAR constituted under rule 3;
- (d) "Constituent Units" means constituent units of ICAR as specified in Rule 2(k) of Rules and Bye-Laws of ICAR Society, i.e., ICAR Headquarters, its Research Institutions, Regional and Sub-stations, Research laboratories etc. and Co-ordinated Projects managed and administered by the ICAR.
- (e) "Controlling Authority" means Director General, ICAR;
- (f) "Council" means the Indian Council of Agricultural Research (ICAR);
- (g) "Government" means Government of India;

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- (h) "Other Backward Classes" shall comprise the classes and communities notified by the Central Government from time to time
- (i) "Schedule" means schedule attached to these rules;
- (j) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings respectively assigned to them in clauses (24) and (25) of article 366 of the Constitution of India;

**3. Constitution of Cadre:-** (1) The cadre, known as Combined Cadre of Administrative Officers of ICAR, shall comprise of five grades namely, Senior Administrative Grade, Selection Grade of Junior Administrative Grade, Junior Administrative Grade, Senior Time Scale and Junior Time Scale.

(2) All the posts included in the cadre shall be classified as Group 'A' posts.

**4. Grades, authorised strength and its review:-** (1) The posts included in the various grades of the cadre, their designations, their numbers and the Scales of Pay/Pay Level on the date of commencement of these rules shall be as specified in Schedule-I.

(2) After the commencement of these rules, authorized strength of posts in various grades shall be such as may, from time to time, be determined by the Council.

**5. Members of the Cadre:-** (1) The following persons shall be the members of the cadre, namely:-

- (a) Persons appointed under Rule 6 to Group 'A' posts in various grades as specified in Schedule-I; and
- (b) Persons appointed under Rule 7 to Group 'A' posts in various grades as specified in Schedule-I.

(2) A person referred to in clause (a) of sub-rule (1) shall be a member of the Cadre in the appropriate grade applicable to him.

(3) A person referred to in clause (b) of sub-rule (1) shall be a member of the Cadre in the appropriate grade applicable to him from the date of such appointment.

**6. Initial Constitution of the Cadre:-** (1) The existing officers of the Council holding Group 'A' administrative posts in various grades as specified in Schedule-I, on regular basis or holding lien on such posts on the date of commencement of these rules, shall deemed to have been appointed to the corresponding posts and grades in the cadre.

(2) The regular continuous service of officers referred to in sub-rule (1) in the respective corresponding Grades, rendered prior to the commencement of these rules, shall be counted as qualifying service for purpose of seniority, confirmation, promotion, MACP and pension etc.

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**7. Future maintenance of the Service:-** The posts in any of the grades referred in Rule 4 shall be filled in the manner specified in schedules appended with these rules.

**8. Appointment by deputation:-** The posts in the cadre can be filled on deputation including short term contract in the manner as specified in schedules appended with these rules.

**9. Seniority:-** (1) The relative seniority of a member of the Cadre, appointed to any grade of the cadre under initial constitution of the Service referred to in sub-rule (1) of Rule 6 shall continue until altered, modified or amended by the Council.

Provided that if the seniority of any such member has not been specifically determined immediately before commencement of these rules, the same shall be determined by the Controlling authority in accordance with the general orders or instructions issued by the Government from time to time.

(2) The seniority of persons appointed to various grades of the cadre on and from the date of commencement of these rules shall be determined as specified in relevant Schedules appended with these rules. If no such provision is specified in said Schedules, then seniority shall be determined in accordance with the general orders or instructions on seniority issued by the Government from time to time.

**10. Probation:-** (1) Every officer on appointment to the cadre either by direct recruitment or on promotion to the post of Administrative Officer in the grade of Junior Time Scale or on promotion from feeder grade of Section Officer to the post of Under Secretary in the grade of Senior Time Scale shall be on probation for a period of two years;

Provided that the Controlling Authority may extend the period of probation in accordance with the orders or instructions issued by the Council or Government from time to time in this regard.

(2) On completion of the period of the probation or any extension thereof, the officers shall, if considered fit for permanent appointment be retained in his appointment on regular basis and be confirmed in due course against the available substantive vacancy.

(3) If during the period of probation or any extension thereof, as the case may be, the Council is of the opinion that an officer is not fit for permanent appointment, the Council may-

- (a) if he was appointed by direct recruitment, discharge him from the Service;
- (b) if he was appointed on promotion, revert him to the post held by him immediately before such appointment.

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(4) During the period of probation or any extension thereof, the officer may be required by the Council to undergo such courses of training and instructions as the Council may consider necessary as a condition for satisfactory completion of the probation.

(5) As regards other matters relating to probation, the officers of the Cadre shall be governed by the orders or instructions issued by the Council or Government from time to time.

**11. Appointment to the Cadre:-** All appointments to the cadre shall be made by the Appointing Authority for all the posts in various grades of the cadre as specified by the Council from time to time.

**12. Liability for service in any part of India and other conditions of Service:-**

(1) The members appointed to the cadre shall be liable to transfer from one constituent unit to another constituent unit of Council anywhere in India or outside.

(2) The conditions of service of the members of the cadre, 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 Council from time to time. If there are no specific orders or instructions issued by the Council in any service matter then the same shall be governed by the orders or instructions issued by the Government as are applicable from time to time, to the Group 'A' officers of the Government.

**13. 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 Service.

Provided that the Council 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.

**14. Power to relax:-** If the President of the Council 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.

**15. Saving:-** 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 Government from time to time in this regard.

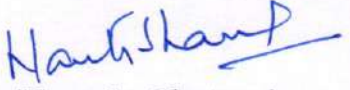
**16. Interpretation:-** If any question relating to interpretation of these rules arise, it shall be decided by the President of the Council.

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**17. Repeal:-** All earlier Service Rules/Recruitment Rules issued and as amended from time to time, for recruitment/appointment to the posts/grades specified in Schedule-I, are hereby repealed.

Provided that such repeal shall not affect anything done or action taken or omitted to be done or taken under said rules, before such repeal.

Provided further that 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 2022, in any grade/post included in the cadre, on the recommendation of duly constituted Departmental Promotion Committee in accordance to the previous recruitment rules.

  
**(Namrta Sharma)**  
**Director(Admn.)**



### **SCHEDULE-I**

Grades, Pay Levels, designations/name, numbers and method of recruitment to the Group 'A' posts included in Combined Cadre of Administrative Officers of Indian Council of Agricultural Research (ICAR) :

<b>Sl. No.</b>	<b>Grade &amp; Pay Level</b>	<b>Designation/name of the post</b>	<b>No. of posts</b>	<b>Method of Recruitment</b>
1.	Senior Administrative Grade (SAG)  Pay Level-14	Joint Secretary/ Joint Director (Admn)-cum-Sr. Registrar	07*	As specified in Schedule-II
2.	Selection Grade of Junior Administrative Grade (SG of JAG)  Pay Level-13	Director/ Chief Administrative Officer (Sr. Grade)	28*	As specified in Schedule-III
3.	Junior Administrative Grade (JAG)  Pay Level-12	Deputy Secretary/ Chief Administrative Officer	40*	As specified in Schedule-IV
4.	Senior Time Scale (STS)  Pay Level-11	Under Secretary/ Senior Administrative Officer	90* [35+55]**	As specified in Schedule-V & Schedule-VI
5.	Junior Time Scale (JTS)  Pay Level-10	Administrative Officer	132*	As specified in Schedule-VII
		<b>Total Posts</b>	<b>297</b>	

\*Number of posts are subject to variation dependent on workload.

\*\*35 posts of Under Secretary and 55 posts of Sr. Administrative officer.

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## SCHEDULE-II

### **RECRUITMENT RULES FOR THE POST OF JOINT SECRETARY/JOINT DIRECTOR (ADMINISTRATION)-CUM-Sr. REGISTRAR**

1.	Name of the post	JOINT SECRETARY/JOINT DIRECTOR (Administration)/Sr. REGISTRAR
2.	Number of post	7*
3.	Classification	Administrative Group 'A'
4.	Pay Level as per Pay Matrix of 7 <sup>th</sup> CPC (Pre-revised pay scale)	Level-14, (Rs.144200-218200) (Pre-revised PB-4, Rs.37400-67000+ GP Rs.10,000)
5.	Whether Selection 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>a) Promotion :</b> By promotion on selection basis of Director/Chief Administrative Officer(SG) of ICAR in Pay Level-13 of Pay Matrix (Pre-revised PB-4, Rs.37400-67000, GP Rs.8700) with 03 years' service in the grade rendered after appointment thereto on regular basis; failing which Director/CAO(SG) of ICAR with atleast one year's regular service in the grade and 8 years combined regular service in the grades of Director/CAO(SG) &amp; DS/CAO.</p> <p><b>Note :</b> <i>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.</i></p>

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	<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>b) Deputation (ISTC) :</b> Falling (a) above, by deputation of officers with 17 years' administrative experience under the 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</p> <p>Or</p> <p>ii. With three years regular service in the Pay Level-13 of Pay Matrix (Pre-revised Pay Band-4, Rs. 37400-67000 with GP of Rs.8700)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 58 years as on the closing date of receipt of applications.</p>										
12.	<p>If a Departmental Promotion Committee exists what is its composition.</p> <table><tr><td>DG, ICAR</td><td>Chairperson</td></tr><tr><td>Chairman, ASRB or a Member, ASRB nominated by Chairman, ASRB</td><td>Member</td></tr><tr><td>Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert not below the rank of Additional Secretary or equivalent nominated by DG, ICAR</td><td>Member</td></tr><tr><td>An officer not below the rank of Joint Secretary or equivalent belonging to SC/ ST community nominated by DG, ICAR</td><td>Member</td></tr></table>	DG, ICAR	Chairperson	Chairman, ASRB or a Member, ASRB nominated by Chairman, ASRB	Member	Secretary, ICAR	Member	An outside expert not below the rank of Additional Secretary or equivalent nominated by DG, ICAR	Member	An officer not below the rank of Joint Secretary or equivalent belonging to SC/ ST community nominated by DG, ICAR	Member
DG, ICAR	Chairperson										
Chairman, ASRB or a Member, ASRB nominated by Chairman, ASRB	Member										
Secretary, ICAR	Member										
An outside expert not below the rank of Additional Secretary or equivalent nominated by DG, ICAR	Member										
An officer not below the rank of Joint Secretary or equivalent belonging to SC/ ST community nominated by DG, ICAR	Member										

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13.	Consultation with UPSC is necessary or not	Not Applicable
14.	Remarks	The Officers in Senior Administrative Grade (SAG) of Joint Secretary/Joint Director-cum-Sr. Registrar shall be designated as Joint Secretary or Joint Director/Sr. Registrar as per their posting at ICAR Hqrs. or ICAR Institutes respectively.

*\*Subject to variation dependent on workload*

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**SCHEDULE-III**

**RECRUITMENT RULES FOR THE POST OF  
DIRECTOR/ CAO (Senior Grade)**

1	Name of the Post	DIRECTOR/ CAO (Senior Grade)
2	Number of Posts	28*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-13 (Rs.123100-215900)  (Pre-revised Pay Band-4, Rs.37400-67000 with Grade Pay 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 qualifications required for direct recruits will apply in case of promotes	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>(a) Promotion :</b></p> <p>By promotion on selection basis of DS/CAO of ICAR in the Pay Level-12 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.7600) having five years' service in the grade after appointment thereto on regular basis; failing which by promotion of DS/CAO of ICAR who have rendered at least 3 years' regular service as DS/CAO in the Pay Level-12 and combined regular service of ten years' as DS/CAO and US/SAO.</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>

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	<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>3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade, i.e., DS/CAO.</p> <p><b>(b) Deputation (ISTC):</b>  Failing (a) above, by deputation of officers having fourteen years of administrative experience under the 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 five years regular service in the Level-12 of Pay Matrix (Pre-revised PB-3, Rs.15600-39100 with GP Rs.7600) or equivalent pay scale 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 organisation 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 58 years as on the closing date of receipt of applications.</p>
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12	If a Departmental Promotion Committee exists what is its composition	DPC consisting of: <table><tr><td>DG, ICAR</td><td>Chairperson</td></tr><tr><td>Chairman, ASRB or Member, ASRB nominated by Chairman, ASRB</td><td>Member</td></tr><tr><td>Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert not below the rank of Joint Secretary or equivalent nominated by DG, ICAR</td><td>Member</td></tr><tr><td>An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST community nominated by DG, ICAR</td><td>Member</td></tr><tr><td>Joint Secretary (Admn.), ICAR*</td><td>Member</td></tr></table> <b>Note :</b> *In absence of Joint Secretary(A) any other Joint Secretary of ICAR may be nominated by the DG, ICAR.	DG, ICAR	Chairperson	Chairman, ASRB or Member, ASRB nominated by Chairman, ASRB	Member	Secretary, ICAR	Member	An outside expert not below the rank of Joint Secretary or equivalent nominated by DG, ICAR	Member	An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST community nominated by DG, ICAR	Member	Joint Secretary (Admn.), ICAR*	Member
DG, ICAR	Chairperson													
Chairman, ASRB or Member, ASRB nominated by Chairman, ASRB	Member													
Secretary, ICAR	Member													
An outside expert not below the rank of Joint Secretary or equivalent nominated by DG, ICAR	Member													
An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST community nominated by DG, ICAR	Member													
Joint Secretary (Admn.), ICAR*	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 Director/Chief Administrative Officer (Sr. Grade) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010 for the persons holding the immediate feeder grade post of Deputy Secretary(DS)/Chief Administrative Officer(CAO) on regular basis, on the date of commencement of these revised Recruitment Rules(RRs).</div> <div>2. The Officers in Selection Grade of JAG (SG of JAG) of Director/Chief Administrative Officer(SG) shall be designated as Director or Chief Administrative Officer(SG) as per their place of posting at ICAR Hqrs. or ICAR Institutes respectively.</div>												

\*Subject to variation dependent on workload

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**SCHEDULE-IV**

**RECRUITEMENT RULES FOR THE POST OF  
DEPUTY SECRETARY/ CHIEF ADMINISTRATIVE OFFICER**

1	Name of the post	DEPUTY SECRETARY/ CHIEF ADMINISTRATIVE OFFICER
2	Number of Posts	40*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-12 (Rs.78800-209200)  (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay 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 qualifications required for direct recruits will apply in case of promotes	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	<b>(a) Promotion :</b>  By promotion on selection basis amongst US/SAO of ICAR in the Pay Level-11(Pre-revised PB-3, Rs.15600-39100 with GP Rs.6600) having rendered five years' service in the grade after appointment thereto on regular basis.  <b>Note :</b> <i>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.</i> <i>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.</i>

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		<p>3. The vacancies arising in the grade of DS/ CAO shall be filled from the officers of feeder grades of SAO and US in the ratio of 3:2 respectively in each bunch of 5 vacancies.</p> <p>4. The seniority shall be in accordance to DoPT's principle of rota-quota.</p> <p><b>(b) Deputation (ISTC) :</b></p> <p>Failing (a) by deputation of officers having 10 years of administrative experience under the 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.</p> <p>Or</p> <p>(ii) With five years' regular service in the 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.</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 58 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><tr><td>DG, ICAR</td><td>Chairperson</td></tr><tr><td>Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert not below the rank of Director nominated by DG, ICAR</td><td>Member</td></tr><tr><td>An officer not below the rank of Director belonging to SC/ST community nominated by DG, ICAR</td><td>Member</td></tr><tr><td>Joint Secretary (Admn.), 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 DG, ICAR.</p>	DG, ICAR	Chairperson	Secretary, ICAR	Member	An outside expert not below the rank of Director nominated by DG, ICAR	Member	An officer not below the rank of Director belonging to SC/ST community nominated by DG, ICAR	Member	Joint Secretary (Admn.), ICAR*	Member
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Joint Secretary (Admn.), ICAR*	Member											
13	Consultation with UPSC is necessary or not	Not Applicable										

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14	Remarks	<ol style="list-style-type: none"> <li>1. The minimum eligibility service requirement for promotion to the post of Deputy Secretary(DS)/Chief Administrative Officer (CAO) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010 (as amended vide letter no.33-5/2011-Estt.I dated 28.09.2012) for the persons holding the immediate feeder grade post of Under Secretary (US)/Sr. Administrative Officer (SAO) on regular basis on the date of commencement of these revised Recruitment Rules(RRs).</li> <li>2. The Officers in Junior Administrative Grade (JAG) of Deputy Secretary(DS)/ Chief Administrative Officer (CAO) shall be designated as Deputy Secretary or Chief Administrative Officer as per their place of posting at ICAR Hqrs. or ICAR Institutes respectively.</li> </ol>
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*\*Subject to variation dependent on workload*

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## SCHEDULE-V

### **RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY**

1	Name of the Post	UNDER SECRETARY
2	Number of Posts	35*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-11 (Rs.67700-208700)  (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay 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 qualifications required for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	2 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 Section Officers of ICAR HQ in the Pay Level-8/Pay Level-10(Pre-revised PB-2 with Grade Pay Rs.4800/PB-3 with Grade Pay Rs.5400) having rendered at least 8 years' service in the grade after appointment thereto on regular basis.</p> <p><b>Note :</b> <i>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.</i> <i>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.</i> <i>3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade, i.e., Section Officer.</i></p>

*Nandhi Shastri*



	<p><b>(b) Deputation (ISTC) :</b> Failing (a)) above by deputation of</p> <p>(i) Administrative Officers of ICAR in Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 + GP of Rs.5400) with 5 years of service in the grade after appointment thereto on regular basis OR</p> <p>(ii) Officers with atleast 9 years of administrative experience under Central Govt or State Govt or Union Territories or Autonomous bodies or PSUs and</p> <ul style="list-style-type: none"> <li>Holding analogous post on regular basis in parent cadre/department. Or</li> <li>Having 5 years of regular service in Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 + GP of Rs.5400) or 8 years of regular service in Pay Level-8 (Pre-revised PB-2, Rs.15600-39100 + GP of Rs.4800) 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 58 years as on the closing date of receipt of applications.</li> </ol>												
12	<p>If a Departmental Promotion Committee/Confirmation Committee exists what is its composition</p> <table border="1"> <tr> <td colspan="2">DPC consisting of:</td> </tr> <tr> <td>Secretary, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Joint Secretary(A)*</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>Deputy Secretary(Admn.)</td> <td>Member</td> </tr> </table>	DPC consisting of:		Secretary, ICAR	Chairperson	Joint Secretary(A)*	Member	An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member	An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member	Deputy Secretary(Admn.)	Member
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Secretary, ICAR	Chairperson												
Joint Secretary(A)*	Member												
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An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member												
Deputy Secretary(Admn.)	Member												

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		<p><b>*Note :</b> In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the Secretary, ICAR.</p>						
		<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> <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. 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>	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	<p>1. The minimum eligibility service requirement for promotion to the post of Under Secretary (US) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010, for the persons holding the immediate feeder grade post of Section Officer (SO) on regular basis on the date of commencement of these revised Recruitment Rules (RRs).</p> <p>2. As notified vide Office Order No. 15(8)/2002-Estt-I dated 15.1.2003, the Officers shall be designated as Under Secretary or Senior Administrative Officer as per their posting at ICAR Hqrs. or ICAR Institutes respectively.</p>						

*\*Subject to variation dependent on workload*

*Nanth Shank*



## SCHEDULE-VI

### **RECRUITMENT RULES FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER**

1	Name of the post	SENIOR ADMINISTRATIVE OFFICER
2	Number of Posts	55*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-11 (Rs.67700-208700)  (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay 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 qualifications required for direct recruits will apply in case of promotes	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>(a) Promotion:</b> By promotion of Administrative Officers of ICAR in the Pay Level-10 (PB-3, Rs.15600-39100 with Grade Pay Rs.5400) having rendered atleast five 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 and have successfully completed probation period. 2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time. 3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade, i.e., AO.</p>

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	<p><b>b) Deputation (ISTC) :</b> Failing (a) above by deputation of</p> <p>(i) Section Officer of ICAR HQ in Pay Level 8/Pay Level-10 (Pre-revised PB-2 with GP Rs.4800/PB-3 with GP Rs.5400)] who have completed regular service of 8 years in that grade. Or</p> <p>(ii) Officers with 09 years administrative experience under Central or State Govt. or Union Territories or Autonomous bodies or PSUs and</p> <ul style="list-style-type: none"> <li>Holding analogous post on regular basis in parent cadre/department. Or</li> <li>Having 5 years of regular service in Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.5400) 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 58 years as on the closing date of receipt of applications.</li> </ol>										
12	<p>If a Departmental Promotion Committee exists what is its composition</p> <p>DPC consisting of :</p> <table border="1"> <tr> <td>Secretary, ICAR</td><td>Chairperson</td></tr> <tr> <td>Joint Secretary (Admn.), ICAR*</td><td>Member</td></tr> <tr> <td>An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR</td><td>Member</td></tr> <tr> <td>An officer not below the rank of Deputy Secretary belonging to SC/ST community to be nominated by Secretary, ICAR</td><td>Member</td></tr> <tr> <td>Deputy Secretary(Admin.)</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	Joint Secretary (Admn.), ICAR*	Member	An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member	An officer not below the rank of Deputy Secretary belonging to SC/ST community to be nominated by Secretary, ICAR	Member	Deputy Secretary(Admin.)	Member
Secretary, ICAR	Chairperson										
Joint Secretary (Admn.), ICAR*	Member										
An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member										
An officer not below the rank of Deputy Secretary belonging to SC/ST community to be nominated by Secretary, ICAR	Member										
Deputy Secretary(Admin.)	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 Sr. Administrative Officer (SAO) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.33(10)/2011-Estt.I dated 21.03.2013, for the persons holding the immediate feeder grade post of Administrative Officer (AO) on regular basis on the date of commencement of these revised Recruitment Rules(RRs).</p> <p>2. As notified vide Office Order No.15(8)/2002-Estt-I dated 15.1.2003, the Officers in Senior Time Scale (STS) shall be designated as Under Secretary or Senior Administrative Officer as per their posting at ICAR Hqrs. or ICAR Institutes as the case may be.</p>

*\*Subject to variation dependent on workload*

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**SCHEDULE-VII**

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

1	Name of the post	ADMINISTRATIVE OFFICER
2	Number of Posts	132*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-10 (Rs.56100-177500)  (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.5400)
5	Whether Selection Post or Non-Selection Post	Selection Post
6	Age limit for direct recruitment	21 to 30 years <b>Note :</b> <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&amp;N Islands or Lakshdweep).</i> <i>2. The upper age limit is relaxable for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time.</i> <i>3. For ICAR employees upper age limit is relaxable by 5 years 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	Graduate of a recognized university securing not less than 55% marks or equivalent in the final degree examination and having working knowledge of computer.
8	Whether age and educational qualifications required for direct recruits will apply in case of promotees	No
9	Period of Probation, if any	Two years for both Promotees as well as Direct Recruits which may be extended at the discretion of the Competent Authority
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/	(i) 50% by direct recruitment (ii) 50% by promotion falling which by deputation including short term contract

*Nautikhand*



	Absorption & percentage of vacancies to be filled by various modes	<b>Note:</b> The DG, ICAR shall have the authority to interchange officers, not exceeding five in number at a given time, between this grade of officers and Section Officers(SOs) of ICAR who have completed atleast four years of regular service in the grade of SO.
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 of Assistant Administrative Officers in the Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) having at least 3 years of regular service in the grade.</p> <p><b>Note :</b>  1. Promotion to the post of AO, ICAR shall be made in order of common eligibility/ seniority list of AAOs of all the ICAR Institutes to be prepared in order of date of completion of qualifying service in the grade. 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 AAOs of ICAR Institutes.   2. Inter-se seniority of AAOs of the same ICAR Institute shall be maintained to the extent that it does not disturb the seniority in inter-institutes' common eligibility/ seniority list of AAOs of ICAR Institutes prepared in accordance to Note (1) above.   3. Where juniors, in common eligibility/ seniority list of AAOs of ICAR Institutes prepared in accordance to Note (1) and (2) above 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.   4. 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>b) Deputation (ISTC) :</b> Failing (a) above by deputation of :</p> <p>(i) officers in the grade of Section Officers at the ICAR HQ in the Pay Level-10 (Pre-revised PB-3 with GP Rs.5400) or Section Officers at the ICAR HQ in the Pay Level-8 (Pre-revised PB-2 with GP Rs.4800), with two years' regular service in the grade.</p> <p style="text-align: right;">OR</p>

*Nautikshang*



		<p>(ii) Officers of the Central or State Govt or Union Territories or Autonomous bodies or PSUs and</p> <ul style="list-style-type: none"><li>• Holding analogous post on regular basis in parent cadre/department.</li></ul> <p>Or</p> <ul style="list-style-type: none"><li>• With three years' regular service in the grade equivalent to the grade of Assistant Administrative Officer Pay Level-7 (Pre revised PB-2, Rs.9300-34800 with GP Rs.4600) in parent cadre/department.</li></ul> <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 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>3. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</li></ol>																
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Under Secretary (A)	Member																	

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		<p><b>Note :</b> 1. In absence of DS(A) an equivalent officer shall be nominated by Joint Secretary(A) to act as the Chairman of the Committee.</p> <p>2. If none of the members of Confirmation Committee belongs to SC/ST category then Chairman will co-opt an officer not below the rank of Under Secretary belonging to SC/ST community.</p>
13	Consultation with UPSC is necessary or not	Not Applicable
14	Remarks	--

*\*Subject to variation dependent on workload*

*Hanish Khan*