

Dated the 4th December, 2020

## Office Memorandum

Sub: Revised Guidelines for hiring of technical manpower on short term basis in the ICAR -reg.

Guidelines for hiring of technical manpower/Young Professional-I (YP-I) and Young Professional-II (YP-II) were issued with the approval of Governing Body of Indian Council of Agricultural Research (ICAR) in its 227<sup>th</sup> meeting held on 28.06.2013 vide council's order No.17(1)/2013-Estt.IV dated 12.08.2013 and subsequently amended vide letter dated 13.11.2013. The Council is in receipt of representations requesting for enhancement of remunerations of YP-I and YP-II after issue of revised guidelines by Government Departments vide DEA OM No.A-40011/07/2017-Ad.IA dated 15.02.2019 and DoB order No.A-42/57/2019-Estt-DBT dated 21.09.2019. A committee constituted under the chairmanship of Dr. J. K. Jena, DDG (FS) has reviewed important aspects of YP-I and YP-II in light of the relevant orders issued by ICAR/GoI and made detailed deliberations and submitted its recommendations. Based on the recommendations of the committee, guidelines for engagement of YP-I and YP-II in ICAR Hqrs/Institutes are revised as under:

### 1. Inclusion of ICAR Headquarter in the Scheme

The ICAR Headquarter sometimes require technical help in important assignments. There are sanctioned strength of technical staff in the ICAR Headquarter. Therefore, as per the recommendation of the Committee (Para VI of the recommendations), ICAR HQ has been included in the ambit of the scheme so that YPs can be engaged in the ICAR HQ as well, if required.

Further, according to the need YP-II can be selected for a position in place of YP-I and vice versa after obtaining the approval of competent authority.

### 2. Terms of Reference:

Heads of Functional Wings/Units at ICAR Hqrs/Institutes will provide terms of reference, describing the work to be performed by the YPs. The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound.

### 3. Selection Procedure

- a. For each requirement/position of YP, at least five applicants shall be shortlisted based on their qualifying academic performance as per an assessment criteria. These shortlisted candidates will undergo a panel interview. For specialized jobs related to administrative/finance/legal positions at Headquarters/Institutes, if necessary, written tests and assignments may also be conducted before the panel interview. In case of tie at any stage all the candidates who have same marks will be considered to have qualified for further rounds.

- b. Candidates having more than one eligible qualification shall have to choose only one for selection process.

#### 4. Educational Qualification

A. Revised Educational Qualifications for YP-I and YP-II are as under:

**Young Professional-I:** Graduates in relevant subjects or Diploma holders in relevant Agricultural Sciences\*/ Engineering/Technology.

**Young Professional-II:** Postgraduates in relevant subjects or graduate degree holders in relevant Agricultural Sciences/ Engineering/Technology/ Business Administration/ areas of "Humanities"\*\*\* according to need.

\*Term "Agricultural Sciences" includes all agriculture & allied sciences, i.e, Crop Science, Horticulture Science, NRM related disciplines, Animal Science, Veterinary Sciences, Fisheries Sciences, Agriculture Engineering, Agriculture Extension, Agriculture Education etc.

\*\* Humanities would include Finance, Economics, Languages, Psychology, as per need.

YPs to be engaged for handling legal issues at ICAR Hqrs and ICAR- Deemed Universities only should have the following qualifications:

**YP-II (Legal):-** "Law graduate from a University/ Institution recognized by UGC, enrolled as an advocate with Bar Council of State in which practising and 2 years' experience for dealing with Civil/Service/Labour Arbitration cases and exposure to drafting of Agreement/MoUs/Deeds etc." after enrolment. While considering the application for YPs the ranking of Institution provided under established framework shall be the deciding factor.

YPs to be engaged for handling Audit and Accounts of ICAR Hqrs. as well as ICAR institutes should have the following qualifications:

**YP-I (F&A):-** B.Com/BBA/BBS (With minimum 60 % marks) from a recognized University/College. (With minimum 1 year of experience in relevant field). Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoint, Tally, etc.) will be added advantage.

**YP-II (F&A):-** B.Com/BBA/BBS (With minimum 60 % marks) from a recognized University/College and CA (Inter)/ICWA (Inter)/CS (Inter) (With minimum one year of experience in relevant field)

**OR**

B.Com/BBA/BBS (With minimum 60 % marks) from a recognized University/College and MBA (Finance) or equivalent (with minimum 60% marks) from a recognized Institution (with minimum one year of experience in relevant field).

Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, PowerPoint, Tally, etc.) will be added advantage.



YPs to be engaged for handling Information Technology related activities in ICAR Hqrs as well as ICAR institutes should have the following qualifications:

**YP-I (IT):-** Graduates with at least 60% marks in Computer Application/Information Technology/Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics.

**YP-II (IT):-** Graduates with at least 60% marks in Computer Application/Information Technology/Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics with one-year experience in the relevant field.

**OR**

Masters in Computer Application/Information Technology/Computer Science/ Artificial Intelligence/ Operating Systems/ Software Engineering/ Computer Graphics.

B. Relevant subjects should be defined on case to case basis as per the job-requirement for which YP-I and YP-II is being proposed to be engaged.

**5. Maximum duration of engagement of the YPs**

Initial engagement of YP will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP in the organisation and satisfactory performance of the candidate after evaluation by an officer of the level of ADG/Director. Thus maximum duration of engagement of YP in the ICAR is three years (1+1+1).

**6. Age limit**

The minimum age under Young Professional category will be 21 years and maximum 45 years with relaxation as per rules.

**7. Consolidated emoluments of the YPs**

Revised consolidated emoluments of Young Professional-I (YP-I) and Young Professional-II (YP-II) will be Rs.25, 000/- per month and Rs.35, 000/- per month respectively. No House Rent Allowance (HRA) will be paid to the YPs.

**8. Tax deduction at source**

The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting payment of monthly salary.

**9. TA/DA for the YPs**

TA/DA will be admissible to YPs for undertaking domestic tour for official work as under:

**YP-I:** To and fro journey by train in AC-3 Tier/AC Chair Car and DA at fixed rate of Rs.1200/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.

**YP-II:** To and fro journey by train in AC-2 Tier/AC Chair Car and DA at fixed rate of Rs.1500/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.

**10. Attendance and working hours/days:**

The working hours for the YPs will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorised absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.

**11. Leave entitlement for the YPs**

The YPs in ICAR are eligible for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazetted holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and the YPs may be allowed to avail the same within 03 months.

Female YPs will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs.

**13. Intellectual Property Rights**

Intellectual Property created due to the work of Young Professional during his/her valid tenure in ICAR Hqrs/ institutions will be governed by the IPR guidelines of the Council.

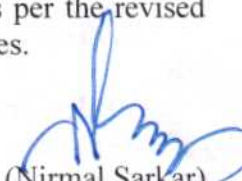
**14. Prohibition of Sexual Exploitation and Abuse**

The Young Professionals shall have to comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**15. Other terms and conditions**

- i. The young professional (YP) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-I).
- ii. The engagement will not constitute a regular job or appointment of any nature in the ICAR.
- iii. During the term of engagement the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.
- iv. Young Professionals will be entitled to other facilities like transport/canteen/library/dispensary available in ICAR Hqrs/Institutes.

Engagement of YP-I/YP-II in ICAR shall henceforth be regulated as per the revised guidelines/procedures in supersession of existing procedures and guidelines.

  
(Nirmal Sarkar)  
US (Agril.Edn.)

Note: Copy of the OM may be obtained from ICAR Website / Notice Board of E-office as and when required. No physical copy / email of this OM will be issued.

**ANNEXURE-I**

I      Sh./Ms./Mrs..... s/o,d/o  
Sh..... will comply with the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by me during my engagement to any unauthorised person(s). I will not, except with the prior sanction/approval of competent authority in the ICAR, or in the bona fide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of ICAR.

Signature.....  
Name.....  
Address.....  
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Mob.....  
Email.....