

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

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

Dated the 27<sup>th</sup> November, 2012

To

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

Subject: Recruitment Rules for the post of Upper Division Clerk in ICAR system - reg.

Sir,

The revised recruitment rules in respect of the post of Upper Division Clerk in ICAR system duly approved by the Competent Authority are hereby notified for the information, guidance and necessary action of all concerned.

These recruitment rules 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

*etc*

**RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK  
AT ICAR HEADQUARTERS**

1.	Name of the post	<b>Upper Division Clerk</b>
2.	Classification	<b>Administrative Group 'C'</b>
3.	Pay Band and Grade Pay/ Pay Scale	<b>Pay Band-1, Rs. 5200-20200 + Grade Pay of Rs. 2400/-</b>
4.	Whether Selection Post or Non-selection Post	<b>Non-selection</b>
5.	Age limit for direct recruitment	<b>Not applicable</b>
6.	Educational & other qualifications required for direct recruitment	<b>Not applicable</b>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<b>Not applicable</b>
8.	Period of Probation, if any.	<b>Not applicable</b>
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><b>(a) (i) 75% by promotion from the Lower Division Clerk of ICAR Hqrs having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</b></p> <p><b>(ii) 25% by Limited Departmental Competitive Examination confined to the LDCs of ICAR Hqrs who have completed five 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.</b></p> <p><b>(b) Failing (a) above, by deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding three years.</b></p>

*Bals*

		<p>(c) Failing (a) &amp; (b) above, by deputation of regular Lower Division Clerks of ICAR Hqrs./Institutes having at least 8 years regular service. The deputation shall be for a period not exceeding three years.</p> <p>(d) Failing (a) (b) &amp; (c) above by transfer on permanent absorption of regular UDC of ICAR Hqrs/Institutes.</p> <p>(e) Failing (a) (b) (c) &amp; (d) above, vacancies may be filled in the lower grade of LDC under the provision of GFR 254.</p>										
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	In case of deputation, Upper Division Clerk (PB-1, Rs.5200-20200 + grade pay Rs.2400) as mentioned in the Column No.9 (b) & Lower Division Clerk (PB-1, Rs.5200-20200 + Grade Pay of Rs.1900) as mentioned in the Column 9 (c) above.										
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Deputy Secretary (A) ICAR, Hqrs.</td><td>Chairman</td></tr><tr><td>An Officer not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>An outside expert not lower in status than Under Secretary nominated by Director (Admn.)</td><td>Member</td></tr><tr><td>Concerned Under Secretary / Section Officer (In-charge of Administration/ Section)</td><td>Member Secy.</td></tr></table>	Deputy Secretary (A) ICAR, Hqrs.	Chairman	An Officer not lower in status than Under Secretary nominated by Director (Admn.)	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An outside expert not lower in status than Under Secretary nominated by Director (Admn.)	Member	Concerned Under Secretary / Section Officer (In-charge of Administration/ Section)	Member Secy.
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Bals



# RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK AT ICAR INSTITUTES

1.	Name of the post	Upper Division Clerk
2.	Classification	Administrative Group 'C'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-1, Rs. 5200-20200 + Grade Pay of Rs. 2400/-
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.	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) 75% by promotion from the Lower Division Clerk at the respective Institute having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</p> <p>(ii) Failing (a) above 25% by Limited Departmental Competitive Examination confined to the LDCs at the respective Institute who have completed five 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.</p> <p>(b) Failing (a) above, by deputation of regular Upper Division Clerk of ICAR Institutes/Hqrs. The deputation shall be for a period not exceeding three years.</p> <p>(c) Failing (a) &amp; (b) above, by deputation of regular Lower Division Clerks of ICAR Hqrs./ Institutes having at least 8 years regular service. The deputation shall be for a period not exceeding three years.</p>

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