

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI**

20 NOV 2013

F.No. Admn./14(2)/2010-Estt.I

Dated the 20th November, 2013

To

The Directors of all the ICAR Institutes/NRCs/PDs/Bureaux

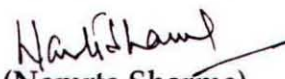
Subject: Revised Recruitment Rules for the post of Assistant Administrative Officer and Assistant Finance & Accounts Officer in ICAR system - reg.

Sir,

Reference Council's letter of even no. dated the 23rd June, 2010 circulating therewith the recruitment rules for the above mentioned positions in ICAR. It is informed that the proposal for updation/modification in the existing RRs for the posts of **Assistant Administrative Officer and Assistant Finance & Accounts Officer** have been examined in the Council. The revised and detailed RRs for these posts duly approved and ratified by the Governing Body in its 228th meeting held on 30th September, 2013 are hereby notified for the information, guidance and necessary action of all concerned.

These RRs shall come into force with immediate effect.

Yours faithfully,


(Namrta Sharma)

Deputy Secretary (Admn.)

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
- ✓ 6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

**REVISED RECRUITMENT RULES FOR THE POST OF
ASSISTANT ADMINISTRATIVE OFFICER
AT ICAR INSTITUTES**

1.	Name of the post	Assistant Administrative Officer
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/-.
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	21 to 30 years [The upper age is relax-able for SC/ST/OBC as per the Government of India rules. The upper age is also relax-able up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]
6.	Educational & other qualifications required for direct recruitment	<u>Essential</u> Graduation in any discipline from a recognized university with working knowledge of Computer. <u>Desirable</u> 1. Experience of administrative work in Central or State Government Departments / Autonomous Bodies / Public Sector Undertakings in Grade Pay of Rs.4200/- or equivalent. 2. MBA Degree
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	2 years only in case of Direct Recruitment.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	a) 75% by promotion of Assistant having 5 years regular service in the Pay Band – 2 Rs.9300-34800 + Grade Pay of Rs.4200. b) 25 % by Limited Departmental Competitive Examination confined to Assistants / Personal Assistants having three years regular service in the Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/- as on the 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year. c) Failing (a) and (b) above, by deputation from the ICAR Institutes from amongst the officials eligible as per Col. 10 below. The deputation will be for a period not exceeding 3 years.

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		d) Failing (a), (b), & (c) above, by Direct Recruitment as per the qualifications prescribed under Col. 6 above through Open Competitive Written Examination and Interview at the concerned Institute level.												
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Promotion of Assistants [Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/-.] at the respective Institute having 5 years of regular service in the grade.												
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td colspan="2">AT THE ICAR RESEARCH INSTITUTES</td></tr><tr><td>CAO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Chairman</td></tr><tr><td>SAO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Member</td></tr><tr><td>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</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, an officer of equivalent status nominated by Director)</td><td>Member - Secretary</td></tr></table>	AT THE ICAR RESEARCH INSTITUTES		CAO (in absence of such officer, an officer of equivalent status nominated by Director)	Chairman	SAO (in absence of such officer, an officer of equivalent status nominated by Director)	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by Director	Member	An Outside Expert not lower in status than AO nominated by Director	Member	AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member - Secretary
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12.	Remarks	<p>(i) Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</p> <p>(ii) Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</p>												

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**REVISED RECRUITMENT RULES FOR THE POST OF
ASSISTANT FINANCE & ACCOUNTS OFFICER
AT ICAR HEADQUARTERS/INSTITUTES**

1.	Name of the post	Assistant Finance & Accounts Officer
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/-.
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	21 to 30 years [The upper age is relax-able for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]
6.	Educational & other qualifications required for direct recruitment	<p>Graduation in any one of the following disciplines from a recognized university:</p> <ul style="list-style-type: none"> (a) Commerce (b) Mathematics (c) Statistics (d) Economics (e) Computer Science (f) Operational Research (g) Finance/Financial Management; and (h) Accountancy <p><u>Desirable</u></p> <ul style="list-style-type: none"> 1. Experience of Finance and Accounts work in Central or State Government Departments / Autonomous Bodies / Public Sector Undertakings. 2. MBA Degree and Knowledge of Computerized Accounting.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years only in case of Direct Recruitments, otherwise not applicable.
9.	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 promotion, failing which by deputation and direct recruitment.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	a) 100% by promotion of Junior Accounts Officer in Pay Band - 2, Rs.9300-34800 + Grade Pay of Rs.4200 with three years of regular service in the grade within the Headquarters/Institutes concerned.

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		<p>b) Failing (a) above by promotion of Junior Accounts Officer in Pay Band - 2, Rs.9300-34800 + Grade Pay of Rs.4200 with three years of regular service in the grade from other Institutes / Headquarters of the Council on permanent absorption basis.</p> <p>c) Failing (a) & (b) above by promotion of Assistants having rendered 5 years of continuous and regular service in the grade of Pay Band - 2, Rs.9300-34800 + Grade Pay of Rs.4200 and have qualified ICAR Audit and Accounts Exam conducted by the ICAR.</p> <p>d) Failing (a), (b) & (c) above by Direct Recruitment as per the prescribed qualifications through Open Competitive Written Examination and Interview at the concerned Institute level.</p>										
11.	If a Departmental Promotion Committee exists what is its composition.	<p><u>At the ICAR Headquarters</u></p> <table border="1"> <tr> <td>Deputy Secretary (Admn.), ICAR.</td> <td>Chairman</td> </tr> <tr> <td>One Senior Officer not lower in status than Under Secretary nominated by Deputy Secretary (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 Deputy Secretary (Admn.), ICAR.</td> <td>Member</td> </tr> <tr> <td>An Outside Expert nominated by Deputy Secretary (Admn., ICAR.</td> <td>Member</td> </tr> <tr> <td>Concerned Deputy Secretary/ Under Secretary.</td> <td>Member - Secretary</td> </tr> </table>	Deputy Secretary (Admn.), ICAR.	Chairman	One Senior Officer not lower in status than Under Secretary nominated by Deputy Secretary (Admn.), ICAR.	Member	One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Deputy Secretary (Admn.), ICAR.	Member	An Outside Expert nominated by Deputy Secretary (Admn., ICAR.	Member	Concerned Deputy Secretary/ Under Secretary.	Member - Secretary
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		<u>At the ICAR Research Institutes</u>	
		Head of Division/CAO/SAO/Sr. Scientist nominated by Director)	Chairman
		AO / any other officer of equivalent status nominated by Director.	Member
		An Officer not lower in status than Class – I belonging to SC/ST community nominated by Director	Member
		An Outside Expert nominated by Director	Member
		AAO / any other officer of equivalent status nominated by Director)	Member - Secretary
12.	Remarks	<p>(i) Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</p> <p>(ii) Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</p>	

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