



0080 2010

**Indian Council of Agricultural Research**  
**Krishi Bhawan : New Delhi**

F. No.14-112009-Estt.1

Dated the 13<sup>th</sup> 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 DG, ICAR are hereby notified for the information, guidance and necessary action of all concerned:

1. Stenographer Grade-III
2. Upper Division Clerk

This comes into force with immediate effect.

Yours faithfully,

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

Encl. As stated above

*for website*

Copy to

1. All Directors/ Deputy Secretaries/ Deputy Directors/ 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)



4/10

**RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE III**

1.	Name of the post	<i>Stenographer Gr.III</i>
2.	Classification	<i>Administrative Group 'C'</i>
	Pay Scale and Grade Pay/	<i>Pay Band-1, Rs. 5200-20200 +Grade Pay of Rs. 2400/-.</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 us per tlze Government of India rules. Tlze upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in tlze administrative (ministerial) category]</i>
6.	Educational & other qualifications required for direct recruitment	<i>Educational – Matriculation and Knowledge of Computer <u>Professional efficiency</u> Tlze candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will he required to transcribe the matter in 65 minutes on manual typewriter or 50 minutes on computer and the candidates who opt to take tlte test in Hindi will be required to transcribe tlze mutter in 75 minutes on manual typewriter or 65 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>Two 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)(a) 75% by Direct Recruitment (b) Failing which, with the approval of Secretary, ICAR, deputation / absorption of Stenographer Gr.III in the Pay Band-I Rs.5200-20200 + Grade Pay of Rs.2400/- from i) Other ICAR Institutes/ Hqrs. Or ii) Govt. of India including attached and subordinate offices who has been selected</i>

		<p>through UPSC / SSC.</p> <p>II) 25% by Limited Departmental Competitive Examination confined to LDCs having at least two years regular service in the grade as on 1<sup>st</sup> January, if the examination is notified in the first half of the calendar and 1<sup>st</sup> July, if the examination is notified in the second half of the calendar year and UDCs working under the respective Institutes / Headquarters possessing the prescribed qualifications.</p>																		
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>In case of deputation / absorption as mentioned in the Column No. 9(I)(b) Stenographer Grade-III in the Pay Band-I, Rs.5200-20200 + Crude Pay of Rs.2400/-.</p>																		
	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td><b>Under Secretary (Admn.), ICAR</b></td> <td><b>Chairman</b></td> </tr> <tr> <td><b>An Officer not lower in status than Section Officer nominated by Dy.Secy.(Admn.)</b></td> <td><b>Member</b></td> </tr> <tr> <td><b>An Officer not lower in status than Section Officer belonging to SC/ST community nominated by Dy.Secy.(Admn.)</b></td> <td><b>Member</b></td> </tr> <tr> <td><b>An Outside Expert not lower in status than Section Officer nominated by Dy.Secy.(Admn.)</b></td> <td><b>Member</b></td> </tr> <tr> <td><b>Concerned Section Officer</b></td> <td><b>Member Secretary</b></td> </tr> </table> <p><b>AT THE ICAR RESEARCH INSTITUTES</b></p> <table border="1"> <tr> <td><b>Sr. Admn. Officer, if there is no post of SAO in the Institute an Officer of equivalent status nominated by Director</b></td> <td><b>Chairman</b></td> </tr> <tr> <td><b>An Officer not lower in status than Admn. Officer nominated by Director</b></td> <td><b>Member</b></td> </tr> <tr> <td><b>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</b></td> <td><b>Member</b></td> </tr> <tr> <td><b>An Outside Expert not</b></td> <td><b>Member</b></td> </tr> </table>	<b>Under Secretary (Admn.), ICAR</b>	<b>Chairman</b>	<b>An Officer not lower in status than Section Officer nominated by Dy.Secy.(Admn.)</b>	<b>Member</b>	<b>An Officer not lower in status than Section Officer belonging to SC/ST community nominated by Dy.Secy.(Admn.)</b>	<b>Member</b>	<b>An Outside Expert not lower in status than Section Officer nominated by Dy.Secy.(Admn.)</b>	<b>Member</b>	<b>Concerned Section Officer</b>	<b>Member Secretary</b>	<b>Sr. Admn. Officer, if there is no post of SAO in the Institute an Officer of equivalent status nominated by Director</b>	<b>Chairman</b>	<b>An Officer not lower in status than Admn. Officer nominated by Director</b>	<b>Member</b>	<b>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</b>	<b>Member</b>	<b>An Outside Expert not</b>	<b>Member</b>
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		<i>AO (in absence of such officer, an officer of equivalent status nominated by Director')</i>	<i>Member - Secretary</i>
12.	Remarks		

**RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK**

1.	Name of the post	<i>Upper Division Clerk</i>
2.	Classification	<i>Administrative Group 'C'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-1, Rs. 5200-20200 +Grade Pay of Rs. 2400/-.</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>
	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<p><i>i) 100% by promotion from the Lower Division Clerk at the respective Institutes / Headquarters having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee.</i></p> <p><i>ii) Failing (a) above, by deputation of regular Upper Division Clerk of ICAR Hqs./ Institutes. The deputation shall be for a period not exceeding three years.</i></p> <p><i>iii) Failing (a) &amp; (b) above, by transfer on permanent absorption of regular Upper Division Clerk of ICAR Hqs./ Institutes.</i></p> <p><i>iv) Failing (u), (b) &amp; (c) above, vacancies may be filled in the lower grade of LDC under the provision of CFR.</i></p> <p><i>Note: The Lower Division Clerks who are otherwise eligible for their promotion to the post of Upper Division Clerk, but 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.</i></p>
10.	In case of recruitment by promotion /	<i>(i) In case of promotion, Lower Division</i>

	deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p><b>Clerks Grade</b> (PB-I, Rs.5200-20200 + grade pay Rs.1900) As mentioned in Col.9(a) above (ii) In case of deputation / absorption, Upper Division Clerk (PB-I, Rs.5200-20200 + grade pay Rs.2400) as mentioned in the Column No.9(b) &amp; 9(c) above.</p>																				
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	<p><i>any other category as per the instructions issued by the Government of India time to time.</i></p> <p><i>ii. Reservation for SC, ST &amp; OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i></p>
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