



Indian Council of Agricultural Research  
Krishi Bhawan: New Delhi

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

Dated: June 23,2010

To,

The Director of all the ICAR Institutes /Bureaux/ PDs/NRCs/ZCUs.

Subject: Revised Recruitment Rules for the administrative posts- reg.

Sir/Madam,

The revised / updated Recruitment Rules in respect of following sixteen number of administrative posts under ICAR as approved by the Governing Body in its meeting held at New Delhi on 09.04.2010 are hereby notified for the information, guidance and necessary action of all concerned:

1. Director (Personnel)
  2. Director ( Finance)
  3. Deputy Secretary / Chief Administrative Officer
  4. Deputy Director (Fin.)/Chief Finance & Accounts Officer
  5. Under Secretary
  6. Senior Administrative Officer
  7. Senior Finance & Accounts Officer
  8. Finance & Accounts Officer
  9. Administrative Officer
  10. Assistant Finance & Accounts Officer
  11. Assistant Legal Adviser
  12. Assistant Administrative Officer
  13. Special Assistant to Chairman, A.S.R.B.
  14. Section Officer
  15. Private Secretary at ICAR Headquarters
  16. Private Secretary at ICAR Institutes
2. This comes into force with immediate effect.

Yours faithfully,

Encls: As stated above

(K.N. Choudhary)  
Under Secretary (Admn.)

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Copy to:

1. All Directors1 Deputy Secretaries1 Deputy Directors1 Secretary. ASRB/ CoE, ASRB / Under Secretaries, ICAR at KB/KAB-I& II.
2. Sr. PPS to DG, ICAR / PPS to Secretary, ICAR / PS to FA. DARE / ICAR/ PS to US(A)/ ICAR's Reception.
3. All SMDs, ICAR
4. PD, DIPA
5. All Sections, ICAR at KB/KAB-I &II
6. Secretary (Staff Side), CJSC, ICAR
7. Secretary (Staff Side): HJSC, ICAR
8. ✓ Media Unit for placing on ICAR's website.
9. Guard File / Spare Copies (25)

24.

## RECRUITMENT RULES FOR THE POST OF DIRECTOR (PERSONNEL)

1	Name of the post	<i>Director (Personnel), ICAR and equivalent posts at ICAR Hqrs. and at the Institutes of ICAR.</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection post</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation. if any.	<i>Not applicable</i>
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>100% by promotion failing which by deputation</i>
10	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>By promotion on selection basis of Deputy Secretaries / Chief Administrative Officers, ICAR/ LA, ICAR in the Pay Band -3, Rs.15600-39100 + Grade Pay of Rs.7600/- having rendered five years service in the grade after appointment thereto on regular basis, failing which by deputation of officers of All India Services and Central Civil Services including CSS services whose names appear in the panel for Director. NOTE: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade / post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</i>
11.	Period of deputation	<i>Three years extendable upto 5 years.</i>

12.	If a Departmental Promotion Committee exists what is its composition.		
		<i>DG, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Chairman, ASRB or his nominee</i>	<i>Member</i>
		<i>Secretary, ICAR</i>	<i>Member</i>
		<i>An outside expert nominated by DG, ICAR</i>	<i>Member</i>
		<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i>	<i>Member</i>
		<i>Director (P) or an equivalent officer nominated by DG, ICAR</i>	<i>Member - Secretary</i>
13.	Remarks	--	

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## RECRUITMENT RULES FOR THE POST OF DIRECTOR (FINANCE)

1.	Name of the post	<i>Director (Finance) and <b>equivalent</b> posts at ICAR Hqrs. and at the <b>Institutes</b> of ICAR.</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i><b>Pay Band-4</b>, Rs. 37400-67000 +<b>Grade Pay of Rs. 8700/-</b>.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection Post</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not <b>applicable</b></i>
8.	Period of Probation. if any.	<i>Not applicable</i>
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by promotion failing which <b>by</b> deputation</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>By promotion through selection from amongst <b>Deputy Director (Finance)</b>/ Chief Finance and Account Officers of ICAR having five years service in the grade rendered after appointment thereto on regular basis, failing which by deputation from officers of organized Group 'A' Central Accounts Service, including Defence Accooounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.</i>
11.	Period of deputation	<i>Three years extendable <b>upto</b> 5 years.</i>

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composition.

<i>DG, ICAR or his nominee</i>	<i>Chairman</i>
<i>Chairman, ASRB or his nominee</i>	<i>Member</i>
<i>Secretary, ICAR</i>	<i>Member</i>
<i>An outside expert nominated by DG, ICAR</i>	<i>Member</i>
<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i>	<i>Member</i>
<i>Director (F) or an equivalent officer nominated by DG, ICAR</i>	<i>Member - Secretary</i>

13.	Remarks	--
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RECRUITMENT RULES FOR THE POST OF DEPUTY SECRETARY / CHIEF  
ADMINISTRATIVE OFFICER

1.	Name of the post	<i>Deputy Secretary / Chief Administrative Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>By Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
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>100% by promotion</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>By <b>promotion</b> on selection basis of Under ,Secretaries/Senior <b>Administrative Officers</b> in the Pay Band-3, Rs.15600-39100 + Grade Pay of <b>Rs.6600/-</b> having completed five years service in the grade <b>after</b> appointment <b>thereto</b> on regular basis.</i></p> <p><i>Note: <b>The</b> eligibility list for promotion <b>shall</b> be prepared strictly with reference to the <b>date</b> of completion by the <b>officers</b> of the prescribed <b>qualifying</b> service in the respective grade / post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</i></p>

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11.	If a Departmental Promotion Committee exists what is its composition.		
		<i>DG, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Chairman, ASRB or his nominee</i>	<i>Member</i>
		<i>Secretary, ICAR</i>	<i>Member</i>
		<i>An outside expert nominated by DC, ICAR</i>	<i>Member</i>
		<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DC, ICAR</i>	<i>Member</i>
		<i>Director (P) or an equivalent officer nominated by DC, ICAR</i>	<i>Member – Secretary</i>
12.	Remarks	<i>As notified vide Office Order No. 15(8)/2002-Estt.I dated 15.1.2003, tlze Officers will be designated us Deputy Secretary / Chief Administrative Officer us per their posting at ICAR Hqrs. / ICAR Institutes us tlze case may be.</i>	

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**RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR(FINANCE) / CHIEF  
FINANCE & ACCOUNT OFFICER**

1.	Name of the post	<i>Deputy Director (Finance) / Chief Finance &amp; Account Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>By Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	<b>Educational &amp; other</b> qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Nor applicable</i>
8.	Period of Probation, if any.	<i>Not applicable</i>
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>100% by promotion failing which by deputation from the <b>organized</b> Audit and Accounts Departments.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>(a) Promotion of Sr. Finance &amp; Accounts Officers in the Pay Band-3, Rs.15600-39100 + Grade Pay of <b>Rs.6600/-</b> having completed 5 years regular service <b>in</b> the grade.</i> <i>(b) Failing (a) above by deputation of officers in the <b>Pay</b> Band-3, Rs.15600-39100 + Grade Pay of <b>Rs.6600/-</b> having rendered 5 years service in <b>the</b> grade from organized Audit and Accounts Departments.</i>

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11	If a Departmental Promotion Committee exists what is its composition.		
		<i>DG, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Chairman, ASRB or his nominee</i>	<i>Member</i>
		<i>Secretary, ICAR</i>	<i>Member</i>
		<i>An outside expert nominated by DG, ICAR</i>	<i>Member</i>
		<i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i>	<i>Member</i>
		<i>Director (F) or an equivalent officer nominated by DG, ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	--	

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## RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY

1.	Name of the post	<i>Under Secretary</i>
2.	Classification	<i>Administrative Group 'A '</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Two years which may be extended at the discretion of the competent authority.</i>
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>100% by promotion</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>Section Officers in the Pay Band-2, Rs.9300-34800 + Grade Pay of Rs.4800/- having rendered at least 6 years of regular service in the grade, on the recommendations of Selection Committee. Provided that the ICAR shall have the authority to inter-change officers in this grade with the Senior Administrative Officers of Combitzed Administrative Cadre of ICAR on a limited scale not exceeding two in number at any time.</i>

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11.	If a Departmental Promotion Committee exists what is its composition.		
		<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Director (P)</i>	<i>Member</i>
		<i>An outside expert not lower in status than Officers under consideration nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Dy. Secretary or any other officer nominated by Secretary, ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	--	

## RECRUITMENT RULES FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER

1.	Name of the post	<i>Senior Administrative Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation. if any.	<i>Not applicable</i>
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>100% by Promotion</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><i>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.</i></p> <p><i>b) Failing (a) above by promotion of Administrative Officers [Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/-] who have completed three years of regular service in the grade and have completed seven years of combined and continued service as Administrative Officer ( G.P. Rs.5400/-) and Assistant Administrative Officer ( G.P. Rs. 4600/-)</i></p> <p><i>c) Failing (a) &amp; (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</i></p>

		<i>years in the grade.</i>  <i>Provided further that the ICAR shall have the authority to inter-change officers on limited scale not exceeding two in number at a time between this grade of officers and Under Secretaries in the Council.</i>										
	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td><i>Secretary, ICAR or his nominee</i></td><td><i>Chairman</i></td></tr><tr><td><i>An officer not lower in status than DS nominated by Secy., ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An Outside expert not lower in status than DS nominated by Secretary, ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>Under Secretary (Admn.)</i></td><td><i>Member - Secretary</i></td></tr></table>	<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>	<i>An officer not lower in status than DS nominated by Secy., ICAR</i>	<i>Member</i>	<i>An Outside expert not lower in status than DS nominated by Secretary, ICAR.</i>	<i>Member</i>	<i>An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.</i>	<i>Member</i>	<i>Under Secretary (Admn.)</i>	<i>Member - Secretary</i>
<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>											
<i>An officer not lower in status than DS nominated by Secy., ICAR</i>	<i>Member</i>											
<i>An Outside expert not lower in status than DS nominated by Secretary, ICAR.</i>	<i>Member</i>											
<i>An Officer not lower in status than DS belonging to SC/ ST community nominated by Secretary, ICAR.</i>	<i>Member</i>											
<i>Under Secretary (Admn.)</i>	<i>Member - Secretary</i>											
12.	Remarks	<i>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.</i>										

**RECRUITMENT RULES FOR THE POST OF SENIOR FINANCE AND ACCOUNT OFFICER**

1.	Name of the post	<b>Senior Finance and Accounts Officer</b>
2.	Classification	<b>Administrative Group 'A'</b>
3.	Pay Band and Grade Pay/ Pay Scale	<b>Pay Band-3, Rs. 15600-39100+Grade Pay of Rs. 6600/-.</b>
4.	Whether Selection Post or Non-selection Post	<b>Selection</b>
	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 pronotees.	<b>Not applicable</b>
8.	Period of Probation. if any.	<b>Not applicable</b>
	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) 100% by Promotion</b></p> <p><b>(b) Failing (a) above by deputation from the Organized Audit and Accounts Department or from other sister organizations having Accounts Cadre.</b></p>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><b>a) Finance &amp; Accounts Officer in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.5400/- having 5 years of regular service in the grade.</b></p> <p><b>b) Failing (a) above by promotion of Finance &amp; Accounts Officers [Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/-.] who have completed three years of regular service in the grade and have completed seven years of combined and continued service as F&amp;AO ( G.P. Rs.5400/-) and Assistant Finance &amp; Accounts Officer ( G.P. Rs. 4600/-.</b></p> <p><b>c) Failing (a) &amp; (b) above by deputation from the Organized Audit and Accounts Department and Services having rendered at least 5 years regular service in the Pay Band - 3, Rs.15600-39100 + Grade Puy of Rs.5400/- and having adequate experience in the relevant field. The period of deputation will be</b></p>

for a maximum of three years.

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 or CF&amp;AO/DD(F) 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 (Admn.)</td><td>Member - Secretary</td></tr></table>	Secretary, ICAR or his nominee	Chairman	An officer not lower in status than DS or CF&AO/DD(F) 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 (Admn.)	Member - Secretary
Secretary, ICAR or his nominee	Chairman											
An officer not lower in status than DS or CF&AO/DD(F) 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 (Admn.)	Member - Secretary											
12.	Remarks	<p>An Officer offered the appointment of Senior Finance &amp; Accounts 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.</p>										



# RECRUITMENT RULES FOR THE POST OF FINANCE & ACCOUNTS OFFICER

1.	Name of the post	<i>Finance &amp; Accounts Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>21 to 30 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).</i>
	Educational & other qualifications required for direct recruitment	<i>Graduate of a recognized university securing not less than 55% marks in the final degree examination or equivalent and working knowledge of computer. Desirable Qualification: Specialization in Finance /Accounting / Commerce at the Post Graduation Level or professional qualification such as CA/ICWA/CS.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two Years</i>
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>(a) 60% by promotion (b) 40% by direct recruitment</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>(a) By promotion of Asstt. Finance &amp; Accounts Officers in Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-. who have completed atleast 3 years regular service in the grade. (b) Failing (a) above by deputation of suitable officers from organized Accounts Departments and Services having rendered 3 years of continuous and regular service in the Pay Band-2, Rs. 9300-34800 +Grade Pay of</i>

		<i>Rs. 4600/- or 2 years regular service in the Grade Pay of Rs.4800/- and having adequate experience in the field of Accounts.</i>	
11.	If a Departmental Promotion Committee exists what is its composition.	<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>An officer not lower in status than US/ SF &amp; AO nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An outside expert not lower in status than US nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Under Secretary (Admn.)</i>	<i>Member Secretary</i>
12.	Remarks	<i>An Officer offered the appointment of Finance and Accounts 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.</i>	

## RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

1.	Name of the post	<i>Administrative Officer</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>21 to 30 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category)</i>
6.	Educational & other qualifications required for direct recruitment	<i>Graduate of a recognized university securing not less than 55% marks in the final degree examination or equivalent and working knowledge of computer.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two years for both promotees as well as direct recruits</i>
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>a) 60% by promotion</i> <i>b) 40% by direct recruitment</i> <i>Note: The Council shall have the authority to inter-change officers on a limited scale not exceeding five in a number at a given time between this grade of officers and Section Officers in the Council having completed at least three years of regular service in the grade.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>a) By promotion of Assistant Administrative Officers in the Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/- having at least three years of regular service in the grade.</i> <i>b) Failing (a) above by deputation of officers in the grade of Section Officers at the Headquarters of the Council in the analogous grade, or Section Officers at the Hqrs. in the grade pay of Rs.4800/- in the pay band PB-2</i>

		<p><i>with two years regular service in the grade. The deputation shall be for a period not exceeding three years.</i></p> <p><i>c) Failing (a) &amp; (b) above by deputation of Officers of the Govt. of India or officers of the State Govt who have completed at least three years of regular service in the grade equivalent to the grade of Assistant Administrative Officer [Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-]and having adequate Administrative experience. The deputation will be for a period not exceeding three years.</i></p>	
11.	If a Departmental Promotion Committee exists what is its composition.		
		Secretary, ICAR or his nominee	Chairman
		An Officer not lower in status than US nominated by Secretary, ICAR.	Member
		An Outside expert not lower in status than US nominated by Secretary, ICAR.	Member
		An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR.	Member
		Under Secretary (Adtn.)	Member - Secretary
12.	Remarks	<p><i>An officer offered the appointment of 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.</i></p>	

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# RECRUITMENT RULES FOR THE POST OF ASSISTANT FINANCE & ACCOUNTS OFFICER

	Name of the post	<i>Assistant Finance &amp; Accounts Officer</i>
	Classification	<i>Administrative Group 'B'</i>
	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>21-30 years ( The upper age is <b>relaxable</b> for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category)</i>
6.	Educational & other qualifications required for direct recruitment	<p><i><b>Graduation in any one of the following disciplines from a recognized university:</b></i></p> <ul style="list-style-type: none"> <li><i>a) Commerce</i></li> <li><i>b) Mathematics</i></li> <li><i>c) Statistics</i></li> <li><i>d) Economics</i></li> <li><i>e) Computer Science</i></li> <li><i>f) Operational Research</i></li> <li><i>g) Finance / Financial Management and</i></li> <li><i>h) Accountancy</i></li> </ul> <p><i><u>Desirable</u></i></p> <ol style="list-style-type: none"> <li><i>1. Experience of <b>Finance &amp; Accounts work in Central or State Government Deptt. / Autonomous Bodies /Public Sector Undertakings.</b></i></li> <li><i>2. MBA Degree and Knowledge of Computerized Accounting</i></li> </ol>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>Two years for Direct Recruits, otherwise not applicable.</i>
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>100% by promotion, failing which by deputation <b>and</b> direct recruitment.</i>

10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>a) By promotion of <b>Junior Accounts Officer in Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/- with 5 years of regular service in the grade within the Institutes / Headquarters concerned.</b></p> <p>b) Failing (a) above by promotion of Junior Accounts Officer in the Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/- with 5 years of regular service in the grade from other Institutes / Headquarters of the Council on permanent absorption basis.</p> <p>c) Failing (a) &amp; (b) above by promotion of Assistants having rendered 5 years of continuous and regular service in the grade of Pay Ban(-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/- and have qualified ICAR Audit &amp; Accounts Exam conducted by ICAR.</p> <p>d) Failing (a), (h) &amp; (c) above by rirect recruitment as per the prescribed qualifications by Interview at the concerned Institute level.</p> <p>AT THE ICAR HEADQUARTERS.</p> <table><tr><td><b>Deputy Secretary (Admn.), ICAR</b></td><td><b>Chairman</b></td></tr><tr><td><b>One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)</b></td><td><b>Member</b></td></tr><tr><td><b>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)</b></td><td><b>Member</b></td></tr><tr><td><b>An Outside Expert nominated by Dy. Secy. (Admn.)</b></td><td><b>Member</b></td></tr><tr><td><b>Under Secretary(Admn.)</b></td><td><b>Member Secretary</b></td></tr></table> <p>AT THE ICAR RESEARCH INSTITUTES</p> <table><tr><td><b>Head of Division / CAO / SAO /Sr. Scientist nominated by Director</b></td><td><b>Chairman</b></td></tr><tr><td><b>AO/ Any other officer of equivalent status nominated by Director</b></td><td><b>Member</b></td></tr><tr><td><b>An Officer not lower in status than Class-I belonging to SC/ST community nominated by</b></td><td><b>Member</b></td></tr></table>	<b>Deputy Secretary (Admn.), ICAR</b>	<b>Chairman</b>	<b>One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>	<b>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>	<b>An Outside Expert nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>	<b>Under Secretary(Admn.)</b>	<b>Member Secretary</b>	<b>Head of Division / CAO / SAO /Sr. Scientist nominated by Director</b>	<b>Chairman</b>	<b>AO/ Any other officer of equivalent status nominated by Director</b>	<b>Member</b>	<b>An Officer not lower in status than Class-I belonging to SC/ST community nominated by</b>	<b>Member</b>
<b>Deputy Secretary (Admn.), ICAR</b>	<b>Chairman</b>																	
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<b>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>																	
<b>An Outside Expert nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>																	
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<b>AO/ Any other officer of equivalent status nominated by Director</b>	<b>Member</b>																	
<b>An Officer not lower in status than Class-I belonging to SC/ST community nominated by</b>	<b>Member</b>																	
11.	If a Departmental Promotion Committee exists what is its composition.																	

		Director An Outside Expert nominated by Director	Member
		AAO / Any other officer of equivalent status nominated by Director	Member - Secretary
12.	Remarks	<p>i. <b>Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</b></p> <p>ii. <b>Reservation for SC, ST, &amp; OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</b></p>	

## RECRUITMENT RULES FOR THE POST OF ASSISTANT LEGAL ADVISER

1.	Name of the post	<i>Assistant Legal Adviser</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>24 to 35 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]</i>
6.	Educational & other qualifications required for direct recruitment	<i>A Bachelor's degree in Law from a recognized University. Candidates should be an Advocate as defined in the Advocates Act 1961 (25 of 1961) who has practiced as such for five years or should have worked in Central Government /State Government /Autonomous Organizations in the Legal Department for at least five years or both dealing with legal matters.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>2 years only in case of Direct Recruits.</i>
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>100% by Direct Recruitment</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>--</i>



11.	If a Departmental Promotion Committee exists what is its composition.	<i>AT THE ICAR HEADQUARTERS</i>	
		<i>Deputy Secretary (Admn.) ICAR</i>	<i>Chairman</i>
		<i>An Officer not lower in status than US nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>An Outside expert not lower in status than US nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>Under Secretary (Admn.), ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	<div><div>i.</div><div><i>Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</i></div></div> <div><div>ii.</div><div><i>Reservation for SC, ST, &amp; OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i></div></div>	

RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINISTRATIVE  
OFFICER AT ICAR INSTITUTES

1.	Name of the post	<i>Assistant Administrative Officer</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>21 to 30 years [The upper age is <b>relaxable</b> for SC/ST/OBC as per the Government of India rules. The upper age is also <b>relaxable</b> upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]</i>
6.	Educational & other qualifications required for direct recruitment	<p><u><b>Essential</b></u>  <i>Graduation in any discipline from a recognized university with working knowledge of Computer.</i></p> <p><u><b>Desirable</b></u>  <i>1. Experience of <b>administrative</b> work in Central or State Government Deptt./ Autonomous Bodies /Public Sector Undertakings in Grade Pay of Rs.4200/- or equivalent.</i>  <i>2. MBA Degree</i></p>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>No</i>
8.	Period of Probation, if any.	<i>2 years only in case of Direct Recruits.</i>
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><i>a) 75% by <b>promotion</b></i>  <i>b) 25 % by <b>Limited Departmental</b> competitive examination <b>confined</b> Assistants / Personal Assistants having five years regular <b>service</b> in the <b>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-.</b> as on the 1st <b>January</b>, if the examination is notified in the first half of the calendar year and 1st <b>July</b>, if the examination is notified in the second half of the calendar year.</i>  <i>c) <b>Failing</b> (a) and (b) above by deputation from the ICAR Institutes/ Hqrs. from amongst the officials eligible as per 10 below. The deputation will be for a period not</i></p>

		exceeding 3 years. d) Failing (a), (b) & (c) above by Direct recruitment in accordance to the qualifications prescribed under Col. 6 above by Interview at the concerned Institute level.												
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Promotion of Assistants [Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-.] at the respective Institute having 5 years of regular service in the grade.												
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><th colspan="2">AT THE ICAR RESEARCH INSTITUTES</th></tr><tr><td>CAO (in absence of such officer, an officer of equivalent status nominated by Director)</td><td>Chairman</td></tr><tr><td>SAO (in absence of such officer, an officer of equivalent status 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 - Secretary</td></tr></table>	AT THE ICAR RESEARCH INSTITUTES		CAO (in absence of such officer, an officer of equivalent status nominated by Director)	Chairman	SAO (in absence of such officer, an officer of equivalent status 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 - Secretary
AT THE ICAR RESEARCH INSTITUTES														
CAO (in absence of such officer, an officer of equivalent status nominated by Director)	Chairman													
SAO (in absence of such officer, an officer of equivalent status 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 - Secretary													
12.	Remarks	<p>iii. Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</p> <p>iv. Reservation for SC, ST, &amp; OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</p>												

RECRUITMENT RULES FOR THE POST OF SPECIAL ASSISTANT TO CHAIRMAN,  
A.S.R.B.

1.	Name of the post	<i>Special Assistant to Chairman, A.S. R. B and other equivalent post. at ICAR as .</i>
2.	Classification	<i>Administrative Group 'A'</i>
3.	Scale of Pay	<i>Pay Band-3, Rs. 15600-39100 +Grade Pay Rs. 6600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational <b>qualification required</b> for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Two years which may be extended at the discretion of the competent authority.</i>
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>100% by <b>promotion</b> on the basis of <b>merit</b> with due regard to <b>seniority</b> from amongst <b>Private Secretaries</b> in the <b>Pay Band-2, Rs.9300-34800 + Grade Pay of Rs.4800/-</b> who have rendered not less than 6 years of regular service in that grade.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>As in Col.9 above.</i>

4/1/7

	If a Departmental Promotion Committee exists what is its composition.		
		<i>Secretary, ICAR or his nominee</i>	<i>Chairman</i>
		<i>Director (P)</i>	<i>Member</i>
		<i>An outside expert not lower in status than Officers under consideration nominated by Secy., ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Dy. Secretary or any other officer nominated by Secretary, ICAR</i>	<i>Member - Secretary</i>
12.	Remarks	--	

## RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of the post	<i>Section Officer</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4800/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	<b>Period of Probation, if any.</b>	<i>Not applicable</i>
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><i>a) 50% by promotion from amongst the Assistant having at least 6 years regular service in the grade at the ICAR Headquarters.</i></p> <p><i>b) 50% by way of Limited Departmental Competitive Examination confined to Assistants, Personal Assistants and Senior Sales Assistants in the Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/- at the ICAR Headquarters having not less than five years regular service in the Grades as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year.</i></p> <p><i>Note: The Council shall have the authority to inter-change officers in a limited scale not exceeding five in number at a given time between officers of this grade who have completed at least 3 years of regular service in the grade and Administrative Officers of the Council.</i></p>
10.	In case of recruitment by promotion / deputation / absorption; grades from	<i>Assistant Grade (Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-.)</i>

	which promotion / deputation / absorption is to be made.	
11	If a Departmental Promotion Committee exists what is its composition.	AT THE ICAR HEADQUARTERS.
		<i>Deputy Secretary (Admtz.), ICAR</i> <i>Chairman</i>
		<i>An officer nor lower in status than US nominated by Secretary, ICAR.</i> <i>Member</i>
		<i>An outside expert not lower in status than US nominated by Secretary, ICAR</i> <i>Member</i>
		<i>An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</i> <i>Member</i>
		<i>Under Secretary(Admn.)</i> <i>Member Secretary</i>
12.	Remarks	----

## RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY AT ICAR HQRS.

1.	Name of the post	<b>Private Secretary</b>					
2.	Classification	<b>Administrative Group 'B'</b>					
3.	Pay Band and Grade Pay/ Pay Scale	<b>Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4800/-.</b>					
	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>					
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<b>a) 100% by promotion of Personal Assistants in the PB-2, Rs.9300-34800 + Grade Pay of Rs.4200 at the ICAR Hqrs. having at least six years of regular service in the grade on the recommendations of DPC.</b> <b>h) Failing (a) above by deputation of Private Secretaries working in ICAR Institutes or by deputation from Personal Assistants ( PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-) working in ICAR Institutes having at least six years regular service in the grade. The deputation will be for a period not exceeding three years.</b>					
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<b>Personal Assistants in the Grade of PB-2, Rs.9300-34800 + Grade Pay of Rs.4200/-.</b>					
11.	If a Departmental Promotion Committee exists what is its composition.	<b>AT THE ICAR HEADQUARTERS.</b> <table><tr><td><b>Deputy Secretary (Admn.), ICAR</b></td><td><b>Chairman</b></td></tr><tr><td><b>One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)</b></td><td><b>Member</b></td></tr></table>		<b>Deputy Secretary (Admn.), ICAR</b>	<b>Chairman</b>	<b>One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>
<b>Deputy Secretary (Admn.), ICAR</b>	<b>Chairman</b>						
<b>One Senior Officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)</b>	<b>Member</b>						



		<i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secy. (Admn.)</i>	<i>Member</i>
		<i>Ail Outside Expert nominated by Dy. Secy. (Admn.)</i>	<i>Member</i>
		<i>Under Secretary(Admn.)</i>	<i>Member Secretary</i>
12.	Remarks	---	

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY AT ICAR  
INSTITUTES

1.	Name of the post	<i>Private Secretary</i>
2.	Classification	<i>Administrative Group 'B'</i>
3.	Pay Band and Grade Pay/ Pay Seale	<i>Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>Not applicable</i>
6.	Educational & other qualifications required for direct recruitment	<i>Not applicable</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation. if any.	<i>Not applicable</i>
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>a) 100% by promotion of <b>Personal Assistants</b> in the PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/- at the respective <b>Institutes</b> having at least <b>five years of regular service</b> in the grade on the <b>recommendations</b> of DPC.</i> <i>b) Failing (a) above by deputation of <b>Private Secretaries</b> working in <b>other ICAR Institutes</b> or by deputation <b>from</b> <b>Personal Assistants</b> (PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-) working in <b>other ICAR Institutes</b> having <b>at least five years regular service</b> in the grade. The deputation will be for a period not exceeding three years.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>Personal Assistants in the PB-2, Rs.9300-34800 with Grade Pay of Rs.4200</i>

11.	If a Departmental Promotion Committee exists what is its composition.	<b>AT THE ICAR RESEARCH INSTITUTES</b>	
		<i>CAO ( in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Chairman</i>
		<i>SAO ( in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Member</i>
		<i>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</i>	<i>Member</i>
		<i>An Outside Expert not lower in status than AO nominated by Director</i>	<i>Member</i>
		<i>AO ( in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Member - Secretary</i>
12.	Remarks	---	