

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-11001**

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

Dated the 30th May, 2013

To

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

Subject: Recruitment Rules for the posts of Personal Assistant and Private Secretary in ICAR System - reg.

Sir,

Recruitment Rules (RRs) for the post of Private Secretary(PS) at ICAR Hqrs. and ICAR Institutes were earlier amended/modified vide ICAR letters No. 14(1)/2009-Estt.I dated 23/6/2010 and No.14(1)/2010-Estt.I dated 19/8/2010. The RR for the post of Personal Assistant (PA) at ICAR Hqrs. and Institutes were also revised vide ICAR letter No. 14(1)/2009-Estt.I dated 2/7/2010. Subsequently, consequent upon the restructuring of administrative cadre post of ICAR, a one-time exception to fill up the resultant vacancies arising in various grades during the year 2010-11 was circulated vide ICAR Office Order No. 14(2)-2010-Estt. I dated 21/10/2010.

2. In the case of PS, it was decided vide above said Order dated 21/10/2010, that the vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled 66²/₃% and 33¹/₃% by Limited Departmental Competitive Examination (LDCE). It was also decided that from 2011-12 onwards the RRs will be in consonance with DOP&T's guidelines. Further, in the case of PAs, it was decided that vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled up 50% by promotion and 50% by LDCE. It was also decided that the RRs from 2011-12 onwards shall be in consonance with DOP&T's guidelines. It was also clarified in the Office Order dated 21/10/2010 that further amendments, if any, carried out by the DOP&T in the existing mode of recruitment for these administrative posts under the CSS/CSSS/CSCS cadres shall be applicable for the RRs for all the administrative posts of ICAR as well. These orders were issued duly approved by the Governing Body of ICAR in its meeting held on 3/9/2010.



3. Subsequently, the DOP&T vide its OM dated 24/1/2011 issued revised model RRs for the posts of PA and PS in the non-secretariat organization. This O.M. also says that the Ministries/Department may revise the existing rules and notify the revised rules also for all the autonomous bodies in conformity to the model RR.

4. Accordingly, the proposal for updation/modification in the existing RRs for the post of PA and PS at ICAR Hqrs and at ICAR Institutes in the light of DOP&T's guidelines for secretariat organization and non-secretariat organization have been examined and revised and detailed RRs for these posts duly approved by the Competent Authority are hereby notified for the information, guidance and necessary action of all concern.

These RRs shall come into force with immediate effect.

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
PERSONAL ASSISTANT AT ICAR INSTITUTES**

1.	Name of the post	PERSONAL ASSISTANT
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. 4200/-.
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Two years for promotees
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>a) 100% by promotion of Steno Gr.III in the PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/- at the respective Institutes having at least 10 years of regular service in the grade.</p> <p>Note : Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.</p> <p>b) Failing (a) above by deputation of Steno Gr.III working in other ICAR Institutes on regular basis; or with ten years regular service in the Steno Gr.III (PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/-) or equivalent.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above.

32/2

11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than AO 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 Secy.</td></tr></table>	Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman	An Officer not lower in status than AO 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 Secy.
Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman											
An Officer not lower in status than AO 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 Secy.											
12.	Remarks											

Bair

**RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY AT ICAR INSTITUTES**

1.	Name of the post	Private Secretary
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	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	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.	<p>a) (i) 100% by promotion of Personal Assistants in the PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/- at the respective Institutes having at least five years of regular service in the grade.</p> <p>(ii) Failing (i) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in the PB-2 Rs. 9300-34800 + Grade Pay of Rs. 4200 and combined and continuous regular service of 15 years as Personal Assistant and Stenographer Gr. III (PB-1 Rs. 5200-20200 + Grade Pay of Rs. 2400).</p> <p>Note : Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.</p>

Bali

		<p>b) Failing (a) above by deputation of Private Secretaries working in other ICAR Institutes on regular basis; or with five years regular service in the grade of Personal Assistant (PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-) or equivalent.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>											
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above											
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than AO 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 Secy.</td></tr></table>		Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman	An Officer not lower in status than AO 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 Secy.
Chief Admn. Officer/Sr. Admn. Officer. If there is no post of CAO/SAO in the Institute an Officer of equivalent status nominated by Director	Chairman												
An Officer not lower in status than AO 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 Secy.												
12.	Remarks	---											

3212

RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT AT ICAR HEADQUARTERS

1.	Name of the post	Personal Assistant
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	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	Two years for promotees.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p>(a) 50% by promotion of Stenographer (Grade III) in the PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/- at the ICAR Headquarters having at least ten years of regular service in the grade.</p> <p>Note : Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.</p> <p>(b) 50% by Limited Departmental Competitive Examination (LDCE) confined to the Stenographers (Grade III) who have completed six years regular service at ICAR Headquarters as on 1st January, if exam is notified in the first half of the calendar year and 1st July, if the exam is notified in the second half of the calendar years.</p>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above

Bair

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	---										

Bar

**RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY AT ICAR HEADQUARTERS**

1.	Name of the post	PRIVATE SECRETARY
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800/-.
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	Not applicable
6.	Educational & other qualifications required for direct recruitment	Not applicable
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Not applicable
8.	Period of Probation, if any.	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.	<p>(a) (i) 66⅓% by promotion of Personal Assistants in the PB-2, Rs.9300-34800 with Grade Pay of Rs.4600/- at the ICAR Headquarters having at least five years of regular and continuance service in the grade.</p> <p>(ii) failing (i) above, by promotion of Personal Assistants who have completed at least three years continuous and regular service in the PB-2 Rs.9300-34800 + Grade Pay of Rs.4600 and combined and continuous regular service of 16 years as Personal Assistant and Stenographer Gr. III (PB-1 Rs.5200-20200 + Grade Pay of Rs.2400).</p> <p>(b) 33⅓% by Limited Departmental Competitive Examination (LDCE) confined to the Personal Assistants who possess a bachelors degree from a recognized university and have completed three years regular service at ICAR Headquarters as on 1st January, if exam is notified in the first half of the calendar year and 1st July, if the exam is notified in the second half of the calendar years.</p> <p>Note : Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.</p>

Bair

		<p>iii) Failing (i) and (ii) above, by deputation of Private Secretaries working in other ICAR Institutes with two years regular service in the grade of PB-2 Rs.9300-34800 + Grade Pay of Rs.4600 or by deputation from Personal Assistants (PB-2 Rs.9300-34800 + Grade Pay of Rs.4200) working in ICAR Institutes having at least six years regular service in the grade.</p> <p>The period of deputation shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>										
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As mentioned in Col. 9 above										
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	---										

Balr ✓