

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 conies into force with immediate effect.

Yours faithfully.

Encls: As stated above

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

....contd.2...

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
- Media Unit for placing on ICAR's website.
- 9. Guard File / Spare Copies (25)

- 1. A.

RECRUITMENT RULES FOR THE POST OF DIRECTOR (PERSONNEL)

1	Name of the post	Director (Persontiel), ICAR and equivalent posts at ICAR Hyrs. and at the Institutes of ICAR.
2.	Classification	Administrative Group 'A'
3.	Scale of Pay	Pay Band-4, Rs. 37400-67000 +Grade Pay of Rs. 8700/
4.	Whether Selection Post or Non-selection Post	Selection post
5.	Age limit for direct recruitment	Not applicable
5	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.	Nut 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% b promotion failing which by deputation
10	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	By promotion on selection basis of Deputy Secreturies / 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 tlze 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 tlze 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.
1 I.	Period of deputation	Three years extendable upto 5 years.

12.	If a Departmental Promotion Committee exists what is8 its		
	composition.	DG, ICAR or his nominee Chairman, ASRB or his nominee	Chairman Member
		Secretary, ICAR	Member
		An outside expert nominated by DG, ICAR	Member
8		An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR	Menzber
		Director (P) or an equivaknt officer nominated by DG, ICAR	Member - Secretary
13.	Remarks	<u></u>	

4,210

RECRUITMENT RULES FOR THE POST OF DIRECTOR (FINANCE)

Ι.	Name of the post	Director (Finance) and equivalent posts at
2.	Classification	ICAR Hqrs. and at the Institutes of ICAR. Administrative Group 'A'
3.	Scale of Pay	Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/
4.	Whether Selection Post or Non-selection Post	Selection Post
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
	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.	By promotion through selection from amongst Deputy Director (Finance)/ 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 Accounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.
11.	Period of deputation	Three years extendable upto 5 years.

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

	13.	Remarks	
8			

4 1/2/1-

RECRUITMENT RUI ES FOR THE POST OF DEPUTY SECRETARY / CHIEF ADMINISTRATIVE OFFICER

1.	Name of the post	Deputy Secretary / Chief Administrative Officer
2.	Classification	Administrative Group 'A'
3.	Scale of Pay	Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/
4.	Whether Selection Post or Non-selection Post	By Selection
5.	Age limit for direct recruitment	Not applicable
	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
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	By promotion on selection basis of Under ,Secretaries/Senior Administrative Officers in the Pay Bund-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having completed five years service in the grade after appointment thereto on regular basis. 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.

1.1	If Deserting the Desertion		
11.	If a Departmental Promotion		
	Committee exists what is its		
	composition.	DG , ICAR or his nominee	Chairman
		Chairman, ASRB or his nominee	Member
		Secretury, ICAR	Member
		An outside expert nominated by DC, ICAR	Member
		An officer not lower in	Member
		status than officers under	
ł		consideration belonging to	
		SC/ST community	
		nominated by DC, ICAR	
		Director (P) or an	Member _
		equivalent officer	Secretary
		nominated by DC, ICAR	
12.	Remarks	As notified vide Offi	
10		15(8)/2002-Estt.I dated	15.1.2003, tlze
		Officers will be designa	ated us Deputy
		Secretury / Chief Admin	istrative Officer
		us per their posting at ICA	AR Hgrs. / ICAR
In the section of		Institutes us tlze case may	be.

-1/1/2



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

1.	Name of the post	Deputy Director (Finance) / Chief Finance & Account Officer
2.	Classification	Administrative Croup 'A'
3.	Scale of Pay	Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 7600/
4.	Whether Selection Post or Non-selection Post	By 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.	Nor 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 from the organized Audit and Accounts Departments.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	(a) Promotion of Sr. Finance & Accounts Officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/- having completed 5 years regular service in the grade. (b) Failing (a) above by deputation of officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 6600/- having rendered 5 years service in the grade from organized Audit and Accounts Departments.





11	If a Departmental Promotion Committee exists what is its		1
	composition.	DG, ICAR or his nominee	Chairman
		Chairman, ASRB or his nominee	
		Secretary, ICAR	Member
		An outside expert nominated by DG, ICAR	Member
		An officer not lower in status than officers under consideration belonging to SC/ST community tzominated by DG, ICAR	Member
		Director (F) or an equivalent officer nominated by DG, ICAR	
12.	Remarks		



RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY

1.	Name of the post	Under Secretary
2.	Classification	Administrative Group 'A'
3.	Scale of Pay	Puy Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600/
4.	Whether Selection Post or Non-selection Post	Selection
	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 which may be extended at the discretion of the competent authority.
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
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	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.

11.	If a Departmental Promotic Committee exists what is in	1 1	
	composition.	Secretary, ICAR or his nominee	Chairman
		Director (P)	Member
		An outside expert not lower in status than Officers under consideration nominated by Secy., ICAR	Member
		An Officer not lower in status than Officers under consideration belonging lo SC/ST community nominated by Secy., ICAR	Member
	<u> </u>	Dy. Secretary or any other officer nominated by Secretary, ICAR	54
12.	Remarks		

RECRUITMENT RULES FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER

1.	Name of the post	Senior Administrative Officer -1
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 an!.	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 Pronzotion
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion I deputation I absorption is to be made.	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. 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 Admittistrative Officer (G.P. Rs.5400/-) and Assistant Admittistrative Officer (G.P. Rs. 4600/-) 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

1	years in the grade.
If a Departmental	Provided further that the ICAR shall kuve the authority to inter-change officers on limited scale riot exceeding two in number at a time between this grade of officers and Under Secretaries in the Council. Promotion
Committee exists what	l.
composition.	Secretary, ICAR or his Chairman nominee
	An officer not lower in Meniber status than DS nominuted by Secy., ICAR
	An Outside expert not lower in status than DS nominated by Secretary, ICAR.
	An Officer not lower in status thun DS belonging to SC/ST community nominated by Secretary, ICAR.
	Under Secretary (Admn.) Member -
	Secretary
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 us 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.





RECRUITMENT RULES FOR THE POST OF SENIOR FINANCE AND ACCOUNT OFFICER

1.	Name of the post	Senior Finance and Accounts 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
97 to 107	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 proniotees.	Not applicable
8.	Period of Probation. if any.	Not applicable
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	(a) 100% by Promotion (b) Failing (a) above by deputation from the Organized Audit and Accounts Department or from other sister organizations having Accounts Cadre.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	a) Finance & 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) Failing (a) above by promotion of Finance & 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&AO (G.P. Rs.5400/-) und Assistant Finance & Accounts Officer (G.P. Rs. 4600/ c) Fuiling (a) & (b) above by deputation from the Organized Audit and Accounts Department and Services huving 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

for a maximum of three years.

11.	If a Departmental Promotion Committee exists what is its		
	composition.	Secretary, ICAR or his nomince	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 Secretury (Admn.)	Member - Secretary
12.	Remarks	An Officer offered the appointment Senior Finance & Accounts Office promotion shall be requirerly to give acceptance within 30 days of the Failure to do so shall be treated us a concerned officer of uppointment and concerned officer shall stand debarred further consideration for promotion period of one year from the date issue of such offer of uppointment.	

RECRUITMENT RULES FOR THE POST OF FINANCE & ACCOUNTS OFFICER

Ι.	Name of the post	Finance & Accounts Officer
2.	Classification	Administrative Group 'A'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	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).
	Educational & other qualifications required for direct recruitment	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 Graduution Level or professional qualification such as CA/ICWA/CS.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two Years
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	(a) 60% by promotion (b) 40% by direct recruitment
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	(a) By promotion of Asstt. Finance & 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



		Rs. 4600/- or 2 years regula Grade Pay of Rs.4800/- and experience in the field of Acco	having adequate
11.	If a Departmental Promotion Committee exists what is its	Secretary, ICAR or his	Chairman
	Committee exists what is its composition.	nominee An officer not lower in status than US/SF & AO nominated by Secy., ICAR	Member
		An outside expert not lower in status than US nominated by Secy., ICAR	Member
		An Officer not lower in status than US belonging to SC/ST community nominated by Secy., ICAR	Menrber
		Under Secretary (Admn.)	Member Secretary
12.	Remarks	An Officer offered the Finance and Accounts Office shall be required to give his a 30 days & the offer. Failure treated as decline of the offer and the concerned office debarred for further compromotion for a period of or date of the issue of suck offer	er on promotion cceptance within to do so shall be r of appointment er shall stand nsideration for the

4/1/17



RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

<u> </u>		
1 I	Name of the post	Administrative Officer
		Administrative Group 'A',
2.	Classification	Auministrative Group 1
3.	Pay Band and Grade Pay/Pay Scale	Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 5400/
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	21 to 30 yeurs (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)
6.	Educational & other qualifications required for direct recruitment	Graduate of a recognized university securing not less thun 55% murks in the final degree examination or equivalent and working knowledge of computer.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years for both promotees as well as direct recruits
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	a) 60% by promotion b) 40% by direct recruitment 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 yeurs of regular service in the grude.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	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 grude. b) Failing (a) above by depictation of officers in the grade of Section Officers at the Headquarters of the Council in the analogous grude, or Section Officers at the Hqrs. in the grade pay of Rs.4800/- in the pay band PB-2

11.	If a Departmental Promotion	with two years regular service The deputation shall be for exceeding three years. c) Failing (a) & (b) above to Officers of the Govt. of India a State Govt who have complet years of regular service equivalent to the grade Administrative Officer [Page 9300-34800 + Grade Pay of having adequate Administrative The deputation will be for exceeding three years.	oy deputation of or officers of the ed at least three in the grade of Assistant y Band-2, Rs. 4600/Jand tive experience.
	Committee exists what is its composition.	Secretary, ICAR or his nominee An Officer not lower in status than US nominated by Secretary, ICAR. An Outside expert not lower in status than US nominated by Secretary, ICAR.	
		An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR. Under Secretary (Adntn.)	Member Member - Secretary
12.	Remarks	An officer offered the Administrative Officer on be required to give his ac 30 days of the offer. Failu be treated us decline appointment and the coshall stand debarred consideration for promotof one year from the date such offer of appointment.	appointment of promotion shall eceptance within are to do so shall of the offer of oncerned officer for further ion for a period of the issue of

岩和。

RECRUITMENT RULES FOR THE POST OF ASSISTANT FINANCE & ACCOUNTS OFFICER

-	Name of the post	Assistant Finance & Accounts Officer
	Classification	Administrative Group 'B'
	Pay Band and Grade Pay/ Pay Scale	Pay Bund-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	21-30 years (Tlie upper age is relaxable for SC/ST/OBC as per the Government of India rules. Tlze upper age is also relaxable upto 45 years in tlie case of serving regular employees of ICAR in tlie administrative (ministeriul) category)
6.	Educational & other qualifications required for direct recruitment	Graduation in any one of the following disciplines from a recognized university: a) Commerce b) Mathematics c) Statistics d) Economics e) Computer Science f) Operational Researcht g) Finance / Financial Management and h) Accountancy Desirable 1. Experience of Finance & Accounts work in Central or State Government Deptt. / Autonomous Bodies / Public Sector Undertakings. 2. MBA Degree and Knowledge of Computerized Accounting
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years for Direct Recruits, otherwise 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 and direct recruitment.
. <u>l</u>		



10.	In case of recruitment by promotion /	a) By proniotion of Junior A	ccounts Officer
1	deputation / absorption; grades from	in Puy Band-2, Rs. 9300-348	
	which promotion / deputation /	of Rs. 4200/- with 5 years of re	• 1
	absorption is to be made.	the grade within the Institutes	_
	absorption is to be made.	concerned.	s / Hedaquariers
		b) Failing (a) above by pron	sation of Iuniar
			•
		Accounts Officer in the Po 9300-34800 +Grade Pay of R	- 1
1			
1		years of regular service in	
1		other Institutes / Headquarter	· ·
1		on permanent absorption basi	T I
		c) Failing (a) & (b) above l	
		Assistants having rendered	
		continuous and regular servi	• • • • • • • • • • • • • • • • • • • •
		of Pay Ban(/-2, Rs. 9300-348	*
		of Rs. 4200/- and have quality	
		& Accounts Exam conducted	•
		a) Failing (a), (h) & (c) $($	
			h e prescribed
		qualifications by Interview a	t the concerned
		Institute level.	TED C
11.	If a Departmental Promotion	_	TERS.
	Committee exists what is its		
	composition.	Deputy Secretary (Admn.),	Chairman
		ICAR	
		One Senior Officer not	Member
		lower in status than Under	
		Secretary nominated by	
1 1		Dy. Secy. (Admn.)	16 1
1 1		An Officer not lower in	Member
1]		status than Under	
}]		Secretary belonging to	
		SC/ST community	1
		nominated by Dy. Secy.	1
		(Admn.) An Outside Expert	Manulanu
		to the same of the	Member
1		nominated by Dy. Secy. (Admn.)	
1		Under Secretary(Admn.)	Member
j		Onder Secretary(Aumin.)	Secretary
			Secretary
		AT THE ICAR RESEARCH	INSTITUTES
		Head of Division / CAO /	
		SAO /Sr. Scientist	Chairman
		nominated by Director	
ł		AO/ Any other officer of	Member
		equivalent status	HICHOCI
		nominated by Director]
}		An Officer not lower in	Member —
		status than Class-I	Hemoer
1		belonging to SC/ST	
	1	community nominated by	
		community nominated by	

		Director An Outside Expert Member nominated by Director AAO / Any other of equivalent status Secretary nominated by Director
12. Remarks	Remarks	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.
		ii. Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.





RECRUITMENT RULES FOR THE POST OF ASSISTANT LEGAL ADVISER

Ι.	Name of the post	Assistant Legal Adviser
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	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]
6.	Educational & other qualifications required for direct recruitment	A Bachelor's degree in Law from a recognized University. Candidates should he 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 Coverrzment /State Government /Autonomous Organizations in the Legal Department for at least five years or
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	both dealing with legal matters. No
8.	Period of Probation, if any.	2 years only in case of Direct Recruits.
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 Direct Recruitment
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	



11.	1f a Departmental	Promo	tion		
	Committee exists wha		its	AT THE ICAR HEADQUAI	RTERS
	composition.			Deputy Secretary (Admn) ICAR	
				An Officer not lower in status than US nominated by Secretary, ICAR	Member
		An Outside expert not lower in status than US nominated by Secretury, ICAR	Member		
			An Officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR	Metnher	
			27	Under Secretary (Admn.), ICAR	Member - Secretary
12.	Remarks			1. Relux-ation in uppallowed to Scheduled Tribe/ Scheduled Tribe/ other category instructions issued Government of Intime. ii. Reservation for Scandidates shall according to the particular froni time to time	neduled Caste/OBC and any us per the ued by the dia from tinte to C, ST, & OBC to the corcentage fixed

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

1.	Name of the post	Assistant Administrative Officer
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	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 cuse of serving regular employees of ICAR in the administrative (ministerial) category]
6.	Educational & other qualifications required for direct recruitment	Essential Graduation in any discipline from a recognized university with working knowledge of Computer. Desirable I. Experience of administrative work in Central or State Government Deptt./ Autonomous Bodies/Public Sector Undertakings in Grade Pay of Rs.4200/- or equivulent. 2. MBA Degree
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	2 years only in case of Direct Recruits.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	a) 75% by promotion b) 25 % by Limited Departmental competitive examination confined Assistants / Personal Assistants having five years regular service in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/ as on tlze 1st January, if the examination is notified in tlze first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year. c) Failing (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



		exceeding 3 years. d) Failing (a), (b) & (c) above by Direct recruitment in accordance to tlze 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.	AT THE ICAR RESEARCH INSTITUTES CAO (in absence of such officer, an officer of equivalent status nominated by Director) SAO (in absence of such officer, an officer of equivalent status nominated by Director) An Officer not lower in status than AO belonging to SC/ST community nominated by Director An Outside Expert not lower in status than AO mominated by Director An Outside Expert not lower in status than AO mominated by Director AO (in absence of suck officer, an officer of suck officer, an officer of equivalent status
12.	Remarks	iii. Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by tlze Government of India from time to time. iv. Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by tlze Govt. of India for similar posts.



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

1.	Name of the post	Special Assistant to Chairman, A.S. R.B and other equivalent post. at ICAR as.
2.	Classification	Administrative Group 'A'
3.	Scale of Pay	Pay Band-3, Rs. 15600-39100 +Grade Pay 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.	Two years which may be extended at the discretion of the competent authority.
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 on the basis of merit with due regard to seniority from amongst Private Secretaries in the Pay Band-2, Rs.9300-34800 + Grade Pay of Rs.4800/- who have rendered not less than 6 years of regular service in that grade.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As in Col. 9 above.



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



RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of the post	Section Officer
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]\ion-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 prornotees.	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.	a) 50% by promotion from amongst the Assistant having at least 6 years regular service in the grade at the ICAR Heudquarters. b) 50% by way of Limited Departnzental 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 riot 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 yeur. 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.
10.	In case of recruitment by promotion / deputation / absorption; grades from	Assistant Grade (Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/)



	which promotion / deputation / absorption is to be made.		
11	If a Departmental Promotion Committee exists what is its	AT THE ICAR HEADQUARTERS.	
	composition.	Deputy Secretary (Admtz.), ICAR	Chairman
		An officer nor 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(Admn.)	Member Secretary
15			
12.	Remarks		



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

Ι.	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 Puy of Rs. 4800/	
	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.		
8.	Period of Probation. if any.	Not applicable	
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	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 grude on the recommendations of DPC. 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 he for a period not exceeding three years.	
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Personal Assistants in the Grade of PB-2, Rs.9300-34800 + Grade Pay of Rs.4200/	
11.	If a Departmental Promotion Committee exists what is its composition.	AT THE ICAR HEADQUARTERS. Deputy Secretary (Admn.), Chairman ICAR One Senior Officer not Member lower in status than Under Secretary nominated by Dy. Secy. (Admn.)	

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



RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY AT ICAR INSTITUTES

1.	Name of the post	Private Secretary
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Seale	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.	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.	a) 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 on the recommendations of DPC. b) Failing (a) above by deputation of Private Secretaries working in other ICAR Institutes or by deputation from Personal Assistants (PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-) working in other ICAR Institutes having ut least five years regular service in the grade. The deputation will be for a period not exceeding three years.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Personal Assistants in the PB-2, Rs.9300-34800 with Grade Pay of Rs.4200



11.	If a Departmental Promotion		
	Committee exists what is its	AT THE ICAR RESEARCH	INSTITUTES
	composition.	CAO (in absence of such	Chairman
		officer, an officer of	
		equivalent status	
		nominated by Director)	
		SAO (in absence qf such	Member
		officer, an officer of	
		equivulent status	
		nominuted by Director)	
		An Officer not lower in	Member
		status than AO belonging	
		to SC/ST community	
		nominated by Director	
		An Outside Expert not	Meniber
	,	lower in status than AO	
		nominated by Director	Manufan
		AO (in absence of such	
		officer, an officer of equivalent status	secretary
		nominated by Director)	
12.	Remarks		
ı			