



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110 001
Krishi Bhawan, Dr. Rajendra Prasad Road
New Delhi -110 001

File No.17-8/2002-Estt.II

Dated the 16th August, 2007

To,

The Directors of all ICAR Research Institutes/Bureaux/PDs/NRCs/ZC Units

Subject : Clarification regarding Recruitment Rules for the post of Upper Division Clerk circulated vide communication No.9-1/2007-Estt.II dated 29.03.2007.

Sir,

It has been noticed that circulars from various Institutes to fill up the posts of UDCs/Sr. Clerks are received in the Council for circulating them. Most of such circulars are in contravention of the Recruitment Rules. Therefore, the undersigned is directed to clarify the following points for information and necessary action of all ICAR Research Institutes/Bureaux/PDs/NRCs/ZC Units while circulating the post of UDC:-

The post of UDC is to be filled up strictly in accordance with the provisions of Recruitment Rules circulated vide No.9-1/2007-Estt.II dated 29.03.2007. as reproduced below:-

- 100% by promotion from the Lower Division Clerks at the respective Institute/Headquarters having at least 5 years regular service in the grade on the recommendations of Departmental Promotion Committee.
- Failing (a) above, by deputation of regular Upper Division Clerk of ICAR Hqrs. / Institutes. The deputation shall be for a period not exceeding three years.
- Failing (a) and (b) above, by transfer on permanent absorption of regular Upper Division Clerk of ICAR Hqrs. / Institutes.

The Lower Division Clerks who are otherwise eligible for their promotion to the post of Upper Division Clerk, but have not passed the typing test, will not be considered for promotion unless they pass the typing test with the prescribed speed or are exempted to do so in accordance with the prescribed procedure and their promotion thereon will have only prospective effect.

In other words, the post of UDC is to be filled up from the LDCs (by promotion) of such Institutes etc. where the post of UDC is required to be filled up and not from the LDCs of other Institutes/Headquarters. The LDCs/UDCs of Central/State Govt. or other organizations outside the ICAR system are not eligible at all for this purpose.

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Failing this, the post of UDCs can be filled up by deputation of regular Upper Division Clerk of ICAR Hqrs. / Institutes. The deputation shall be for a period not exceeding three years. Only when both (a) and (b) options have been exploited and still it is not possible to fill up the post of UDC, option (c) can be adopted. In other words, option (c) can not be exercised until and unless options (a) and (b) are exploited.

It is, therefore, requested that the post(s) of UDC is to be filled up strictly in accordance with the provisions of Recruitment Rules.

Yours faithfully



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

Media and Information Unit is requested to
Upload this on Council's Website.