

Chapter-8

PROMOTION

8.1 Scientific

8.1.1 Eligibility Criteria

Consequent upon adoption of UGC pay package for the scientists of the ICAR including Research Management Position the Council has also adopted the Career Advancement Scheme of the UGC for Scientists. The existing career advancement scheme of the UGC has been made applicable to the Scientists w.e.f. 1.1.2009.

As per this Career Advancement Scheme the eligibility criteria for upward movement is as follows:-

- (i) A Scientist with completed service of four years, possessing Ph.D degree in the relevant discipline shall be eligible for RGP of Rs. 7000.
- (ii) A Scientist possessing M.Phil/M.Tech/M.Sc.(AG)/M.V.Sc/M.F.Sc. Degree shall be eligible for RGP of Rs. 7000 after completion of five years service as Scientist.
- (iii) A Scientist who does not have Ph.D or M.Phil degree shall be eligible for RGP of Rs. 7000 after completion of six years service as Scientist.
- (iv) A Scientist with completed service of five years in the RGP of Rs. 7000/- shall be eligible subject to other requirements as may be laid down by ICAR, to move upto RGP of Rs. 8000.
- (v) A Scientist on completion of three years of service in the RGP of Rs. 8000 and possessing Ph.D degree in the relevant discipline shall be eligible subject to other conditions as may be laid down by ICAR, to move to the pay band of Rs. 37400-67000 with RGP of Rs. 9000 and shall be designated as Senior Scientist.
- (vi) A non-Ph.D Scientist on completion of 3 years of service in the RGP of Rs. 8000 shall be eligible subject to other conditions as may be laid down by ICAR to move to the pay band of Rs. 37400-67000 with RGP of Rs. 9000 and shall continue to be designated as Scientist. On acquiring Ph.D degree, the Scientist shall be designated as Senior Scientist.
- (vii) A Senior Scientist on completion of three years of service in RGP of Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed/designated as Principal Scientist, subject to other conditions as may be laid down by ICAR. The pay band for the post of Principal Scientist would be Rs. 37400-67000 with RGP of Rs. 10000.



- (viii) The upward movement of Scientists as per para 8.1.1 to 8.5.7 would be in accordance with evaluation procedure such as the score card system etc. to be notified separately.
- (ix) On placement at each higher stage of RGP under the CAS, pay fixation will be done as per Rule 13 of CCS (RP) Rules, 2008.

(ICAR No. 1(1)/2009-Per.IV dated 6.3.2009)

Counting of past service

Previous regular service, whether national or international, as Scientist, Senior Scientist or Principal Scientist or equivalent in a State Agricultural University, College National Laboratories or other scientific/professional Organizations such as the CSIR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc. should be counted for direct recruitment and promotion under CAS as Scientist, Senior Scientist, Principal Scientist or any other nomenclature these posts are described provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the ICAR for Scientist, Senior and Principal Scientist as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Scientist, Senior Scientist and Principal Scientist.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Scientist, Senior Scientist and Principal Scientist should possess the same minimum qualifications as prescribed by the ICAR for appointment to the post of Scientist, Senior Scientist and Principal Scientist as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government /ICAR/concerned institutions for such appointments.
- (f) The previous appointment was not as guest lecture for any duration or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that :
 - i) The period of service was of more than one year duration.
 - ii) The incumbent was appointed on the recommendations of duly Constituted Selection Committee; and
 - iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

(ICAR letter No. 1(1)/2009-Per.IV dated 5th November 2012)

Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay:

Reference is invited to the Council endorsement No. 24(1)/2008-CDN(A&A) dated 8th January, 2013 vide which the Ministry of Finance, Department of Expenditure OM No.



10/02/2011-E.III/A dated 7th January, 2013 regarding fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay, was endorsed. It has come to the notice of the Council that some of the ICAR Institutes have extended the benefit of fixation of pay under FR22(1) (a) (1) in the manner as prescribed in Rule 13(i) of the CCS(RP) Rules, 2008 to the Incumbent Directors and other scientists holding Research Management Positions and other tenurial positions such as Project Coordinators, Heads of Divisions etc. in terms of the above referred OM of Ministry of Finance.

In this connection, attention is invited to the last para of the Ministry of Finance, Department of Expenditure OM dated 7th January, 2013 which provides as under:

“That in cases of promotion from one post to another where the promotional post carries the same Grade pay as the feeder post, the fixation of pay in such cases will be done in the manner as prescribed in Rule 13(1) of the CCS(RP) Rules, 2008, **provided fixation of pay in such cases was done prior to 1.1.2006 in terms of this Ministry’s aforesaid OM No. 169/2/2000-IC dated 24.11.2000.**”

As already clarified by the Council vide circular of even No. dated 28th November, 2002, the benefit of fixation of pay under FR22(I) (a) (1) can not be made applicable to the incumbents of Research Management Positions and other tenurial positions, as they are appointed in the post on a fixed tenure. Since the benefit of fixation of pay under FR 22(I) (a) (1) was not extended to the incumbent of Research Management Positions and other tenurial positions in ICAR prior to 1.1.2006 in terms of Ministry of Finance, OM No. 169/2/2000-IC dated 24.11.2000, the benefit as envisaged in the Ministry of Finance, Department of Expenditure OM dated 7th January, 2013 endorsed vide Council’s endorsement dated 8th Feb., 2013 can not be made applicable in the cases of incumbents of Research Management Positions and other tenurial positions in ICAR. In case any benefit of fixation of pay under the above rules has already been extended, necessary recoveries may be effected under the intimation to the Council.

(ICAR No. 8(03)/99-Per.IV dated 23.5.2013)

8.1.2 Assessment Committees

For assessment of Scientists for promotion from RGP of Rs. 6000 to Rs. 7000, Rs. 7000 to 8000 and Rs. 8000 to Rs. 9000 (to be undertaken at Institutes level); The composition of the Assessment Committee will be as follows:

1.	Chairman to be nominated by ASRB	Chairman
2	Two experts to be nominated by DG, ICAR from outside the Institute but not necessarily from outside ICAR system	Member
3	DDG concerned with the Institute or his nominee	Member
4	Director of the Institute	Member

Note I: The quorum of selection committee shall be four. The quorum of four should ensure that at least one member should be an outside expert.

For assessment of Scientists for promotions from RGP of Rs. 9000/- to Rs. 10000 (to be undertaken at ASRB's level): The composition of the Assessment Committee will be as follows:

1	Chairman/Member , ASRB	Chairman
2	DG, ICAR or his nominee	Member
3	Three experts out of which at least one from ICAR Institute other than the Institute to which the concerned Sr. Scientist belong.	Member
4	Director of the concerned Institute	Member

Note II: In case of Career Advancement of the Scientist working at ICAR headquarters instead of Director of Institute, ADG of the concerned Division will function as a Member of the Selection committee.

Note III The quorum for the meeting of Selection Committee shall be four; the quorum of four would ensure at least two outside experts in every meeting .

(ICAR No. 1(2)/2012-Per.IV dated 5..12.2012)

A Scientist with service of five years in the RGP Rs. 7000/- shall be eligible subject to other requirements as may be laid down by ICAR to move up to RGP of Rs. 8000/- and shall be re-designated as Sr. Scientist subject to possession of Ph.D Degree. However, non-Ph.D Scientist in the RGP of Rs. 8000/- and Rs. 9000/- will continue to be designated as Scientist as per the provision of the scheme of revised CAS. Accordingly, Para 5.4 of the Council's letter No. 1(1)/2009-Per.IV dated 6.3.2009 shall stand amended to this extent.

(ICAR No. 1(1)/2009-Per.IV, dated 12.10.2012)

8.1.3 Score Card

- 8.1.3 (i) The salient features of the revised performance evaluation/score card for upward movement of Scientists.
- 8.1.3 (ii) The Score-card has been devised specifically for Scientists primarily engaged in (i) research, (ii) research & teaching, (iii) research and extension, (iv) scientists of NAARM, ZPDs, AICRPs and ICAR headquarters. The application format for considering evaluation has also been appropriately devised for the above mentioned categories to consider and assess various specialized activities undertaken by the scientist in totality.
- 8.1.3 (iii) The minimum marks (cut off % age) required for placement in the next RGP /promotion shall be 75% at each stage of evaluation.
- 8.1.3 (iv) A deferred placement at each stage of evaluation has been approved for such of those Scientists who fall short of the cut-off marks by not more than 2 marks. Such Scientists will not be required to submit fresh assessment form and will stand promoted to the next grade pay after one year from the due date of assessment.
- 8.1.3 (v) However, those Scientists whose score falls short by more than 2 marks will have to submit their assessment forms for evaluation after 2 years from the date of their first evaluation.



- 8.1.3 (vi) The application form for performance evaluation and the score-card with all other details have been uploaded and may be accessed from the ICAR website. A copy of the summary of the score card is at **Appendix-XV**.
- 8.1.3 (vii) All placements/promotions to the next higher grade pay falling due on or after 1.1.2009 may be regulated strictly in accordance with these guidelines.

Score Card Clarification

Sl.No.	Existing method of scoring for publications	Revised method of scoring for publications
B01	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Four best research papers published during the period of review will be allocated score according to the NAAS rating of Scientific Journals, on a Scale of 1.0 to 10.0 totaled and divided by 2.0	Research Papers (Full score for the First Author, 0.75 score each for rest of the authors). Four best research papers published during the period of review will be allocated score according to the NAAS rating of Scientific Journals, on a scale of 1.0 to 10.0 totaled and divided by 1.2

- 8.1.3 (viii) All other parameters and criteria for evaluation shall remain the same.
- 8.1.3 (ix) As mentioned earlier, all placements/promotions of ARS Scientists to the next higher grade pay falling due on or after 1.1.2009 shall be regulated in accordance with these guidelines. However, these guidelines shall not be applicable for movement from RGP Rs. 8000/- in respect of all Senior Scientists who were appointed either by direct selection or were placed as Senior Scientist/Scientist (SG) by virtue of the erstwhile CAS during the period 1.1.2006 to 31.12.2008. But placement/promotion of all directly recruited Senior Scientists appointed on or after 1.1.2009 shall be governed by these guidelines.
- 8.1.3 (x) As in the past, the ASRB shall be conducting the assessment and placement of Scientists from the Research Grade Pay of Rs. 9000/- only and assessment of all other cases shall be initiated and processed as per existing instructions at the respective Institutes. The proceedings along with all relevant documents shall be forwarded to the Council's Headquarters for obtaining the approval and acceptance of the Competent Authority in the Council.

(ICAR letter No. 9(1)/2010-Per.IV dated 12th December, 2011)

8.1.4 Scrutiny of Recommendations

- 8.1.4.1 The recommendations received from the ASRB relating to movement from one grade to another grade under the Career Advancement Scheme are scrutinized at the ICAR Headquarter before submitting them to the Competent Authority namely President of the ICAR. The recommendations are scrutinized from the following angles:
 - a) Whether there are adverse remarks if any
 - b) Whether the concerned Scientist had scored the required percentage of marks as per Score card
 - c) Whether he/she is clear from Vigilance angle



- d) Whether there is any period treated as dies-non /break in service
- e) Whether constitution of the DPC/Selection Committee is as per approved composition
- f) Whether the AAR of the concerned scientist are valid

8.1.4.2 After due process of scrutiny the recommendations are submitted to the President ICAR for approval & the concerned Institutes/Scientists are informed of the decisions.

8.1.5 Competent Authority

The Competent Authority for approving recommendations of the Assessment committee is the President ICAR.

8.2 Technical

8.2.1 Eligibility Criteria

There shall be a system of merit promotion from one grade to the next higher grade irrespective of the occurrence of the vacancies in the higher grade or grant of advance increment(s) in the same grade, on the basis of the assessment of performance. The persons concerned will be eligible for consideration of such promotion or for grant of advance increment(s) after the expiry of the number of prescribed years of service in the grade.

(Para 6.1. of TSR 4th Edition)

As per the revised grade structure, the entrants of Category 1 Technician would continue to be regulated for assessment from Technician to Sr. Technician after five years of service, as at present. However, the Sr. Technician possessing the qualifications, as prescribed herein further under the Notification of 3 February 2000 for category-II for direct recruitment would be eligible for assessment promotion to Technical Asstt. after five years of service, while those not possessing such qualifications shall become eligible for assessment promotion to Technical Asstt. only after 10 years of service in Sr. Technician grade. The assessment promotions from Technical Asstt. to Sr. Technical Officer and Sr. Technical Asstt. to Technical Officer shall continue to be regulated at five years interval as at present.

(Para 6.3 of TSR 4th Edition)

Note(1): The technical personnel working in grade T-7 & grade T-8 & T-7/8 may be considered for merit promotion to grade T-9 after they have rendered service of 7 years in grade T-7 or combined service of seven years in grade T-7, T-8 & T-7/8 as on 3.2.2000 and thereafter.

(ICAR No. 19(10)/2004-EStt.IV dated 24.2.2006)

8.2.2 Advance Increment(s)

The Council clarified that as per scheme of technical service rules 6.13/6.1, it is provided that the assessment committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in the Technical Service Rules and on the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s) as the case may be. The number of advance increments to be given will not exceed three. However it is noticed that the interpretation is being given to this provision that if an officer does not benefit monetarily from promotion, he can be given



advance increments in preference to promotion if such advance increments are monetarily more beneficial to him. It is considered view of the ICAR HQ that this interpretation is a complete travesty of the concept of promotion. Essentially, promotion is an encouragement by the organization employing an individual, of the individual's capacity to shoulder a higher order of obligations. Monetary gain is only incidental process of promotion. It is, therefore clarified that there is no provision in the rules to give increments in preference to promotion to those who qualify for promotion under rules. If an official qualifies for promotion, the option of giving him advance increments in lieu of promotion is not available under the rules.

(ICAR letter 11-67/2001-Estt.IV dated 31-5-2004)

The concept of category bar for purpose of merit promotion was done away with in 1995 and 2000 for category-II and III respectively. As a result, employees in grade T-1-3 and T-5 became eligible for merit promotion. Therefore, the rationale for their eligibility for grant of advance increments ceased to exist as clarified vide circular No. 19(7)/,2000/Estt. IV dated 8.9.2003. However, in case of grade T-9, it is classified that the employees with 5 years of service in grade T-9 are eligible for consideration for grant of advance increments on the basis of 5 yearly assessment subject to maximum of three advance increments within the grade.

(ICAR No. 19(7)/2000-Estt.IV dated 8.9.2003)

(ICAR No. 19(37)/04-E.IV dated 16.3.2006)

Consequent on 6th Central Pay revision effective 1.1.2006, several pay scales have been replaced by four pay bands and a new concept of grade pay a fixed amount corresponding to the pre-revised pay scale/post has been introduced which is admissible in addition to pay in the running pay band. The rate of increment in the revised pay structure is 3% of the sum of the pay in the pay band and the applicable grade pay. In case of promotion, a raise of one increment in pay band and the grade pay corresponding to the promotion post is granted. Thus, in most cases, even after promotion, the pay band remains the same. Therefore, the financial benefit of 3 advance increment(s) is to be restricted to one increment wherever more than one advance increment is recommended by the assessment committee.

(ICAR No. 11(15)/2006.Estt.IV dated 18.1.2010)

Under Rules 6.1 of the ICAR Technical Service Rules, there is a system of merit promotion from one grade to next higher grade irrespective of the occurrence of the vacancies in the higher grade or grant of advance increment(s) in the same grade on the basis of the assessment of performance. Consequent to the implementation of CCS (Revised) Pay Rules, 2008, grant of advance increments to technical employees has been reviewed in consultation with the Ministry of Finance. It has now been decided as follows:

1. The pay of the employees who have been granted advance increment(s) prior to 1.1.2006 may be fixed in the revised pay structure corresponding to the stage at which their basic pay was as on 1.1.2006.

2. In case of employees who have been granted advance increment(s) between 1.1.2006 and 31.8.2008 under the Revised Pay, Rules 2008 such employees will only be granted annual increments on 1st July of every year. No advance increments corresponding to the advance increments granted under the pre-revised pay scale will be granted to them during the period between 1.1.2006 and 31.8.2008 while making their due-drawn statement. During this period advance increment will be given as per the fixed amount approved by the Ministry of Finance.
3. Only one advance increment at the following rates may be granted to those technical personnel who have been recommended /approved for grant of advance increment w.e.f. 1.1.2006.

Grade	Pay Band	Grade Pay	Amount of one advance increment (3% of the minimum pay in the pay band)
T-1	5200-20200/PB-1	2000/-	156
T-2	5200-20200/PB-1	2400/-	156
T-3	5200-20200/PB-1	2800/-	156
T-4	9300-34800/PB-2	4200/-	279
T-5	9300-34800/PB-2	4600/-	279
T-6	15600-39100/PB-3	5400/-	468
T(7-8)	15600-39100/PB-3	6600/-	468
T-9	15600-39100/PB-3	7600/-	468

The following examples would clarify the matter further:-

Case 1- Where the employee was in receipt of advance increments prior to 1.1.2006

Basic pay of an employee in Cat.II, T-4 grade in the pre-revised pay scale of Rs. 5500-175-9000 as on 31.12.2005	Rs. 6550/- + Rs. 350 (2 advance increments @ Rs. 175/-)
Pay to be fixed in the revised pay Band of PB-2 Rs. 9300-34800 w.e.f. 1.1.2006	Rs. 16390 (Rs. 12190 + Rs. 4200) + RS. 279

Note: The advance increments will not be taken into account while fixing the pay w.e.f. 1.1.2006.
* only one advance increment in the revised pay band as per rates approved by MOF.

Case-II (a) – Where the employee was granted advance increment from 1.1.2006 in the pre-revised scale (prior to the issuance of VI CPC orders)

Basic pay of an employee in T-4 grade in the pre-revised grade of Rs. 5500-175-9000	Rs. 6550/-
Pay fixed in the pre-revised scale after being granted two advance increments .w.e.f. 1.1.2006	Rs. 6550/- + Rs. 350 (2 advance increments @ Rs.
Pay fixed in the revised Pay Band of PB-2 of Rs. 9300-34800 + Rs. 4200 w.e.f. 1.1.2006	Rs. 16390 + Rs. 279/-*
Pay as on 1.7.2006 after granting annual increment	Rs. 16390 + Rs. 500 (annual increment) + Rs. 279* Rs. 16890/- + Rs. 279* (*advance increment)



After 1.1.2006 only one advance increment @ prescribed by MOF

Case II (b) - Where the employee was granted advance increment from a date after 1.1.2006 and prior to 1.9.2008 in the pre-revised scale (prior to the issuance of VI CPC orders.

Basic pay of an employee in T-4 grade as on 1.1.2008 Pay in the pre-revised scale of Rs. 5500-175-9000	Rs. 6550/-
Pay fixed after being granted two advance increments w.e.f. 1.8.2006	Rs. 6550/- + Rs. 350(advance increment)
Pay fixed in the revised Pay Band of PB-2 Rs. 9300-34800 + 4200 w.e.f. 1.1.2006	Rs. 16390 (Rs. 12190 + 4200)
Pay fixed after giving one normal increment w.e.f. 1.7.2006	Rs. 16390+ Rs. 500 (annual increment) = 16890/-
Pay fixed after giving one advance increment w.e.f. 1.8.2006	Rs. 16890 + Rs. 279 * (advance increment)
Pay fixed after giving one normal increment w.e.f. 1.7.2007	Rs. 16890 + Rs. 510 (annual increment) + Rs. 279 *

The advance increment so given would be treated as a separate element distinct from basic pay. No increment/allowances will be earned on this element of advance increment.

In cases where more than one advance increments have already been paid from 1.1.2006 the same may be restricted to only one to be paid at the rates indicated at Sl. No.3 and necessary recoveries be made for the excess payment, if any.

(ICAR No. 4(13)/2008/Estt.IV dated 11.6.2012)

The Governing Body has approved the amendment in rule 6.1 and para 10 of Appendix-for Category I, II & III under Rule 6.13 of the Technical Service Rules to the extent that only one advance increment will be granted in the same grade on the basis of assessment performance of Technical employees after expiry of the number of the prescribed period of service. The rate of advance increment w.e.f. 1.1.2006 will be as per the rates mentioned in letter No. 4(13)/2008/Estt.IV dated 11.6.2012.

(ICAR No. 4(13)/2008-Estt.IV dated 22.4.2013)

8.2.3 Assessment Committees:

Category I & II

The assessment of eligible persons for merit promotion/grant of advance increment(s) in Categories I and II will be done by an assessment committee, to be constituted by the appointing authority. The Chairman of the committee will be a person from outside the Institute/Headquarters to be nominated by the Chairman of the Agricultural Scientists' Recruitment Board.

(Para 6.10 of TSR 4th Edition)

The assessment committees will be constituted by the appointing authority and will comprise not less than 3 and not more than 5 members, including the Chairman. The Chairman of the committee would be a person from outside the Institute and would be nominated by the Chairman of the ASRB. Separate assessment committees will be constituted for each professional



group/discipline and will include experts in the particular professional group/discipline in addition to Heads of Division/Research Station /Project concerned in the Institute.

(Appendix III: TSR : 4th Edition)

Category III

The assessment will be done by an assessment committee to be constituted in consultation with the Chairman, Agricultural Scientist's Recruitment Board.

(Para 6.11. TSR: 4th Edition)

The assessment committees will comprise not more than five members but not less than two, excluding the Chairman. These committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The assessment committee would be constituted by the concerned Directors in consultation with Chairman, ASRB, as provided in Rule 6(12) of the Rules for the Technical Services

(Appendix III: TSR: 4th Edition)

Relaxation in case of ICAR Deemed Universities

As per item No. 8 of the ICAR circular No. 6-1/2004-Cdn(A&A) dated 9th March, 2004, full powers have been delegated to the Directors of IARI, IVRI, NDRI & CIFE for constitution of Technical Assessment Committees/DPC including nomination of chairman and members.

(ICAR No. 6-1/2004-CDN(A&A) dated 9.3.2004)

Association of Administrative member in the Assessment Committee:

An administrative functionary of appropriate rank (AAO/AO/SAO/US) may be assigned to assist the assessment committee as a Member -Secretary.

(ICAR No. 18(1)/2004 dated 26-12-2005)

Association from SC/ST Community in Assessment Committee:

Assessment committee constituted for grant of merit promotion in terms of Appendix-III to the Handbook of Technical Service Rules, Edition IV, shall have one of the member of the assessment committee from SC/ST community.

(ICAR No. 18(1)//2004-Estt.IV dated 11.6.2010)

8.2.4 Assessment procedure including Bench mark required.

The procedure for assessment is incorporated in Appendix-III of the Handbook of Technical Service which has been supplemented by Council's circular No. 7(18)/85-Per. III dated 2nd May, 1989 and No. 18(5)/98-Estt.IV dated 22.4.98 wherein bench-mark for assessment promotion was prescribed. The existing instruction including the bench mark for assessment promotion have been reviewed and the following guidelines have been given for consideration of cases for career advancement.



- (a) The following material shall be taken into consideration for assessment as per Appendix 'III' of the Handbook of TSR:-
 - (i) The material furnished in the 5/7/10 yearly assessment proforma.
 - (ii) ACR for the past 5/7/10 years.
 - (iii) Performance record files maintained by the technical personnel
 - (iv) Bio-data and career information (various posts held etc.) of the technical personnel throughout their service in the ICAR . 'c' & 'd' is applicable only in the cases of technical employees in category 'III'
- (b) The evaluation of ACRs for the assessment period (5/7/10 years , as the case may be) vide forgoing para 1(b), shall carry 80 marks and evaluation of remaining material by the assessment committee shall carry 20 marks.
- (c) The evaluation of ACR shall be done in the following manner:
 - (i) The ACR relevant for the period of assessment (5/7/10 years as the case may be) are to be considered. In cases where the period of assessment does not synchronize with financial year, the ACR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration. For example, in a case where the 5 year period of assessment ends on 31st July, 2005, the ACRs of 2000-01 , 2001-02. 2002-03, 2003-04, & 2004-05 are to be taken into account.
 - (ii) Cases where one or more ACRs of relevant period have not been written for any reason, are to dealt with in accordance with DOPT OM No. 22011/5/86-Estt.(D) dated 20th June, 1989 read with corrigendum dated 13th July, 1989. It reads as under:

“Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available, the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered.”

In cases of absence on account of Study Leave, a certificate from Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the ACR dossier.
 - (iii) The ACRs relevant for the assessment period (5/7/10 years as the case may be) are to be numerically rated on the basis of final grading as accepted/ approved by the Reviewing Authority in the following manner:

i)	Each Outstanding Report	–	80 marks
ii)	Each Very Good Report	–	60 marks
iii)	Each Good Report	–	40 marks
iv)	Each Average Report	–	20 marks

The total marks so arrived at are to be divided by the number of ACRs considered for assessment (5/7/10 years, as the case may be) to arrive at the weightage for ACRs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of ACRs shall not exceed 80 in any case.



(iv) The assessment committee shall examine the other material, as referred to in the forgoing para 1, and award marks on a scale of 20. The marks so awarded out of 20, shall be added to the marks awarded on the basis of evaluation of ACRs. The merit promotion from one grade to next higher grade shall be made only if an employee meet the following threshold:

- (i) For promotion from T-1 to T-2 grade and T-2 to T-3 grade = 60%
- (ii) For promotion from T-3 to T-4 grade T-4 to T-5 grade and T-5 to T-6 grade = 67%
- (iii) For promotion from T-6 to T(7-8) and from T(7-8) to T-9 Grade. = 75%

0.5% and above marks are to be rounded off to the next higher number

(ICAR No. 18(1)/2004-Estt.IV dated 26.12.2005)

The existing assessment bench mark shall be revised in the following manner in respect of technical staff pertaining to SC/ST community:-

Grade	Existing benchmark as per Council's circular no. 18(1)/2004-Estt.,IV dated 26.12/2005 (approved by GB in its 202 nd meeting dated 23.11.2005)	Revised benchmark	
		For SC/ST	For others
For promotion from T-1 to T-2 grade and T-2 to T-3 grade	60%	55%	60 %
For promotion from T-3 to T-4 grade, T-4 to T-5 grade and T-5 to T-6 grade	67%	62%	67%
For promotion from T-6 to T(7-8) and from T(7-8) to T-9 grade.	75%	70%	75%

(ICAR No., 18(1)/2004-Estt.IV dated 11.6.2010)

Consequent on issuance of revised guidelines vide dated 26.12.2005, provisions/instructions on the subject issued vide No. 11(20)/2001-ESTT.IV dated 27.3.2001 which are in so far as they are inconsistent with the guidelines issued on 26.12.2005 are to be treated to have been modified/superseded.

(ICAR No., 18(1)/2004-Estt.IV dated 8.1.2007)

The instructions issued vide letter dated 26.12.2005 in connection with marks awarded on the basis of evaluation of ACRs etc., will not be applicable in case of advance increments to the T-9 Cat.III under modified Technical Service rules and also in case of old Technical Service rules.

(ICAR No., 19(10)/2007-Estt.IV dated 18.7.2008)



In pursuance ICAR letter dated 26.12.2005, thereof revised guidelines for considering cases of merit promotion of technical employees, it has been observed that while evaluating ACRs, sometimes grading is upgraded on the ACR/APAR form itself by assessment committees. In this regard, DOPT instructions regarding evaluation of ACR provides that the DPC should not be guided merely by overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of entries in the CRs because it has been noticed that sometimes the overall grading in CR may be inconsistent with the grading under various parameters/attributes. Therefore, according to these provisions, the DPC (Assessment Committees) are not supposed to interfere with the ACR grading in cases where overall grading is consistent with the grading under various parameters or attributes. In case where the overall grading is found to be inconsistent with the grading under various parameters or attributes, the DPC is required to make its own assessment on the basis of entries in the CR and record its conclusion and recommendations clearly in the proceedings. Therefore, there is no question of upgrading or changing the ACR itself. In fact, other than the reporting, reviewing and accepting authority, no one can make entries in the ACRs that would amount to interfering with and altering official record.

(ICAR No. 11(20)/2001-E.IV dated 11.3.2010)

(ICAR No. 11(20)/2001-Estt.IV dated 6.9.2011)

Prior to reporting period 2008-09, only adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if an employee is to be considered for promotion in a future DPC and his ACRs prior to period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the bench mark for his next promotion. Prior to such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACRs for his representation, within 15 days of such communication. Such representation should be examined by the competent authority in consultation, if desired with the reporting officer and reviewing officer, if any. While considering the representation, the competent authority will decide the case objectively in quasi-judicial manner on the basis of material placed before him. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of reporting and reviewing officer, if they are still in service on the points raised in the representation viz-z-viz, the remarks/grading given by them in the APAR. In case of up-gradation of the final grading given in the APAR, reasons therefor may also be given as per instruction of the competent authority.

(DOPT No. 201011/1/2010-Estt.(A) dated 13.4.2010)

(ICAR Endt. No. 21-35/2010-CDN dated 6.7.2011)

(ICAR No. 18(1)/2010-Estt.IV dated 23.11.2012)



As per laid down procedure, the recommendations of assessment committee in respect of T-6 (Technical Personnel) & above are required to be sent to the ICAR HQ for approval. However, as per vide item No. 4 of the said notification, the directors of IARI, IVRI, NDRI & CIFE have been delegated full powers for approval of the proceedings of assessment committee upto the level of T-9.

(ICAR No. 7(3)/94-Estt.IV dated 3.1.1996)

(ICAR No. 6-1/2004-CDN(A&A) dated 0.3.2004)

Timely Five Yearly Assessment::

Following time schedule may be followed for considering the cases of assessment of technical personnel:-

- (i) Cases of assessment which are due from the period of April to September may be considered by the end of the month of January of previous financial year.
- (ii) Cases that are due in the second half of the financial year i.e. (October to March) may be considered by the end of July of the current financial year.
- (iii) Orders for grant of benefit, if any are to be issued only after the due date with prior necessary clearance and approval.

(ICAR No.11(20)/2001-Estt.IV dated 25.10.2011)

It has come to the notice of the Council that ICAR Institutes are sending the recommendations of the assessment committee for the merit promotion/grant of advance increment in the same grade for technical employees and in some cases the assessment committee have not recommended any benefit or granted only advance increment to the technical employees. It has also been observed that the assessment committees have considered APARs of technical employees for the periods prior to 2008-09 for merit promotion of the technical employees. It is brought to the attention of the Institutes that the DOPT's instruction No. 21011/1/2010-Estt. A dated 13.4.2010 inter-alia provide that if an employee is to be considered for promotion in a future DPC/assessment committee and his ACRs prior to the period 2008-09, which would be reckonable for assessment of his fitness in such future assessment committee, contain final grading which is below benchmark for the employee's next promotion, the concerned employees will be given a copy of the relevant ACRs for his representation within 15 days of such communication, before such ACRs are placed before the assessment committee. These instructions were also endorsed by the Council vide letter No. 21-35/2010-CDN dated 27.7.2010.

2. In spite of the aforesaid instructions, Council is receiving recommendations of the assessment committees of the difference Institutes which invariably considered the ACRs of technical employees prior to the period 2008-09 with below benchmark gradings and who have not been recommended for merit promotion without indicating whether the concerned employee was given an opportunity to represent against the below benchmark grading whether such representation was considered by the competent authority for the upgradation or otherwise of the ACRs. This has resulted in unnecessary correspondence from the Hqrs. of the Council to the Institutes.



3. Therefore, it is once again requested that in future, the Institutes, should ensure that in case the assessment committee considers the ACRs of employees for the period before 2008-09 and if it contains below benchmark grading for promotion i.e. below very good grading the instructions of DOPT as mentioned in Para I should be complied with by the institutes. This fact may also be clearly indicated while forwarding the recommendations of the assessment committee to the Council for approval.

(ICAR No. 18(1)/2010/Estt.IV dated 23rd November 2012)

8.2.5 Scrutiny of Recommendations

The recommendations of the assessment committee are required to be scrutinized before submission to the competent authority from the following angles:-

- a) Whether there are adverse remarks if any
- b) Whether the concerned technical personnel meets the bench mark
- c) Whether he/she is clear from vigilance angle
- d) Whether there is any period treated as dies-non/break in service
- e) Whether constitution of the DPC is as per approved composition
- f) Whether the AAR of the concerned technical personnel are valid

After due process of scrutiny the recommendations are submitted to the competent authority for consideration and approval & the concerned Institutes informed of the decision of the competent authority

8.2.6 Promotion under 33.3% quota through DPC

In accordance with the provisions of the Notification dated 3 February, 2000 with the introduction of modifications in the technical service rules, the 33.3% promotion quota will be operative only in Category-I at the level of T-1. It is clarified that promotions to Grade T-1 under the Technical Service Rules are to be made on the basis of the selection(s).

Note: Alternative qualifications required for promotion (for selection) against the 33.3% vacancies are contained in Council's letter No.7(10)/78-Per-III dated 27th January, 1979 and 7(11)/83-Per.III dated 22 August, 1984.

(ICAR No.19-7/2000-Estt.IV dated 7.11.2003)

(Para 7.1 of TSR: 4th Edition)

(ICAR No.19(10)/2004-Estt.IV dated 24.2.2006)

(Appendix-IV of TSR 1st Edition March, 1978)

The following guidelines are laid down for preparation of seniority list of Supporting Staff for various grades for promotion to T-1 grade in technical services and LDC/Jr.Clerk post on the administrative side:-

- i) There will be only one seniority list for all Supporting Staff in various grades. In addition to the usual columns the seniority list shall contain an additional column

regarding date of acquisition of Matriculation or other relevant qualification for promotion to Group 'C' posts in administrative/technical category.

- ii) The experience in the relevant field for promotion to the grade T-1 of Technical Services in Category-I shall mean, the experience in the relevant field gained after acquiring the qualifications of Matriculation or other academic/professional qualification for relevant functional group.
- iii) As per Technical Service Rules 7.1, 33.1/3% of vacancies in grade T-1 of Category-I may be filled by promotions of persons in Supporting Services possessing qualifications prescribed for Category-I. One of the qualifications prescribed for Category-I is experience in the relevant field. To help Supporting Staff acquire such relevant experience, the Supporting Staff possessing the requisite academic qualifications as far as possible may be transferred/posted to Laboratory/field/Workshop/Office as the case may be keeping in view the exigencies of work.

(ICAR No.7-10/90-Estt.IV dated 14.7.1997)

Para 2 of the ICAR No.7-10/90-Estt.IV dated 14.7.1997 is withdrawn w.e.f 11.8.2008. However, the cases earlier decided in terms of ICAR No.7-10/90-Estt.IV dated 14.7.1997 shall not be re-opened.

(ICAR No.19-8/2007-Estt.IV dated 11.8.2008)

In accordance with the provision of notification dated 3.2.2000 with the introduction of the modifications in Technical Service Rules, 33.3% promotion quota will be operative only in Cat.I at the level of T-1. Promotion to Grade T-1. Promotion to Grade-I under Technical Service rules are to be made on the basis of selection(s). The following qualifications for F/FT including that of Cook, Lab.Tech. & Workshop Staff/Engg. Workshop Staff (including Boat Crew as on 1st Jan.,1977) in Cat.I have been laid down which are reproduced as follows:-

Field/ Farm Technician Category I	Essential Qualification
Existing Qualifications	Amended Qualification
Matriculate with atleast one One year certificate in relevant field.	Matriculate with atleast one One year certificate in relevant field.
OR	OR
Matriculate with five year experience working in the respective field	Matriculate with 5 years of working experience of working in the the respective field.
	OR
	*Matriculate with National Trade Certificate/ National Apprenticeship Certificate or equivalent with 3 years' experience in the respective field.



	OR
	*National Trade Certificate/National Apprenticeship Certificate (if Non-Matric) or equivalent with 5 years experience of working in the respective field.
	*(ii) For the post of 'cook' a candidate should be 'literate' and should have proficiency in cooking.
Desirable Qualification	
(i) Diploma in the relevant field	Diploma in the relevant field
*For only existing employees holding position in the Council on the 1st January, 1977.	
Workshop staff including Engineering workshop staff	
For Category I	(i) At least one year's Trade Certificate (ii) For "Boat Crews" a candidate should have "Good General Education" and appropriate proficiency Certificate. The competency Certificate given by the Marine Mercantile Department will be preferred.
Desirable Qualification	
(i) Higher Certificate/Diploma in the trade	Higher Certificate/Diploma in The trade.
(ii) Two year's experience in the relevant field	Two year's experience in the relevant field.

The alternative qualifications with asterisk marks are applicable to the staff who have been in service of ICAR as on 1.1.1977 and are not applicable to the employees who joined after 1.1.1977. The cases of promotion of Supporting Staff to Technical grade T-1 under 33.3% quota reserved for departmental candidates may be dealt with accordingly.

(ICAR No.19-7/2000-E-IV dated 7.11.2003)

8.2.7 Competent Authority

The Director of the Institute is the competent authority for approving the recommendations of the assessment committee for promotion upto Sr. Technical Officer (T-6) of TSR. The recommendations of the Assessment Committee for promotion to Asstt.Chief Technical Officer and Chief Technical Officer (formerly T(7-8)) and above are approved by DG, ICAR. However, as per the delegation of powers to the Directors of the Institutes viz. IARI, IVRI, NDRI and CIFE the Directors of these institutes are having full powers to approve the proceedings of the assessment committee up to the level of Chief Technical Officer.

8.3 Administrative

8.3.1 Eligibility Criteria

The eligibility criteria as per the recruitment rules for promotion from one grade to another under the promotion quota post wise is given as follows:-

Grade from	Grade to	Eligibility criteria for promotion
Group 'C' staff in the grade pay of Rs. 1800	Lower Division Clerks	<p>Promotion</p> <p>5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have 3 years regular service in the posts with the Grade pay of Rs. 1800. Persons so promoted will be required to qualify in a typing test to the extent indicated in Col. 6 within a period of one year from the date of their appointment as LDC failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p>
		<p>Departmental qualifying examination</p> <p>10% of the vacancies shall be filled from amongst the Group C staff in their grade pay of Rs. 1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. Candidates who pass the written examination will also be required to qualify in a typing test to the extent indicated in Col.6 above within a period of one year from the date of their appointment failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p>



L.D.C.	U.D.C. at ICAR Headquarters	Promotion a) (i) 75 % by promotion from the Lower Division Clerk of ICAR Hqrs. having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee. Limited Departmental Competitive examination (ii) 25% by imited departmental competitive examination confined to the LDCs of ICAR Hqrs. who have completed 5 years regular service as on 1st January, if the exam is notified in the first half of the calendar year and 1st July. If the exam is notified in the second half of the calendar year.
L.D.C.	U.D.C. at ICAR Institutes	Promotion a)(i) 75 % by promotion from the Lower Division Clerk at the respective Institute having at least 8 years regular service in the grade on the recommendations of Departmental Promotion Committee. Limited Departmental Competitive examination (ii) 25% by limited departmental competitive examination confined to the LDCs at the respective institutes who have completed 5 years regular service as on 1st January, if the exam is notified in the first half of the calendar year and 1st July. If the exam is notified in the second half of the calendar year.
U.D.C.	Assistant at ICAR Headquarters	Promotion 15% by promotion from the Upper Division Clerks (UDCs) of ICAR Headquarters having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee Limited Departmental Competitive examination 10% by limited departmental competitive examination confined to the UDCs of ICAR Hqrs. who have completed 6 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 exam is notified in the second half of the calendar year.

U.D.C.	Assistant at ICAR Institute	<p>i) 50% by promotion from 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.</p> <p>ii) 25% by limited departmental competitive examination confined to UDCs with at least 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.</p>
Assistant	Section Officer	<p>a) 50% by promotion from amongst the Assistants having at least 6 years regular service in the grade at the ICAR Headquarters.</p> <p>b) 50% by way of limited departmental competitive examination confined to Assistants, Personal Assistants and Senior Sales Assistants in the Pay Band-2, Rs. 9300-34800+ Grade Pay of Rs. 4200 at the ICAR Headquarters having not less than 5 years regular service in the grades 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.</p>
Section officer	Under Secretary	<p>By promotion of Section Officers in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800 having rendered at least 6 years of regular service in the grade, on the recommendation of selection committee.</p>
Under Secretary/ Senior Administrative Officer	Deputy Secretary/Chief Administrative Officer	<p>By promotion on selection basis of Under Secretaries/Senior Administrative Officers in the Pay Band-3 Rs. 15600-39100 + Grade Pay of Rs. 6600 having completed 5 years service in the grade after appointment there to on regular basis.</p> <p>Note: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post . However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>



<p>Deputy Secretary/Chief Administrative Officer</p>	<p>Director (Personnel) ICAR & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</p>	<p>By promotion on selection basis of Deputy Secretaries/Chief Administrative Officers, ICAR/ LA ICAR in the pay Band-3 Rs.15600-39100 + Grade Pay of Rs. 7600/- having rendered 5 years service in the grade after appointment thereto on regular basis, failing which by deputation of officers of the All India Services and Central Civil services including CSS services whose names appear in the panel for Director.</p> <p>NOTE: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>
<p>Deputy Secretary/Chief Administrative Officer</p>	<p>Director (Personnel) ICAR & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</p>	<p>By promotion on selection basis of Deputy Secretaries/Chief Administrative Officers, ICAR/ LA ICAR in the pay Band-3 Rs.15600-39100 + Grade Pay of Rs. 7600/- having rendered five years service in the grade after appointment thereto on regular basis, failing which by deputation of officers of All India Services and Central Civil services including CSS services whose names appear in the panel for Director.</p> <p>NOTE: The eligibility list for promotion shall be prepared strictly with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post. However, the inter-se-seniority of officers in the respective feeder cadres will be maintained.</p>

<p>Director (Personnel) ICAR & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR</p>	<p>Joint Secretary (Admn.) ICAR, / Sr. Registrar in Deemed University under ICAR</p>	<p>(a) By merit based selection from Director / Registrar cum Joint Director (Admn.) or equivalent post in administration of ICAR system in the pay band-4 Rs, 37400- Rs. 67000 + Grade pay of Rs. 8700/- with 3 years regular service in the grade.</p> <p>(b) Failing (a) above, by selection from Director /Registrar-cum-Joint Director (Admn.) or equivalent post in administration of ICAR system in the Pay Band-4, Rs. 37400-67000+ Grade Pay of Rs. 8700 with 8 years combined and regular service in the grade of Registrar-cum-Joint Director (Admn.)/Director and Deputy Secretary/CAO/LA and equivalent posts in administration in the Pay Band-3, Rs. 15600-39100 + Grade pay of Rs. 7600/-</p> <p>Failing (a) & (b) above, by selection of Director/ Registrar-cum-Joint Director (Admn.) or equivalent post in administration in the Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- with 15 years of administrative experience in the institutes or headquarters of ICAR.</p>
<p>Asstt. Administration Officer</p>	<p>Administrative Officer</p>	<p>By promotion of Assistant Administrative Officers in the Pay Band-2 Rs. 9300-34800 + Grade Pay of Rs. 4600 having at least 3 years of regular service in the grade.</p>
<p>Administrative Officer</p>	<p>Sr. Administrative Officer</p>	<p>a) Administrative Officers in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400/- having rendered at least 5 years of regular service in the grade.</p> <p>b) Failing (a) above by promotion of Administrative Officers (Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400 who have completed three years of regular service in the grade and have completed 7 years of combined and continued service as Administrative Officer (GP Rs. 5400/- and Assistant Administrative Officer (GP Rs. 4600)</p>



Assistant Finance & Accounts Officer	Financer & Accounts Officer	a) By promotion of Asstt. Finance & Accounts Officer in Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4600 who have completed at least 3 years of regular service in the grade.
Financer & Accounts Officer	Senior Finance & Accounts Officer	a) Finance & Accounts Officer in the Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400 having 5 years of regular service in the grade. b) Failing (a) above by promotion of Finance & Accounts Officers (Pay Band-3, Rs. 15600-39100 + Grade Pay of Rs. 5400 who have completed 3 years of regular service in the grade and have completed 7 years of combined and continued service as F&AO (G.P Rs. 5400) and Assistant Finance & Accounts Officer GP Rs. 4600.
Senior Finance &Accounts Officer	Dy. Director (Finance)/Chief Finance and Accounts Officer.	(a) Promotion of Sr. Finance & Accounts Officers in the Pay Band-3, Rs. 15600-39100 +Grade Pay of Rs. 6600 having completed 5 years regular service in the grade.
Dy. Director (Finance)/Chief Finance and Accounts Officer.	Director (Finance) & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR	By promotion through selection from amongst Deputy Director (Finance)/Chief Finance and Account Officers of ICAR having 5 years service in the grade rendered after appointment thereto on regular basis, failing which by deputation from officers of organized Group 'A' Central Accounts Service and Indian Revenue Service who are eligible for appointment as Director to the Government of India, in any Central Government Department.

Stenographer Grader-III	Personal Assistant	Promotion: 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. Limited Departmental Competitive Examination 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 6 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. and fulfilling professional proficiency as under Column 6 of the recruitment rules.
Personal Assistant	Private Secretary at ICAR Headquarter	a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4600 at the ICAR headquarters having at least five years of regular service in the grade on the recommendation of DPC.
Personal Assistant	Private Secretary at Institute	a) 100% by promotion of Personal Assistants in the PB-2, Rs. 9300-34800 with Grade pay of Rs. 4600 at the respective Institutes having at least five years of regular service in the grade on the recommendation of DPC.
Private Secretary	Special Assistant to Chairman ASRB and other Equivalent Posts in ICAR	100% by promotion on the basis of merit with due regard to seniority from amongst Private Secretaries in the Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4800 who have rendered not less than 6 years of regular service in that grade.
Security Supervisor	Security Officer	(a) By promotion from amongst the persons holding the post of Security Supervisor in the pay scale of Rs. 4500-7000 (Pre revised) having rendered minimum 10 years of regular and approved service in the grade.



Asstt. Legal Advisor	Law Officer	(a) 100% by promotion of Assistant Legal Adviser in the PB-2, Rs. 9300-34800 + Grade Pay of Rs. 4600 at ICAR Hqrs. or in an institute with 3 years regular and continuous service after appointment as Assistant Legal Adviser..
Law Officer	Legal Adviser	(a) 100% by promotion from amongst the Law Officers in the grade of PB-3, Rs. 15600-39100 + Grade Pay of Rs. 6600 having not less than 5 years service in the grade. (b) failing (a) above by deputation of officers holdings analogous post in the Government Department/Autonomous bodies/Government Undertakings. The period of deputation will ordinarily be for a period of 3 years. (c) failing (a) and (b) above by direct recruitment as per the prescribed qualifications by interview of the shortlisted candidates or short term contract basis as per existing Government of India guidelines.
Asstt. Director Official Language	Dy. Director Official Language	(a) By promotion of Assistant Director (OL) of the ICAR system in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400 having rendered 5 years regular service in the grade; (b) Failing (a) above by deputation of officers of the Central/State Government/Autonomous Bodies/Public Sector Undertakings; (i) holding analogous posts on regular basis in the parent cadre or department; OR (ii) Working as Assistant Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 5400 with at least 5 years regular service in the parent cadre or department.

Dy. Director Official Language	Director Official Language.	<p>(a) By promotion of Deputy Director (OL) of ICAR system who have completed 5 years regular and continuous service in the PB-3, Rs. 15600-39100 + Grade Pay of Rs. 6600</p> <p>(b) Failing (a) above by deputation of officers of the Central/State Government/Autonomous Bodies/Public Sector Undertakings.</p> <p>(i) holding analogous posts on regular basis in the parent cadre or department;</p> <p style="text-align: center;">OR</p> <p>(ii) Working as Deputy Director (OL) in PB-3 Rs. 15600-39100 + Grade Pay of Rs. 6600/- with at least 5 years regular service in the parent cadre or department.</p>
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Note: The eligibility conditions for direct recruitment, deputation, permanent absorption, transfer etc. are given in the recruitment rules of the respective posts given at Appendix-XII.

8.3.2 Vacancy determination & Calculation

Determination of regular vacancies.

It is essential that the number of vacancies in respect of which a panel is to be prepared by a DPC should be estimated as accurately as possible. For this purpose, the vacancies to be taken into account should be the clear vacancies arising in a post/grade/service due to death, retirement, resignation, regular long term promotion and deputation or from creation of additional posts on a long term basis. As regards vacancies arising out of deputation, only those cases of deputation for periods exceeding one year should be taken into account. Purely short-term vacancies created as a result of officers proceeding on leave, or on deputation for a shorter period, training, etc., should not be taken into account for the purpose of preparation of a panel. In case where there has been delay in holding DPCs for a year or more, vacancies should be indicated year wise separately.

Calculation of vacancies

To prepare of a select panel, Ministries/ Departments may calculate the vacancies for reporting to DPC on financial year basis where ACRs are written financial year wise and calendar year wise.

8.3.3 Composition of Departmental Promotion Committees

The composition of Departmental Promotion Committees post wise is given as follows:-



Lower Division Clerk

At ICAR Head Quarter		At the ICAR Research Institute	
Under Secretary (Admn.) ICAR	Chairman	Head of Division/CAO/SAO/Sr. Scientists nominated by Director	Chairman
One senior officer not lower in status than Section Officer nominated by Director (Admn.)	Member	AO/ Any other officer of equivalent status nominated by Director	
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An officer not lower in status than Class-I belonging to SC/ST community nominated by Director	Member
An outside expert nominated by Director (Admn.)	Member	An outside expert nominated by Director	Member
Concerned Section Officer	Member Secretary	AAO/Any other officer of equivalent status nominated by Director	Member Secretary

Upper Division Clerks

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Under Secretary (Admn.)ICAR	Chairman	Sr. Admn. Officer if there is no post of SAO in the institute an officer of equivalent status nominated by Director.	Chairman
An officer not lower in status than Section Officer nominated by Dy. Secy. (Admn.)	Member	An officer not lower in status than Admn. Officer nominated by Director	Member
An officer not lower in status than Section Officer belonging to SC/ST community nominated by Dy. Secy.(Admn.)	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 Section Officer nominated by Dy. Secy. (Admn.)	Member	An outside expert not lower in status than AO nominated by Director	Member
Concerned Section Officer	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by Director	Member Secretary

Assistant

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Director/Deputy Director to be nominated by Secretary, ICAR	Chairman	Chief Admn. Officer/Sr.Admn. Officer, if there is no post of CAO/SAO in the institute an officer of equivalent status nominated by the Director of the respective institute.	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member	An officer not lower in status than Admn. Officer nominated by the Director of the respective institute.	Member



An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member	An Officer not lower in status than AO belonging to SC/ST community nominated by the Director of the respective Institute	Member
An outside expert not lower in status than Under Secretary nominated by Secretary ICAR	Member	An outside expert not lower in status than AO nominated by the Director of the respective institute	Member
Concerned Deputy Secretary / Under Secretary (in-charge of Administration /Section)	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director of the respective institute.	Member Secretary

Section officer

Deputy Secretary (Admn.)	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An outside expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

Under Secretary

Secretary, ICAR or his nominee	Chairman
Director (P), ICAR	Member
An outside expert not lower in status than officers under consideration nominated by Secretary, ICAR	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by Secretary, ICAR	Member
Dy. Secretary of any other officer nominated by Secretary, ICAR	Member Secretary

Deputy Secretary/Chief Administrative Officer

DG, ICAR or his nominee	Chairman
Chairman, ASRB or his nominee	Member
Secretary, ICAR	Member
An outside expert nominated by DG, ICAR	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR	Member
Director (P) or an equivalent officer nominated by DG, ICAR	Member Secretary



Assistant Administrative Officer

CAO (in absence of such officer, an officer of equivalent status nominated by Director	Chairman
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

Administrative Officer

Secretary, ICAR or his 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

Senior Administrative Officer

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than DS nominated by Secretary ICAR	Member
An outside expert not lower in status than DS nominated by Secretary, ICAR	Member
An officer not lower in status than DS belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

Assistant Finance & Accounts Officer

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Deputy Secretary (Admn.) ICAR	Chairman	Head of Division/CAO/SAO/ Sr.Scientist nominated by Director	Chairman
One senior officer not lower in status than Under Secretary nominated by Dy. Secy. (Admn.)	Member	AO/Any other officer of equivalent status nominated by Director	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secretary (Admn.)	Member	An officer not lower in status than Class-I belonging to SC/ST community nominated by the Director	Member
An outside expert nominated by Dy. Secretary (Admn.)	Member	An outside expert nominated by the Director	Member
Under Secretary (Admn.)	Member Secretary	AAO (Any other officer of equivalent status nominated by Director	Member Secretary

Finance & Accounts Officer

Secretary, ICAR or his 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 than US belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member

Senior Finance & Accounts Officer

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than DS or CF &AO/EE(F) nominated by Secretary ICAR	Member
An outside expert not lower in status than DS nominated by Secretary, ICAR	Member
An officer not lower in status than DS belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

Deputy Director (Finance)/Chief Finance & Account Officer

DG, ICAR or his nominee	Chairman
Chairman, ASRB or his nominee	Member
Secretary, ICAR	Member
An outside expert nominated by DG, ICAR	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by DG, ICAR	Member
Director (P) or an equivalent officer nominated by DG, ICAR	Member Secretary

Stenographer Gr.III

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Under Secretary (Admn.)ICAR	Chairman	Sr. Admn. Officer, if there is no post of SAO in the Institute an officer of equivalent status nominated by Director	Chairman
An officer not lower in status than Section Officer nominated by Dy. Secretary (Admn.)	Member	An officer not lower in status than Admn. Officer nominated by the Director.	Member
An officer not lower in status than Section Officer belonging to SC/ST community nominated by Dy. Secretary (Admn.)	Member	An officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
An outside expert not lower in status than Section Officer nominated by Dy.Secy.(Admn.)	Member	An outside expert not lower in status than AO nominated by the Director	Member
Concerned Section Officer	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary



Personal Assistant

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Deputy Secretary (Admn.) ICAR	Chairman	CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
An officer not lower in status than Under Secretary nominated by Secretary ICAR)	Member	SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary ICAR)	Member	An officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
An outside expert not lower in status than Under Secretary nominated by Secy. ICAR	Member	An outside expert not lower in status than AO nominated by the Director	Member

Private Secretary

AT THE ICAR HEAD QUARTER		AT THE ICAR RESEARCH INSTITUTE	
Deputy Secretary (Admn.)ICAR	Chairman	CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
One senior officer not lower in status than Under Secretary nominated by Dy.Secretary(Admn.)	Member	SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Dy. Secretary (Admn.)	Member	An officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
An outside expert nominated by Dy. Secy. (Admn.)	Member	An outside expert not lower in status than AO nominated by the Director	Member
Under Secretary (Admn.)	Member Secretary	AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary

Special Assistant to Chairman, ASRB and other Equivalent Post at ICAR

Secretary ICAR or his nominee	Chairman
Director (P)	Member
An outside expert not lower in status than officers under consideration nominated by Secy. ICAR.	Member
An officer not lower in status than officers under consideration belonging to SC/ST community nominated by Secy. ICAR	Member
Dy. Secy. or any other officer nominated by Secretary, ICAR	Member Secretary

Junior Law Officer

Deputy Secretary (Admn.) ICAR	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An outside expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.) ICAR	Member Secretary

Assistant Legal Adviser

Deputy Secretary (Admn.) ICAR	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An outside expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.) ICAR	Member Secretary

Law Officer

DG, ICAR or his nominee.	Chairman
An officer not lower in status than Under Secretary nominated by Secretary, ICAR	Member
An outside expert not lower in status than Under Secretary nominated by Secretary ICAR	Member
An officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.) ICAR	Member Secretary

Legal Adviser

DG, ICAR or his nominee	Chairman
Chairman ASRB	Member
Secretary, ICAR	
An outside expert nominated by DG, ICAR	Member
An officer not lower in status than officers under consideration belong to SC/ST community nominated by DG, ICAR	Member
Director (P) or an equivalent officer nominated by DG, ICAR	Member Secretary

Security Supervisor

CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An outside expert not lower in status than SAO nominated by the Director	Member
An officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary



Security Officer

CAO (in the absence of such officer, an officer of equivalent status nominated by Director	Chairman
SAO (in absence of such officer, an officer of equivalent status nominated by Director.	Member
An outside expert not lower in status than SAO nominated by the Director	Member
An officer not lower in status than AO belonging to SC/ST community nominated by the Director	Member
AO (in absence of such officer, an officer of equivalent status nominated by the Director.	Member Secretary

Assistant Director Official Language

The selection committee will be decided by the ASRB

Dy. Director Official Language

Secretary, ICAR or his nominee	Chairman
An officer not lower in status than Deputy Secretary nominated by Secretary, ICAR	Member
An outside expert not lower in status than Deputy Secretary, nominated by Secretary, ICAR	Member
An officer not lower in status than Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member
Under Secretary (Admn.)	Member Secretary

Director (Official Language)

D.G, ICAR or his nominee	Chairman
Chairman, ASRB or his nominee	Member
Secretary, ICAR	Member
An outside expert not lower in status than Deputy Secretary nominated by D.G, ICAR	Member
An officer not lower in status than Deputy Secretary belonging to SC/ST community nominated by DG,, ICAR	Member
Director/Deputy Secretary to be nominated by DG, ICAR	Member Secretary

8.3.4 Bench Mark required for promotion

(a) Mode of Promotion

In the case of ‘selection’ (merit) promotion, the hitherto existing distinction in the nomenclature (‘selection by merit’ and ‘selection-cum-seniority’) is dispensed with and the mode of promotion in all such cases is rechristened as ‘selection’ only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench mark (“Very Good” or “Good”) prescribed for promotion

(b) The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the officers as ‘fit’ or ‘unfit’ only. Only those who are graded ‘fit’ (i.e. who meet the prescribed benchmark) by the DPC shall be included and arranged in the select panel in order to their inter se seniority in the feeder

grade. Those officers who are graded 'unfit' (in terms of the prescribed benchmark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed benchmark) by the DPC.

- (c) Although among those who meet the prescribed benchmark inter se seniority of the feeder grade shall remain intact eligibility for promotion will no doubt be subject to fulfillment of all the conditions laid down in the relevant Recruitment /Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.
- (d) Promotion to the revised pay scale (grade) of PB-3 + grade pay of Rs. 7600 and above.

The mode of promotion, as indicated in paragraph (a) above, shall be 'selection'.

The benchmark for promotion, as it is now, shall continue to be 'Very Good'. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the benchmark, as indicated in the following paragraphs, shall be 'Good' only.

The DPC shall for promotions to said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter se seniority in the feeder grade. Thus, as already explained in paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

NOTE:- DPC may ensure that for the promotion to the scale of PB IV with Grade pay of Rs. 10000 & above, the prescribed benchmark of 'Very Good' is invariably met in all ACRs of five years under consideration. It is required to make its own assessment on the basis of entries in the CRs and not to be guided merely by the overall grading.

G.I Dept. of Per.&Trg. O.M. No. 22011/3/2007-Estt (D) dated the 18thFebruary, 2008

- (e) Promotion to the grades below the revised pay scale (grade) of PB-3 plus GP of Rs. 7600/- (including promotions from lower Groups to Group 'A' posts/grades/services)

The mode of promotion, as indicated in paragraph (a) above, shall be 'selection'.

The benchmark for promotion, as it is now, shall continue to be 'good'.

The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter se seniority in the feeder grade. Thus, as already explained in paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.



The above guidelines of the DOPT are followed in the ICAR for promotion . As per these guidelines, benchmark is applicable to the post which as per the recruitment rules are selection posts. The benchmark is not applicable to the non selection posts in the ICAR and promotion is subject to rejection of unfit.

8.3.5 Competent Authority.

The competent authority are making appointments post wise is as follows:-

Designation/Nomenclature	Appointing Authority.
LDCs/UDCs/Assistants/Stenographer Gr.III/Personal Assistant/Asstt. Legal Adviser	Deputy Secretary/Chief Administrative Officer as the case may be.
Private Secretary	Secretary/Director of ICAR as the case may be.
Law Officer	D.G., ICAR
Special Assistant to Chairman ASRB	D.G, ICAR
Section Officer/Asstt. Administrative Officer/Asstt. Finance & Accounts Officer/Security Officer/Security Supervisor	Secretary, ICAR /Director of the ICAR institutes as the case may be
Administrative Officer/Sr. Administrative Officer/Under Secretary/Finance & Accounts Officer/ Sr. Finance & Accounts Officer	D.G., ICAR
Dy.Secretary/Chief Administrative Officer, Dy. Director Finance/Chief Finance & Accounts Officer and above.	President, ICAR
Asstt.Director (Official Language)	Secretary, ICAR
Deputy Director (Official Language)	D.G, ICAR
Director (Official Language)	President , ICAR

8.3.6 Limited Departmental Competitive Examination

Scheme and Syllabus for LDCE : (Appendix-XVI)

Assistant	ICAR No. 14(3)/89-Estt.I dated 8.1.1990.
UDC	ICAR No. 33(7)2012-Estt.I dated 27.11.2012.
LDC	ICAR No. 3/98/Estt. I dated 18.8.1998.
Private Secretary/Section Officer	ICAR No. 33(1)/2012-Estt.I dated 10.2.2012.
Section Officer/AAO	ICAR No. 33(5)/2001-Estt.I dated 27.6.2001.
Audit & Accounts Examination	ICAR No. 5-1/2008(CDN) (A&A) dated 18.4.2013.