

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

F.No. 33(10)/2011-Estt.I

Dated the 21st March, 2013

To

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

Subject: Recruitment Rules for the post of Senior Administrative Officer in
ICAR system - reg.

Sir,

In supersession of previous Council's orders on the above mentioned subject, the revised recruitment rules for the post of Senior Administrative Officer duly approved in the 226th meeting of Governing Body of ICAR held on 14.2.2013 are hereby notified for the information, guidance and necessary action of all concerned.

These revised 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

**RERUITMENT RULES FOR THE POST OF
SENIOR ADMINISTRATIVE OFFICER**

1.	Name of the post	Senior Administrative Officer
2.	Classification	Administrative Group 'A'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/-.
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.	100% by Promotion failing which by deputation
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>a) Administrative Officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/-having rendered at least 5 years of regular service in the grade.</p> <p>b) failing (a) above, by promotion of Administrative Officers who have completed three years of regular service in the grade and have completed seven years of combined and continued service as Administrative Officer (Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/-) and Assistant Administrative Officer (PB-2 Rs.9300-34800 + Grade Pay of Rs.4600).</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</p>

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		<p>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>c) Failing (a) & (b) above by deputation on the basis of selection of eligible and desirous officers in the grade of Section Officer [Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs.4800/-] at the Headquarters of the Council who have completed regular service of six years in the grade.</p> <p>(d) Failing (a) (b) & (c) above, by deputation of officers under the Central or State Government or Union Territories</p> <p>(i) holding analogous posts on regular basis in the parent cadre/department;</p> <p style="text-align: center;">or</p> <p>(ii) having five years of regular service in the PB-3 Rs.15600-39100 + Grade Pay of Rs.5400.</p>										
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>Secretary, ICAR or his nominee</td><td>Chairman</td></tr><tr><td>An officer not lower in status than DS nominated by Secy., ICAR</td><td>Member</td></tr><tr><td>An Outside expert not lower in status than DS nominated by Secretary, ICAR.</td><td>Member</td></tr><tr><td>An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.</td><td>Member</td></tr><tr><td>Under Secretary (Administration)</td><td>Member -Secretary</td></tr></table>	Secretary, ICAR or his nominee	Chairman	An officer not lower in status than DS nominated by Secy., ICAR	Member	An Outside expert not lower in status than DS nominated by Secretary, ICAR.	Member	An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.	Member	Under Secretary (Administration)	Member -Secretary
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12.	Remarks	An Officer offered the appointment of Senior Administrative Officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as decline of the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.										

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