



Indian Council of Agricultural Research
Krishi Bhawan: New Delhi

F.No.14(1)/2010-Estt.I

Dated: 19th Aug, 2010

To,

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

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

Sir/Madam,

The recruitment rules for various administrative posts were circulated vide ICAR's letter No. 14(1)/2009-Estt.I dated 23.7.2010. Subsequently, on receipt of approval of the Ministry of Finance on restructuring of administrative and allied cadre posts of ICAR, certain modifications/ amendment were proposed in the recruitment rules for certain posts. These modifications/ amendments have been considered and approved by the Governing Body in its meeting held at New Delhi on 02.07.2010. Consequently, the revised recruitment rules for the following posts are hereby notified for the information, guidance and necessary action of all concerned:

1. Director1 Registrar/Secretary, A.S.R.B
2. Director (Finance)
3. Deputy Secretary / Chief Administrative Officer
4. Deputy Director (Fin.)/ Chief Finance & Accounts Officer
5. Under Secretary
6. Principal Private Secretary at ICAR Hyrs.
7. Private Secretary at ICAR Headquarters
8. Private Secretary at ICAR Institutes

Note: The post of "Special Assistant to Chairman A.S.R.B" stands designated as "Principal Private Secretary".

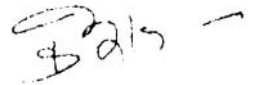
2. The letter No. 14(1)/2009-Estt.I dated 23.7.2010 stands modified to this extent.

3. This comes into force with immediate effect.

Yours faithfully.

Copy to:

1. All Directors/ Deputy Secretaries/ Deputy Directors/ Secretary, ASRB/ COE, ASRB at ICAR Hqrs.
2. PSO to DG, ICAR / PPS to Secretary, ICAR / PS to FA, DARE / ICAR/ PS to US(A)/ PA to Dir(Admn) ICAR's Reception.
3. All SMDs, ICAR.
4. PD, DIPA
5. Secretary (Staff Side), CJSC, ICAR
6. Secretary (Staff Side), HJSC, ICAR
7. Media Unit for placing on ICAR's website.
8. Guard File / Spare Copies (10)



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

RECRUITMENT RULES FOR THE POST OF DIRECTOR I REGISTRAR I
SECRETARY, A.S.R.B

1.	Name of the post	DIRECTOR / REGISTRAR / SECRETARY, A.S.R.B
2.	Classification	Administrative Group 'A'
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.	<p><i>a. By promotion on selection basis of DS/CAO, 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 basis</i></p> <p><i>b. Failing (a) above, by promotion of DS/CAO, ICAR/LA, ICAR who have rendered atleast two and half years continuous and regular service in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.7600/- and combined and continuous regular service of ten years as DS/CAO and US/SAO (Grade Pay of 6600/-).</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. DS/CAO.</i></p> <p><i>c. Failing (a) & (b) above, by deputation of officers of All India Services and Central</i></p>

		<i>Civil Services including CSS services whose names appeared 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.	<table><tr><td><i>DG, ICAR or his nominee</i></td><td><i>Chairman</i></td></tr><tr><td><i>Chairman, ASRB or his nominee</i></td><td><i>Member</i></td></tr><tr><td><i>Secretary, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An outside expert nominated by DG ICAR.</i></td><td><i>Member</i></td></tr><tr><td><i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by I C, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>Director (P) or an equivalent officer nominated by DG, ICAR</i></td><td><i>Member - Secretary</i></td></tr></table>		<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 I C, ICAR</i>	<i>Member</i>	<i>Director (P) or an equivalent officer nominated by DG, ICAR</i>	<i>Member - Secretary</i>
<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 I C, 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 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.	<p><i>a. By promotion on selection basis amongst DD(F)/CF&AO 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</i></p> <p><i>b. Failing (a) above, by promotion of DD(F)/CF&AO who have completed atleast two and half years continuous and regular service in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.7600/- and combined and continued regular service of ten years as DD(F)/CF&AO and SF&AO (Grade Pay of 6600/-).</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. DD(F)/CF&AO.</i></p> <p><i>b. Failing (u) & (b) above, by deputation from officers of organized Group 'A' Central</i></p>

		<i>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.</i>													
11.	Period of deputation	<i>Three years extendable upto 5 years.</i>													
12.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td><i>DG, ICAR or his nominee</i></td><td><i>Chairman</i></td></tr><tr><td><i>Chairman, ASRB or his nominee</i></td><td><i>Member</i></td></tr><tr><td><i>Secretary, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An outside expert nominated by DG, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</i></td><td><i>Member</i></td></tr><tr><td><i>Director (F) or an equivalent officer nominated by DG, ICAR</i></td><td><i>Member - Secretary</i></td></tr></table>		<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>
<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>Selection</i>
	Age limit for direct recruitment	<i>Not applicable</i>
5.	Age limit for direc	
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</i>
10.	In case of recruitment by promotion / deputation / absorption: grades from which promotion / deputation / absorption is to be made	<p><i>a. By promotion on selection basis amongst US/SAO in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having rendered five years service in the grade after appointment thereto on regular basis.</i></p> <p><i>b. Failing (a) above, by promotion of US/SAO, in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.6600/- who have completed</i></p> <p><i>i. Atleast two and half years continuous and regular service as US in the grade pay of Rs.6600/- and combined and continuous regular service of eleven years as Under Secretary and Section Officers.</i></p> <p><i>ii. Atleast two and half years continuous and regular service as SAO in the grade pay of Rs.6600/- and combined</i></p>

		<p>and continued regular service of ten years as and SAO and AO.</p> <p>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. US/SAO as the case may be.</p> <p>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.</p>												
11.	If a Departmental Promotion Committee exists what is its composition.	<table><tr><td>DG, ICAR or his nominee</td><td>Chairman</td></tr><tr><td>Chairman, ASRB or his nominee</td><td>Member</td></tr><tr><td>Secretary, ICAR</td><td>Member</td></tr><tr><td>An outside expert nominated by DG, ICAR</td><td>Member</td></tr><tr><td>An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR</td><td>Member</td></tr><tr><td>Director (P) or an equivalent officer nominated by DG, ICAR</td><td>Member – Secretary</td></tr></table>	DG, ICAR or his nominee	Chairman	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	Director (P) or an equivalent officer nominated by DG, ICAR	Member – Secretary
DG, ICAR or his nominee	Chairman													
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													
Director (P) or an equivalent officer nominated by DG, ICAR	Member – Secretary													
12.	Remarks	<p>As notified vide Office Order No. 15(8)/2002-Estt.I dated 15.1.2003, the Officers will be designated as Deputy Secretary / Chief Administrative Officer as per their posting at ICAR Hqrs. / ICAR Institutes as the case may be.</p>												

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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 & 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.	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 from the organized Audit and Account.\$ Departments.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation ! absorption is to be made.	<p><i>a. Promotion of Sr. Finance & Accounts Officers in the PB-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having completed 5 years regular service in the grade.</i></p> <p><i>b. Failing ((i) above by promotion of SF&AO who have completed atleast two and half years continuous and regular service in the PB-3, Rs.15600-39100 + Grade Pay of Rs.6600/- and combined and continuous regular service of ten years as SF&AO and F&AO.</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. SF&AO.</i></p> <p><i>c. Failing (a) & (b) above, by deputation of officers in the PB-3, Rs.15600-39100 + Grade Pay of Rs.6600/- having rendered 5 years service in the grade from organized Audit and</i></p>

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		<i>Accounts Departments.</i>	
11.	If a Departmental Promotion Committee exists what is its composition.	<i>DG, ICAR or his nominee</i> <i>Chairman, ASRB or his nominee</i>	<i>Chairman</i> <i>Member</i>
		<i>Secretary, ICAR</i> <i>outside expert</i> <i>nominated by DG, ICAR</i>	<i>Member</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>
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>
	Period of Probation, if any.	<i>Two years which may be extended at the discretion of the competent authority.</i>
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation i absorption & percentage of vacancies to be filled.	<i>100% by promotion</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation i absorption is to be made.	<p><i>a. 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 the Selection Committee.</i></p> <p><i>b. Failing (a) above, by promotion of Section Officers who have completed atleast three years continuous and regular service in the Grade Pay of Rs.4800 in PB-2/Rs.5400 in PB-3 and combined and continuous service of ten years as SOs and Assistants.</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. Section Officer.</i></p> <p><i>Provided that the ICAR shall have the authority to inter-change officers in this grade with the Senior Administrative Officers of Combined Administrative Cadre of ICAR on a limited scale not exceeding two in number at any time.</i></p>

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11	If a Departmental Promotion Committee exists what is its composition.	<table border="1"> <tr> <td data-bbox="820 194 1219 349">Secretary, ICAR or bit nominee Director (P)</td> <td data-bbox="1219 194 1444 349">Chairman Member</td> </tr> </table>	Secretary, ICAR or bit nominee Director (P)	Chairman Member				
Secretary, ICAR or bit nominee Director (P)	Chairman Member							
		<table border="1"> <tr> <td data-bbox="820 463 1219 616">An outside expert not lower in status than Officer, under consideration nominated by Secy., ICAR</td> <td data-bbox="1219 463 1444 616">Member</td> </tr> <tr> <td data-bbox="820 616 1219 804">An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR</td> <td data-bbox="1219 616 1444 804">Member</td> </tr> <tr> <td data-bbox="820 804 1219 916">Dy. Secretary or any other officer nominated by Secretary, ICAR</td> <td data-bbox="1219 804 1444 916">Member - Secretary</td> </tr> </table>	An outside expert not lower in status than Officer, under consideration nominated by Secy., ICAR	Member	An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR	Member	Dy. Secretary or any other officer nominated by Secretary, ICAR	Member - Secretary
An outside expert not lower in status than Officer, under consideration nominated by Secy., ICAR	Member							
An Officer not lower in status than Officers under consideration belonging to SC/ST community nominated by Secy., ICAR	Member							
Dy. Secretary or any other officer nominated by Secretary, ICAR	Member - Secretary							
12.	Remarks							

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**RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY AT
ICAR Hqrs.**

1.	Name of the post	<i>PRINCIPAL PRIVATE 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>
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>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.	<p><i>a) By promotion on the basis of merit with due regard to seniority from amongst Private Secretaries in Grade Pay of Rs.4800 in PB-2/Rs.5400 in PB-3 who have rendered not less than 6 years of regular service in that grade.</i></p> <p><i>b) Failing (a) above by promotion of Private Secretaries ut ICAR Hqrs. who have completed atleast three years continuous service in the Grade Pay of Rs.4800 in PB-2/Rs.5400 in PB-3 and combined and continuous service of ten years as Private Secretaries and Personal Assistants.</i></p> <p><i>Note: In the zone of consideration the seniority will be as per the seniority in immediate feeder grade i.e. Private Secretary.</i></p>

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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	--	

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

1.	Name of the post	<i>Private Secretary</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.	Qualifications required for direct recruitment 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>a) 100% by promotion of Personal Assistants in the PB-2, Rs.9300-34800 with 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.</p> <p>b) Failing (a) above by promotion of Personal Assistants who have completed atleast three years continuous service in the PB-2, Rs.9300-34800+ Grade Pay of Rs.4200/- and combined and continuous service of 16 years as Personal Assistant and Stenographer Gr.III (Grade Pay of Rs.2400/-).</p> <p>Note: The seniority will be us per the seniority in immediate feeder grade i.e. Personal Assistant.</p> <p>c) Failing (a) & (b) above by deputation of Private Secretaries working in other ICAR Institutes or by deputation from Personal Assistants (PB-2, Rs.9300-34800 + Grade Pay of Rs.4200) working in ICAR Institutes having at least six years regular service in the</p>

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	If a Departmental Promotion Committee exists what is its composition.	<i>grade. The deputation will be for a period not exceeding three years.</i>	
		AT THE ICAR HEADQUARTERS.	
		<i>Deputy Secretary (Admn.), ICAR</i>	<i>Chairman</i>
		<i>One Senior Officer not lower in status than Under Secretary nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>An Outside Expert not lower in status than Under Secretary nominated by Secretary, ICAR</i>	<i>Member</i>
		<i>Under Secretary(Admn.)</i>	<i>Member Secretary</i>
12.	Remarks	---	

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**RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY A? 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 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>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) 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.</i></p> <p><i>b) Failing (a) above by promotion of Personal Assistants who have completed atleast three years continuous and regular service in the PB-2, Rs.9300-34800 + Grade Pay of Rs.4200 and combined and continuous regular service of 15 years as Personal Assistant and Stenographer Gr.III (Grade Pay of Rs.2400/-).</i></p> <p><i>Note: The seniority will be as per the seniority in immediate feeder grade i.e. Personal Assistant.</i></p> <p><i>c) Failing (a) & (b) above by deputation of Private Secretaries working in other ICAR Institutes or by deputation from Personal Assistants (PB-2, Rs.9300-34800 + Grade Pay</i></p>

		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.	
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)	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	---	

2019