



Indian Council of Agricultural Research
Krishi Bhawan : New Delhi

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

Dated the 2nd July,2010

To

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

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

Sir/Madam,

In continuation of letter of even number dated 23.06.2010 the following revised/updated recruitment rules 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. Assistant
2. Personal Assistant
3. Junior Accounts Officer

2. This comes into force with immediate effect.

Yours faithfully,

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

Encl. As stated above

Copy to:

- 1 All Directors 1 Deputy Secretaries 1 Deputy Directors 1 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)

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RECRUITMENT RULES FOR THE POST OF ASSISTANT

1.	Name of the post	<i>Assistant</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. 4200/-.</i>		
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>		
	Age limit for direct recruitment	<i>20-27 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>A Bachelor's degree from a recognized University with working knowledge of computers.</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>		
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>i) 50% by promotion form the UDCs at the respective Institute/ Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee. ii) 25% by Limited Departmental Competitive Examination confined to UDCs with atleast 6 years regular service in the grade 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 at the respective Institute/ Headquarters. iii) 25% by direct recruitment on the basis of the result of open competitive examination by A.S.R. B.</i>		
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>Upper Division Clerks Grade (Pay Band-1, Rs. 5200-20200 +Grade Pay of Rs. 2400/-.)</i>		
11.	If a Departmental Promotion Committee exists what is its composition.	<i>AT THE ICAR HEADQUARTERS.</i> <table border="1" style="width: 100%;"><tr><td style="width: 50%;"><i>Deputy Secretary (Admn.),</i></td><td style="width: 50%;"><i>Chairman</i></td></tr></table>	<i>Deputy Secretary (Admn.),</i>	<i>Chairman</i>
<i>Deputy Secretary (Admn.),</i>	<i>Chairman</i>			

		ICAR	
		An Officer not lower in status than Under Secretary nominated by Secy., ICAR	Member
		An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ICAR	Member
		An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR	Member
		Under Secretary(Admn.)	Member Secretary
		AT THE ICAR RESEARCH INSTITUTES	
		CAO (in absence of such officer, an officer of equivalent status nominated by Director)	Chairmaa
		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		

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RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER

1.	Name of the post	<i>Junior Accounts 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. 4200/-.</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 proratees.	<i>No</i>					
8.	Period of Probation, if any.	<i>2 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>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) <i>By promotion of ICAR Audit & Accounts examination qualified officials from within the respective Institute /Headquarters.</i></p> <p>(b) <i>Failing (a) above by promotion of ICAR Audit & Accounts Examination qualified officials from other Institutes / Headquarters under the Council on permanent absorption basis.</i></p> <p>(c) <i>Failing (a) & (b) above by permanent absorption of eligible and willing SAS passed personnel in Pay Band-2, Rs.9300-34800 +Grade Pay of Rs.4200/- from the organized Audit and Accounts Departments and Services.</i></p>					
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td><i>Deputy Secretary (Admn), ICAR</i></td> <td><i>Chairman</i></td> </tr> <tr> <td><i>An Officer not lower in</i></td> <td><i>Member</i></td> </tr> </table>		<i>Deputy Secretary (Admn), ICAR</i>	<i>Chairman</i>	<i>An Officer not lower in</i>	<i>Member</i>
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<i>An Officer not lower in</i>	<i>Member</i>						

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		<i>status than Under Secretary nominated by Secy., ICAR</i>	
		<i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ZCAR</i>	<i>Member</i>
		<i>An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR</i>	<i>Member</i>
		<i>Under Secretary(Admn.)</i>	<i>Member Secretary</i>
		AT THE ICAR RESEARCH INSTITUTES	
		<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	-----	

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RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT

1.	Name of the post	<i>Personal Assistant</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. 4200/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
	Age limit for direct recruitment	<i>18-27 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>Matriculation or its equivalent examination. <u>Professional efficiency</u> The candidates will be given one dictation test in English or in Hindi at 100 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on manual typewriter or 40 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on manual typewriter or 55 minutes on 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>2 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>i) 50% by promotion of Stenographer Gd.III (Pay Band-I, Rs. 5200-20200 +Grade Pay of Rs. 2400/-) at the respective Institute/Headquarter having completed at least 10 years of regular service in the grade. ii) 25% by Limited Departmental Competitive Examination confined to Stenographer Gd.III(Pay Band-I, Rs. 5200-20200 +Grade Pay of Rs. 2400/-) of the respective Institute/Headquarters, with at least six years regular service 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 at the respective Institute/ Headquarters</i>

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		<p>and fulfilling professional proficiency as under Column 6 above.</p> <p>iii) 25% by direct recruitment on the basis of the open competitive examination by the ASRB.</p> <p>Note</p> <p>a) In the case of an Institute / Centre having less than 4 Nos. of posts in the grade, the method of recruitment will be 100% by promotion.</p> <p>b) In the event of failure of recruitment by either promotion or LDCE, the post can be filled up by deputation for a period not exceeding three years from the Stenographer Grade III at other Institutes/ Headquarters having at least ten years of regular service in the grade or working on an analogous post on regular basis.</p> <p>c) In the case of failure of recruitment by all the aforesaid provisions at (a) and (b) above, by direct recruitment as per the prescribed age and qualifications under Col. 5 & 6 above.</p>												
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As given in Col. 9(i) above.												
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Under Secretary(Admn.)	Member Secretary													
CAO (in absence of such	Chairman													

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		<i>officer, an officer of equivalent status nominated by Director)</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>
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