



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./14(1)/2018-Estt.I

Dated the 24<sup>th</sup> August, 2018

To

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

**Subject: Revised Recruitment Rules for the post of Administrative Officer and Finance & Accounts Officer in ICAR – regarding.**

Sir/Madam,


Reference is invited to the Council's letter no.14(1)/2009-E-I. dated 23.06.2010 vide which the recruitment rules for the posts of Administrative Officer and Finance & Accounts Officer in ICAR were circulated. It has been decided by the Governing body of ICAR in its 244<sup>th</sup> meeting held on 27<sup>th</sup> June 2018 to revise the percentage prescribed for filling up the vacancies through the prescribed modes, due to administrative reasons, as detailed in the table below:-

S. No.	Name of the post	Mode of recruitment and percentage of vacancies to be filled through the prescribed mode as per RRs dated 23.06.2010		Mode of recruitment and <u>REVISED</u> percentage of vacancies to be filled through the prescribed mode	
		By Promotion	By direct recruitment	By Promotion	By direct recruitment
1.	Administrative Officer	60%	40%	50%	50%
2.	Finance and Accounts Officer	60%	40%	50%	50%

2. Further, with the implementation of 7<sup>th</sup> CPC pay scales in the Council w.e.f 01-01-2016, pay levels have been assigned to these posts as well as other posts as recommended by the said pay commission and made applicable in the Council. Accordingly, the pay-level as per the 7<sup>th</sup> CPC pay matrix has also been indicated in the enclosed revised recruitment rules of these posts.

3. The revised recruitment rules are effective with immediate effect.

Yours faithfully

  
(Ravi Chauhan)  
24/8/18

Under Secretary (Admn.)

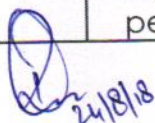
Copy for information to:

1. All Officers/All SMDs at ICAR Hqrs. {By display on e-office dashboard - No physical copies are being distributed}.
2. PSO to DG, ICAR / PPS to Chairman, ASRB / PPS to Spl. Secretary (DARE) & Secretary, ICAR / PPS to FA, DARE/ICAR
3. All Subject Matter Divisions of ICAR
4. Secretary (SS), CJSC, IISWC, Dehradun.
5. Secretary (SS), HJSC, ICAR, Krishi Bhawan, New Delhi
6. Media Unit, ICAR with the request to upload a copy of the revised Recruitment Rules on the ICAR website.
7. Guard File / Spare Copies



RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER IN ICAR

	Name of the post	ADMINISTRATIVE OFFICER
1.	Classification	Administrative Group 'A'
2.	Pay level as per Pay Matrix of 7 <sup>th</sup> CPC (Pre-revised pay scale)	Level-10 (Rs.56100-177500) {pre-revised PB-3 of Rs. 15600- 39100 with GP Rs.5400}
3.	Whether Selection Post or Non- Selection Post	Selection
4.	Age limit for direct recruitment	21 to 30 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (Ministerial) category.
5.	Educational & other qualifications required for direct recruitment	Graduate of a recognized university securing not less than 55% marks in the final degree examination of equivalent and working knowledge of computer.
6.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
7.	Period of Probation, if any.	Two years for both promotees as well as direct recruits
8.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	(a) 50% by promotion (b) 50% by direct recruitment.  Note: The Council shall have the authority to interchange officers on a limited scale not exceeding five in number at a given time between this grade of officers and Section Officers in the Council having completed at least three years of regular service in the grade.
9.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	a) By promotion of Assistant Administrative Officers in the level-7 (Pre-revised Pay Band-2, Rs 9300-34800 + Grade Pay of Rs. 4600/- having at least three years of regular service in the grade. b) Failing (a) above by deputation of officers in the grade of Section Officer at the Headquarters of the Council in the analogous grade, or Section Officers at the Hqrs. in the level-8 (Pre-revised grade pay of Rs.4800/- in the pay band PB-2) with two years regular service in the grade. The deputation shall be for a period not exceeding three years.



24/8/18

		<p>c) Failing (a) &amp; (b) above by deputation of officers of the Govt. of India or officers of the State Govt. who have completed at least three years of regular service in the level equivalent to the level of Assistant Administrative Officer (Pre-revised Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs.4600/-) and having adequate Administrative experience. The deputation will be for a period not exceeding three years.</p>											
10.	<p>If a Departmental Promotion Committee exists what is its composition.</p>	<table border="1"> <tr> <td data-bbox="608 645 1082 757">Secretary, ICAR or his/her nominee</td> <td data-bbox="1082 645 1449 757">Chairman</td> </tr> <tr> <td data-bbox="608 757 1082 891">An officer not lower in status than US nominated by Secretary, ICAR</td> <td data-bbox="1082 757 1449 891">Member</td> </tr> <tr> <td data-bbox="608 891 1082 1025">An outside expert not lower in status than US , nominated by Secretary, ICAR.</td> <td data-bbox="1082 891 1449 1025">Member</td> </tr> <tr> <td data-bbox="608 1025 1082 1189">An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR</td> <td data-bbox="1082 1025 1449 1189">Member</td> </tr> <tr> <td data-bbox="608 1189 1082 1256">Under Secretary (Admn)</td> <td data-bbox="1082 1189 1449 1256">Member Secretary</td> </tr> </table>	Secretary, ICAR or his/her nominee	Chairman	An officer not lower in status than US nominated by Secretary, ICAR	Member	An outside expert not lower in status than US , nominated by Secretary, ICAR.	Member	An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR	Member	Under Secretary (Admn)	Member Secretary	
Secretary, ICAR or his/her nominee	Chairman												
An officer not lower in status than US nominated by Secretary, ICAR	Member												
An outside expert not lower in status than US , nominated by Secretary, ICAR.	Member												
An officer not lower in status than US belonging to SC/ST community nominated by Secretary, ICAR	Member												
Under Secretary (Admn)	Member Secretary												
11.	<p>Remarks</p>	<p>An Officer offered the appointment of Administrative officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as declining of the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.</p>											

  
24/8.

{AUTHORITY : Admn.F.No.14-1/2018-Estt.I dated 24.08.2018}



RECRUITMENT RULES FOR THE POST OF FINANCE & ACCOUNTS OFFICER IN ICAR

1.	Name of the post	FINANCE & ACCOUNTS OFFICER
2.	Classification	Administrative Group 'A'
3.	Pay level as per Pay Matrix of 7 <sup>th</sup> CPC (Pre-revised pay scale)	Level-10, (Rs. 56100-177500) {pre-revised PB-3, of Rs. 15600- 39100 with GP Rs.5400}
4.	Whether Selection Post or Non-selection Post	Selection
5.	Age limit for direct recruitment	21 to 30 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (Ministerial) category]
6.	Educational & other qualifications required for direct recruitment	Graduate of a recognized university securing not less than 55% marks in the final degree examination of equivalent and working knowledge of computer.  <u>Desirable Qualification:-</u> Specialization in Finance/Accounting/Commerce as the post-Graduation level or professional qualification such as CA/ICWA/CS
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years for both promotees as well as direct recruits.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	(a) 50% by promotion (b) 50% by direct recruitment.


  
24/6/18

Contd...2/-..

10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<p>a) By promotion of Asstt. Finance &amp; Accounts Officers in pay level-7(pre-revised Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs 4600/- ) who have completed at least 3 years regular service in the grade.</p> <p>(b) Failing (a) above by deputation of suitable officers from organized Accounts Departments and Services having rendered 3 years of continuous and regular service in the level-7(pre-revised, pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600/-) or 2 years regular service in the level-8 (Pre-revised, PB-2 with Grade Pay of Rs. 4800/-) and having adequate experience in the field of Accounts.</p>											
11.	If a Departmental Promotion Committee exists what is its composition.	<table border="1"> <tr> <td data-bbox="630 795 1061 884">Secretary, ICAR or his/her nominee</td> <td data-bbox="1061 795 1412 884">Chairman</td> </tr> <tr> <td data-bbox="630 884 1061 1064">An officer not lower in status than US/SF&amp;AO nominated by Secretary, ICAR</td> <td data-bbox="1061 884 1412 1064">Member</td> </tr> <tr> <td data-bbox="630 1064 1061 1243">An outside expert not lower in status than US , nominated by Secretary, ICAR.</td> <td data-bbox="1061 1064 1412 1243">Member</td> </tr> <tr> <td data-bbox="630 1243 1061 1444">An officer not lower in status then US belonging to SC/ ST community nominated by Secretary, ICAR</td> <td data-bbox="1061 1243 1412 1444">Member</td> </tr> <tr> <td data-bbox="630 1444 1061 1534">Under Secretary (Admn)</td> <td data-bbox="1061 1444 1412 1534">Member Secretary</td> </tr> </table>		Secretary, ICAR or his/her nominee	Chairman	An officer not lower in status than US/SF&AO nominated by Secretary, ICAR	Member	An outside expert not lower in status than US , nominated by Secretary, ICAR.	Member	An officer not lower in status then US belonging to SC/ ST community nominated by Secretary, ICAR	Member	Under Secretary (Admn)	Member Secretary
Secretary, ICAR or his/her nominee	Chairman												
An officer not lower in status than US/SF&AO nominated by Secretary, ICAR	Member												
An outside expert not lower in status than US , nominated by Secretary, ICAR.	Member												
An officer not lower in status then US belonging to SC/ ST community nominated by Secretary, ICAR	Member												
Under Secretary (Admn)	Member Secretary												
12.	Remarks	<p>An Officer offered the appointment of Finance &amp; Accounts officer a performance shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as declining the offer of appointment and the concerned officer shall stand debarred for further consideration for promotion for a period of one year from the date of the issues of such offer of appointment.</p>											

{AUTHORITY : Admn.F.No.14-1/2018-Estt.I dated 24.08.2018}

  
24/8