



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

F. No. 21-7/2011-CDN

Dated the 17<sup>th</sup> January, 2011

**ENDORSEMENT**

The Government of India, Ministry of Personnel Public Grievances & Pensions (DOPT) has issued the O.M. No. AB-14017/32/2009-Estt.(RR) dated 29.12.2010 regarding – Model RRs for the post of Upper Division Clerk. The above mentioned O.M. is being uploaded on the ICAR Web-Site [www.icar.org.in](http://www.icar.org.in) for information and further guidance.

**(J.N. BHAGAT)**

Under Secretary (GAC)

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No. AB-14017/32/2009-Estt (RR)  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel and Training  
New Delhi

Dated 29<sup>th</sup> December, 2010

OFFICE MEMORANDUM

Subject:- Model RRs for the post of Upper Division Clerk

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The Model RRs for the post of Upper Division Clerk issued in this Department OM No. AB 14017/73/07-Estt.(RR) dated 18<sup>th</sup> December, have been reviewed in the light of 6<sup>th</sup> CPC recommendations on revision of pay scales, instructions issued by this Department, etc. Accordingly, the revised Model Recruitment Rules for the same are enclosed as Annexure to this Office Memorandum.

2. Ministries / Departments may review the existing rules and notify the revised rules conforming to the Model Recruitment Rules. These may also be forwarded to all autonomous/statutory bodies for adoption. The Ministry of Home Affairs are also requested to forward these Model RRs to the UT Administrations for appropriate action.

3. Hindi version will follow.

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(Smita Kumar)  
Director (Estt.I)  
Tel. 2309 2479

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

11	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	<ol style="list-style-type: none"> <li>1. By promotion failing which by deputation; or</li> <li>2. ____% by promotion and ____% by deputation; or</li> <li>3. ____%by promotion and ____%by direct recruitment; or</li> <li>4. Direct recruitment</li> </ol> <p>Note 1 :- Organizations should indicate the methods of recruitment taking into account their needs and the strength in the feeder grade.</p> <p>Note 2 :- A portion of the vacancies may also be filled by Limited Departmental Competitive Examination, in this regard. The eligibility service for the Departmental Examination shall be five years regular service in the Lower Division Clerk grade in the concerned organization.</p>
12	In case of recruitment by promotion or deputation/ absorption grades from which promotion/deputation/absorption to be made	<p>Promotion</p> <p>Lower Division Clerk (Grade Pay of Rs 1900) with 8 years service in the grade.</p> <p>Note :</p> <p>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying /eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>

extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay scale is the normal replacement grade without any upgradation.

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| 13 | If Departmental Promotion Committee exists, what is its composition                             | Group C Departmental Promotion Committee. (Full composition to be indicated)  |
| 14 | Circumstances in which Union Public Service Commission is to be consulted in making recruitment | If promotion is not one of the methods of recruitment, the column may be filled as 'Not applicable'<br>Not applicable |