

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

F.No. 14(1)/2009-Estt.I

Dated the 6<sup>th</sup> December, 2012

To

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

Subject: Revised Recruitment Rules for the post of Assistant in ICAR - reg.

Sir,


Reference ICAR letter of even number dated 02.07.2010 circulating therewith the recruitment rules for various administrative cadre posts including Assistants and subsequent amendments carried out vide ICAR Office Order No. 14(1)/2010-Estt.I dated 21.10.2010. The recruitment rules for the post of Assistants of ICAR Institutes have further been modified with the approval of Governing Body of ICAR in its 225<sup>th</sup> meeting held on 06.11.2012.

The revised and updated recruitment rules for the post of Assistants of ICAR Institutes and ICAR Headquarters are hereby notified for the information, guidance and necessary action of all concerned.

Further, the recruitment rules circulated vide ICAR letter of even number dated 04.12.2012 stands withdrawn.

A copy of this letter has also been uploaded at ICAR website ([www.icar.org.in](http://www.icar.org.in)).

Yours faithfully,



(K.N. Choudhary)

Deputy Secretary (Admn.)

Encl.: As above

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

# RECRUITMENT RULES FOR THE POST OF ASSISTANT AT ICAR HEADQUARTERS

|     |  |  |
|-----|--|--|
| 1.  | Name of the post   | <b>Assistant</b>   |
| 2.  | Classification   | Administrative Group 'B' Non-Gazetted  |
| 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   | 20-27 years<br><br>(The upper age is relaxable 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   | A Bachelor's degree from a recognized university.  |
| 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  |
| 9.  | Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes. | (i) 75% by direct recruitment on the basis of open competitive examination.<br><br>(ii) 15% by promotion from the Upper Division Clerks (UDCs) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.<br><br>(iii) 10% by Limited Departmental Competitive Examination confined to the UDCs of ICAR Hqrs who have completed 06 years regular service as on 1 <sup>st</sup> January, if the exam is notified in the first half of the calendar year, and 1 <sup>st</sup> July, if the exam is notified in the second half of the calendar year. |
| 10. | In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made                         | Upper Division Clerks in PB-1 (Rs.5200-20200) + Grade Pay of Rs.2400.  |

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|   |   |   |  |          |  |        |   |        |   |        |   |              |
|---|---|---|--|----------|--|--------|---|--------|---|--------|---|--------------|
| 11.   | If a Departmental Promotion Committee exists what is its composition. | <table><tr><td>Director / Deputy Secretary to be nominated by Secretary, ICAR</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR</td><td>Member</td></tr><tr><td>Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)</td><td>Member Secy.</td></tr></table> | Director / Deputy Secretary to be nominated by Secretary, ICAR | Chairman | An Officer not lower in status than Under Secretary nominated by Secretary, ICAR | Member | An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR | Member | An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR | Member | Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section) | Member Secy. |
| Director / Deputy Secretary to be nominated by Secretary, ICAR  | Chairman  |   |  |          |  |        |   |        |   |        |   |              |
| An Officer not lower in status than Under Secretary nominated by Secretary, ICAR                              | Member  |   |  |          |  |        |   |        |   |        |   |              |
| An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR | Member  |   |  |          |  |        |   |        |   |        |   |              |
| An outside expert not lower in status than Under Secretary nominated by Secretary, ICAR                       | Member  |   |  |          |  |        |   |        |   |        |   |              |
| Concerned Deputy Secretary / Under Secretary (In-charge of Administration/ Section)                           | Member Secy.  |   |  |          |  |        |   |        |   |        |   |              |
| 12  | Remarks   | -   |  |          |  |        |   |        |   |        |   |              |

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

|     |  |  |
|-----|--|--|
| 1.  | Name of the post   | <b>Assistant</b>   |
| 2.  | Classification   | Administrative Group 'B' Non-Gazetted  |
| 3.  | Pay Band and Grade Pay/ Pay Scale  | Pay Band- <b>2</b> , Rs. 9300-34800 + Grade Pay of Rs. 4200/-  |
| 4.  | Whether Selection Post or Non-selection Post   | Non-selection  |
| 5.  | Age limit for direct recruitment   | 20-27 years<br>(The upper age is relaxable 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   | A Bachelor's degree from a recognized university.  |
| 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  |
| 9.  | Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes. | (i) 50% by promotion from the Upper Division Clerks (UDCs) of the respective ICAR Institutes having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee.<br><br>(ii) 25% by Limited Departmental Competitive Examination confined to the UDCs of the respective Institutes who have completed 06 years regular service as on 1 <sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1 <sup>st</sup> July, if the exam is notified in the second half of the calendar year.<br><br>(iii) 25% by direct recruitment on the basis of open competitive examination. |
| 10. | In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.                        | Upper Division Clerks in PB-1 (Rs.5200-20200) + Grade pay of Rs.2400.  |

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|     |   |   |              |
|-----|---|---|--------------|
| 11. | If a Departmental Promotion Committee exists what is its composition. | Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by the Director of the respective institute. | 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 status nominated by the Director of the respective institute.)   | Member Secy. |
| 12  | Remarks   | -   |              |

*Ba/s*  
06/12/2012