



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No. Admn. 33-14/2018-Estt.(R&P)

Dated the 12<sup>th</sup> November, 2018

To

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

**Subject: Decentralisation of Direct Recruitment (Group B & C Administrative, Finance and Technical posts) in ICAR system – reg.**

Sir/Madam,

The procedure for direct recruitment on the administrative positions up to the level of Assistant Administrative Officer (Group-B) and equivalent posts on the Administrative, Finance and Technical sides, existing at the ICAR Institutes for which the Director of the Institute is the appointing authority as per the delegation, had been engaging the attention of the Council. The issue was accordingly placed before the Governing Body in its 244<sup>th</sup> meeting held on 27<sup>th</sup> June, 2018. It has now been decided to decentralise these examinations.

Consequent to the decision of Governing Body, the Broad Guidelines for conduct of Examination through Direct Recruitment (DR)/ Limited Departmental Competitive Examination (LDCE) are attached herewith as Annexure. The Directors of the Institutes are advised to carry out recruitments to the positions for which they are appointing authorities in accordance with these guidelines. Further, where process of recruitment has not been substantially initiated by the ASRB, the requisition may be withdrawn.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Kanhaiya Chaudhary)  
Director (Admn.)

Copy for information to :-

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / KAB- I & II, Pusa, New Delhi.
2. PSO to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR / PPS to FA, DARE/ICAR.
3. All Subject Matter Divisions (SMDs) of ICAR.
4. Secretary (SS), CJSC, IISWC, Dehradun.
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi.
6. Media Unit, ICAR with the request to upload RRs on the ICAR website.

**BROAD GUIDELINES FOR CONDUCT OF EXAMINATION THROUGH DIRECT  
RECRUITMENT/LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION CONSEQUENT TO  
THE DECISION OF THE GOVERNING BODY**

**A. Competency to carry out recruitments:**

- i. This Guideline is in supersession of the earlier notification(s) on recruitment / selection for various posts in ICAR institutes and at the ICAR Hqrs. for Group 'C' and 'B' posts.
- ii. ICAR Institutes shall carry out recruitment of the posts for which they are appointing authority.
- iii. Similarly, the recruitment against the equivalent level of posts shall be done for the ICAR Hqrs. by the ICAR Hqrs. itself.
- iv. The "Recruitment Division" shall function at the ICAR Hqrs. to carry out recruitment at ICAR Hqrs. and also manage the duties to be assigned to the Division hereafter.
- v. Recruitment for Group 'A' posts shall continue to be held by the ASRB.

**B. Mode of Examination:-The recruitment shall be based on written examination only which should be through 'Online' mode.**

**C. Notification of vacancies (ICAR Institutes/ICAR Hqrs.):-**

- i. The ICAR Hqrs. will be responsible for advertising/ notifying the vacancy (ies) at ICAR Hqrs. and the concerned Institute will be responsible for advertising/ notifying the vacancy(ies) at the concerned Institute through different modes of communication as are prescribed for wide publicity.
- ii. For the ICAR Hqrs., the Recruitment Division shall be responsible for conduct of the whole process of examination from notifying the vacancy on receipt of a requisition from the concerned Establishment Division to the time the final result is declared/notified.
- iii. The Institute concerned shall simultaneously place a request to the Recruitment Division at the ICAR Hqrs. for approving the calendar of Examination and providing the question paper(s) as per the approved scheme of examination giving the necessary details regarding the schedule of examination/mode of examination.

**D. Selection Committee:- Where the number of candidates is significantly large, cut-off marks of eligible education qualification may be determined by the Selection Committee to shortlist the number of candidates who will appear for written examination. Such as the candidate must have scored at least the minimum qualifying marks determined by the Selection Committee in their educational qualification(s) for being eligible to take the Competitive Examination. The necessary clauses for shortlisting the candidates shall be duly incorporated in the advertisement notifying the vacancies.**



- i. The composition and Term of Reference (TOR) of the Selection Committee at the concerned Institute is given as under:-

a. Composition of Selection Committee :-

1.	Director of the Institute	Chairman
2.	One outside expert* (preferably from nearby ICAR Institute) not lower in status than the Principal Scientist/CAO/CFAO(to be nominated by the Director).	Member
3.	One member nominated by the Director in the rank of Senior Scientist/SAO/SFAO*.	Member
4.	An officer belonging to SC/ST of equivalent or above rank of other members (to be nominated by the Director).	Member
5.	AO/SAO/CAO (senior most available officer) of the concerned Institute	Member-Secretary

\*Senior Scientist for the recruitment of Technical posts, senior most officer of Administration for the recruitment of Administrative posts and senior most officer of Finance for the recruitment of Finance posts.

(In case of conduct of examination for some specific posts like Official Language/Technical, the selection committee shall comprise of atleast one member with specialization in that category. If the desired incumbent is not available in the Institute, outside expert of the preferred speciality from a nearby ICAR Institute will be nominated as member of the Selection Committee.)

b. Selection Committee shall have the following functions:-

1. To see that the reservation points have been taken care of.
2. The necessary clauses for shortlisting of the candidates, if required, have been duly incorporated in the advertisement.
3. To approve the draft advertisement. The advertisement should specifically state the number of vacancies proposed to be filled (including the details of posts for reserved category) and also indicate that vacancy(ies) arising upto the date of examination shall be taken into account for filling up on the basis of proposed recruitment. The vacancies arising later than this shall be filled up by subsequent fresh recruitment process.
4. Finally approving the eligibility/non-eligibility of the candidates.
5. Finally approving the merit list and suggesting a pond of Select/Reserve list. Further, the "Reserve List" should not be more than fifty (50) percent of "Select List" and shall be valid for six months from the date of declaration of the results containing such selection.

- E. Calendar of Examination :-** Each Institute/ICAR Hqrs. will prepare a calendar of examination, so that the examination process may be initiated well in time as per prescribed time limit. While preparing the calendar of examination, the concerned Institute/ICAR Hqrs. will as far as possible ensure that the date of examination(s) may not clash with the date of examinations taken by the other Institute(s) / UPSC / PSC / SSC etc. The action(s) to be taken by the concerned Institute/ICAR Hqrs as per the time-schedule mentioned in the table below in connection with a particular recruitment examination :-

Sl. No.	Action to be taken	Time line	Remarks
1.	Send requisition for question paper to Recruitment Division, ICAR Hqrs. along with the Calendar of Examination	3 months before the proposed date of examination.	DR/LDCE
2.	Notification of vacancies (ICAR Institutes/ICAR Hqrs.)	Closing date for submission of application will be 30 days from date of advt. (45 days in case of far-flung areas)	DR
		Closing date for submission of application will be 30 days from date of advt.	LDCE
3.	Screening of application through Selection Committee constituted at the Institute/ ICAR Hqrs.	Within 15 days after the closing date of application.	DR
4.	Conduct of Examination	Within one month from the date of screening.	DR
		Within one month from the last date of submission of application.	LDCE
5.	Finalisation of Selection	Within 15 days from the date of examination.	DR/LDCE

- F. Identification of Experts:-** The question papers shall be of objective type with multiple choice questions. The question papers shall be compulsorily sourced from the Recruitment Division of ICAR Hqrs. Recruitment Division of ICAR Hqrs. shall identify the experts for preparation of question paper(s). For maintaining confidentiality, the panel of experts shall be changed from time to time with the approval of the Competent Authority.

**G.** Setting of Question Papers:- The Recruitment Division of ICAR Hqrs shall be responsible for construction, preparation and maintenance of Question Papers for Direct Recruitment and Limited Departmental Competitive Examination to be held at ICAR Hqrs and ICAR Institutes. The following shall be kept in view :-

- i. The Recruitment Division, ICAR Hqrs. shall prepare huge number of question bank with the help of experts and maintain the question bank for each category of post/test;
- ii. The question paper(s) of the concerned post shall be prepared as per the requisition received from the Institute(s) for Direct Recruitment (DR) and Limited Departmental Competitive Examination (LDCE);
- iii. The Recruitment Division shall also prepare question paper(s) of the concerned post to be filled up through Direct Recruitment (DR) and Limited Departmental Examinations (LDCE) at ICAR Hqrs, as well.

**H.** Moderation of Question Papers:-

- a. The test paper(s) will be objective type with multiple choice questions.
- b. The question papers shall be prepared as per the syllabus of the Examination, which shall be communicated by the Recruitment Division of ICAR Hqrs.
- c. Question papers will be set up in such a manner that all parts of the syllabus will be covered proportionately. The experts will be conveyed to set the questions in the balanced and moderate way as per the syllabus.
- d. 15-20% of the question bank will be updated/replaced/revised annually.
- e. The question paper for use in a particular examination shall be selected on random basis out of the question bank maintained by the Recruitment Division of ICAR Hqrs.
- f. Ultimately this shall be carried out through appropriate software.

**I.** Delivery of Question Papers:-

- (a) The Recruitment Division, ICAR Hqrs. will be responsible for delivery of Question Paper(s) to the Institute in electronic form only.
- (b) The Superintendent of examination/Director at ICAR Institute shall receive the question paper in electronic mode from the Recruitment Division of ICAR Hqrs.
- (c) The paper will be sent electronically two hours before the schedule of the examination for downloading by the vendor/Institute to whom the exam has been assigned.
- (d) The vendor/institute will upload the question paper online keeping in view the technical feasibility not more than fifteen minutes before the scheduled commencement of the examination.

**J. Conduct of the Examination / Written Test :**

- i. In case of far-flung institutes located in remote areas where required infrastructure to conduct online examination is not available, the examination will be arranged in the nearest Institute having required infrastructure.
- ii. The Examination will be conducted by the certified agencies/vendors hired by the concerned Institute/ICAR Hqrs.
- iii. The Recruitment Division will provide the question paper electronically through 'online' mode two hours before the scheduled time of Examination for downloading by the vendor/Institute to whom the examination has been assigned.
- iv. Downloading and uploading of question papers on the 'online' module at the examination centre shall be covered by videography all the time and occasions and from beginning to end of examination in each hall.
- v. The vendor/institute will upload the question paper online keeping in view the technical feasibility not more than fifteen minutes before the scheduled commencement of the examination.
- vi. The Centres/ venues/ halls shall be chosen where CCTV facilities are available.
- vii. The Director of the concerned Institute shall be free to appoint officers of the Institute/sister institute(s) in consultation with the Director(s) of the said Institute(s), as Superintendent of examination, Controller of Examination and other functionaries as are required for smooth, efficient, transparent and fair conduct of examination.
- viii. The concerned Institute will generate/create detailed instructions/rules for examination for the Candidates, Invigilators, and Centre Supervisor(s) and such other officers as are required to be deployed for the smooth, efficient, transparent and fair conduct of the examination.
- ix. The concerned Institute will appoint half of the invigilators from the Institute and half of the invigilators will be appointed by the concerned School/College/Institute where the exam will be conducted.
- x. The ICAR Hqrs. as well as the concerned Institute will ascertain that no person will be involved in the examination process at any level whose relative(s) (viz. son, daughter, spouse, brother, sister, nephew, niece, uncle etc.) is/are appearing in the examination. A formal declaration shall be obtained from all the officers who are proposed to be involved with the conduct of examination/recruitment process at any stage.
- xi. The representations, if any, relating to the concerned recruitment examination shall be the responsibility of the Institute if the examination is conducted by the Institute and Recruitment Division, ICAR Hqrs if the examination is conducted at ICAR Hqrs..

**K. Compilation of result and its notification:-**

- i. The Institute concerned will be responsible for initiating and completing the process of recruitment at their Institute till the declaration of final results.

- ii. Similarly, the Recruitment Division, ICAR Hqs will be responsible for the recruitment at ICAR Hqs. The representations, if any, relating to the concerned recruitment examination shall be the responsibility of the concerned Institute/ICAR Hqs.
- iii. The result of the recruitment examination shall be duly notified on the concerned Institute's website and a copy of the same shall also be provided to the Recruitment Division at ICAR Hqs.

**L. Issue of offer of appointment:-**

- i. The issue of offer of appointment to the successful candidate(s) and completion of their prescribed pre-joining formalities shall also be done by the concerned Institute/ICAR Hqs.
- ii. The concerned Institute/ICAR Hqs. will let the selected candidate(s) join provisionally immediately after completion of medical fitness formalities without waiting for character & antecedent verification as per the prescribed Govt. of India instructions. However, an undertaking shall invariably be taken from the concerned candidate mentioning that his/her eligibility for regular appointment will be subject to outcome of character & antecedents' verification and other prescribed formalities.
- iii. An intimation about the candidate(s) who finally join on the basis of the recruitment examination shall also be furnished to the Recruitment Division at ICAR Hqs.

**M. Retention and Disposal of Examination Materials/Scripts:-** This guideline is intended to ensure that the examination scripts and related records are retained for sufficient period of time to address any examination related grievances by the candidates and dispose the examination scripts and related records in an appropriate manner after the end of such time. The following shall be kept in view:

- i. Examination scripts should be retained, preferably in a centrally administered, secure, fireproof location, for a period as stipulated by law/guidelines.
- ii. The confidential documents/papers should be stored in locked cabinets or desks and not left exposed to unauthorised persons. Access to these files should be limited.
- iii. Disposal of Examination Scripts :- All examination scripts should be shredded or otherwise destroyed after the stipulated period. The Director of the concerned Institute will be responsible for ensuring that the examination scripts/papers are duly destroyed.
- iv. The electronic examination material will also be retained for aforementioned period.

These are the broad guidelines and Institutes/ICAR Hqs. may supplement these guidelines with further detailing as may be required to be issued with the approval of the Competent Authority, i.e. DG, ICAR.

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