



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001

F.No.Admn.16-5/2024-R&P

Dated: 11th December, 2025

OFFICE MEMORANDUM

Subject: Operationalization of the reserve panel/waiting list for filling up the remaining vacancies of DR-Assistants on the basis of the Combined Assistant Grade Examination (CAGE)-2022 – reg.

Reference is invited to this Council's OM of even number dated 16.04.2025 regarding filling up the posts of DR-Assistant that remained vacant despite allocation of candidates on the basis of CAGE-2022, and to the subsequent OM of even number dated 18.11.2025 concerning the pre-appointment/appointment formalities of candidates selected from the reserve panel/waiting list of CAGE-2022. Further, the recruiting agency, ICAR-IARI, New Delhi, vide its Notice No. ICAR-IARI/2-1/2025/Rectt.Cell/Administrative dated 17.11.2025, has published the list of candidates selected for appointment as Assistant at ICAR Institutes/Units/KVKs from the reserve panel/waiting list of CAGE-2022.

2. In this context, the Competent Authority has deemed it necessary to issue a comprehensive, step-by-step procedure for operationalizing the reserve panel/waiting list and for completing all consequential pre-appointment/appointment formalities by ICAR Institutes/Units/KVKs, so that they are carried out uniformly and within a prescribed timeframe by the concerned Appointing Authorities. To facilitate this process, standard draft formats of the relevant documents, which shall be used by all the concerned Institutes/Units/KVKs for pre-appointment and appointment formalities, are enclosed for ready reference:

I. Letter to candidates for soliciting consent and informing about completion of pre-appointment formalities: As per FR-10, no person may be appointed in Government service without a medical certificate of health. Therefore, firstly a letter, alongwith its annexures, may be issued to the selected candidates for completion of pre-appointment formalities, directing them to undergo medical fitness test and furnish requisite documents. A standard draft letter (**Annexure-I**) alongwith the formats of its Annexures, as detailed below, is attached:

- Format for Willingness (Annexure-I-A)
- Attestation Form (Annexure-I-B)
- Proforma seeking details for Delhi Police Verification (Annexure-I-C)
- Statement & Declaration for Medical Test (Annexure-I-D)
- Medical Certificate of Fitness (Annexure-I-E)

II. Provisional offer of appointment: Thereafter, the provisional offer of appointment may be issued only after receipt of the candidate's willingness and medical fitness certificate in the prescribed format, duly issued by a Civil Surgeon/Principal Medical Officer/Chief Medical Officer or a Medical Officer of equivalent status in a Government Hospital. A standard draft of the provisional

offer of appointment, to be issued by the competent authority of the Institute/Unit, is enclosed at **Annexure-II**.

3. Besides the above, it has been observed that some candidates may seek extension in joining time, and such cases are often referred to ICAR Hqrs. by the Institutes, resulting in avoidable delays in decision-making. Therefore, in this regard, it is reiterated that the Director, being the Appointing Authority and Head of Department, is competent to consider such requests, strictly in accordance with the DoP&T guidelines. In this regard, DoP&T OM No. 35015/2/93-Estt. (D) dated 9th August, 1995 provides that *"...an offer of appointment should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period. If however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Ministries/Departments but extension beyond three months should not be granted liberally and it may be granted only as an exception where facts and circumstances so warrant and in any case only upto a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after the expiry of six months from the date of issue of the original offer of appointment."*

Accordingly, all such requests for extension of joining time may be examined and decided at the Institute level, strictly in accordance with the above instructions and other relevant Govt. of India guidelines issued from time to time.

4. As regards verification of Character & Antecedents (C&A) of the selected candidates, the attestation forms duly filled in by the candidates shall be obtained (Annexure-I-B) and verified in accordance with the due procedure. However, for candidates who were previously employed in any Central Govt. office, the verification of C&A shall be carried out as per the procedure already prescribed in DoPT OM No. 1669266628362 dated 24.11.2022 (Para 2.11) (**Annexure-III**). The concerned Institutes/Units/KVKs shall ensure that C&A verification in such cases is conducted strictly in accordance with these instructions.

5. In addition, it has been decided that the following timeline shall be strictly adhered to, so that the process of filling up the remaining vacancies of DR-Assistants from the reserve panel/waiting list of CAGE-2022 is completed in a uniform and time-bound manner:

Sl. No.	Action by Institutes/ KVKs/Units	To be completed by
1.	ICAR-IARI, New Delhi shall dispatch the physical dossiers/folders of the candidates to the concerned Institutes/Units/KVKs for verification of authenticity of the candidates, by the Appointing Authorities	19 th December, 2025
2.	Issue of letters, along with all relevant annexures, to the candidates for soliciting willingness and for completion of pre-appointment formalities	31 st December, 2025
3.	Issuance of the offer of appointment by the Appointing Authorities of the respective Institute/Unit/KVK	15 th January, 2026

4.	Joining of DR-Assistants at the allotted Institute/Unit/KVK after completion of all requisite formalities	16 th February, 2026
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6. Further, attention is also invited to the Council's OMs dated 12.08.2024, 28.08.2024 and 02.01.2025 regarding the Training Programme for newly recruited Assistants appointed through CAGE-2022. This training curriculum was structured into three modules, namely: Module-I: Orientation Training at Institutes (2 weeks); Module-II: In-house Training by ICAR (1–2 weeks); and Module-III: Training by designated Institutions. The newly appointed Assistants from the reserve panel/waiting list shall also be covered under the same training framework, and their training shall be conducted module-wise in due course, following the timelines, structure, and modalities prescribed in the above-mentioned OMs. Necessary instructions pertaining to this shall be issued separately.

7. Soft copies of all the relevant documents referred to in Para-2 above along with the annexures are also being circulated through email for the convenience of the Institutes/Units/KVKs.


11.12.2025

(Himanshu Kumar)
Under Secretary (R&P)

Distribution:

1. Directors of all ICAR Institutes for kind information & necessary action.
2. Controller of Examinations, ICAR – IARI, New Delhi with the request that the physical dossiers/folders of the candidates may be forwarded to the concerned Institutes, so that necessary correspondence may be done by them with selected candidates.
3. Director (Admn.)/Deputy Secretary (Admn.)/Under Secretary (Admn.)-Estt.II
4. PPS to DG, ICAR/Sr. PPS to Secretary, ICAR/PPS to AS&FA, DARE/ICAR.
5. ICAR Website/E-Office Notice Board.



**भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

(Letter Head of the concerned Institute)

F.No.

Dated the

, 2025

To

Name of the Candidate

Subject: Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs. and its Institutes – 2022 - Intimation regarding pre-appointment formalities for the post of Assistant (Group B, Non-Gazetted) through Reserve Panel/ Waiting List.

Dear Shri/Smt./Ms..... (Name of the Candidate),

Congratulations on your success in the Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs and its Institute-2022.

I am directed to inform that you have been found successful and allocated _____ (Name of allocated institute) _____ on the basis of Reserve Panel/ Waiting List of *Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs. and its Institutes-2022* conducted by ICAR – Indian Agricultural Research Institute (IARI), New Delhi.

2. Accordingly, you are required to submit the following documents for completion of pre-appointment formalities: -

(i) Willingness to join the post as per the given format (Annexure-I-A)

(ii) Four sets of Attestation Form, all sets duly filled in ink.

[Please take print out (back to back) of the Attestation Form attached (Annexure-I-B) and carefully fill in the forms. No column in the Form should be left blank. The latest photograph pasted on all four sets should be self-attested. Specific answers to each of the questions in point 15 of the form should be given by striking out 'Yes' or 'No', as the case may be and not by tick mark✓. Please also fill in the details at point 10, even if it is same as in the points 2 or 3 of the form]

3. If, in the point number 10 of the attestation form, you indicate, having resided in Delhi, you should additionally send duly filled-in Annexure-1-C, alongwith the self-attested copies of the following documents and the soft copies of the same by email at _____ indicating the subject as '*Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs and its Institute-2022 (Operation of Reserve Panel/Waiting List)* Rank_____'.
(a) One passport size photograph in JPEG format (less than 20 kb)
(b) One copy of photo identity proof in JPEG format (less than 200 kb) (any one of the following)

(i)	PAN card	(ii)	Driving License	(iii)	Voter ID
(iv)	Aadhar Card	(v)	Passport		

(c) One copy of residential proof in JPEG format (less than 200 kb) (any one of the following)

(i)	Passport	(ii)	Telephone/Electricity/PNG Bill	(iii)	Aadhar Card
(iv)	Voter ID	(v)	Bank Passbook	(vi)	Rent

4. You are required to appear before the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District where the candidates are presently residing, for medical examination, to determine your fitness for the Government service. You are required to give a statement and declaration regarding your health in the attached form (Annexure-I-D) in the presence of Medical Officer. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached (Annexure-I-E). The CMOs concerned are also requested to take up the Medical Examination of the candidates concerned on the strength of this letter. In case any other authority letter is required by the Office of medical authority concerned, the undersigned may be contacted through mail at _____. The Original Medical Certificate should be sent to the undersigned within the specified period on the address mentioned in the para-6 below.

5. However, if you are already in Government service, instead of obtaining a fresh medical report, you may produce this letter to the controlling authority to enable them to forward an attested copy of the medical examination report, obtained at the time of the appointment, to the undersigned. You must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent. You may also opt to undergo fresh medical examination by the appropriate authority as mentioned above and furnish to the ICAR.

6. You should ensure that the requisite documents as sought vide paras above, reach the undersigned at the address mentioned hereunder, latest by _____.

(Name & address of Authority of allocated institute)

7. The eligibility of candidates who submit the requisite documents as above shall be determined for consideration for appointment. If found eligible, you will be offered appointment to the post of Assistant in _____(Name of

Institute)_____ subject to the verification of character and antecedents/claim for OBC (Non-creamy layer)/SC/ST/EWS/PwBD status.

8. It may also be noted that mere submission of willingness and other documents will not entitle any candidate to claim appointment to the post which will be subject to fulfillment of stipulated terms and conditions, communicated with the offer of appointment at later stage which will be issued after having received your willingness and fitness certificate from the concerned Hospital.

9. The candidates must note that in case, at any stage, it is found that the candidate's certificate is fake, or candidate has furnished false information, he/she shall be liable to be proceeded against, under the relevant rules, leading to such penalty as may be decided, which now extends to the termination of his/her appointment. Such action shall also be without prejudice to any other punitive action as may be attracted in such cases.

10. Attention is also invited to the DoPT's OM No. 11012/7/91-Estt.(A) dated 19.05.1993 as amended from time to time which already stipulates the action that can follow furnishing of false information or submission of false information or submission of false certificates. The operative part of the said OM is reproduced below:-

"Wherever it is found that a candidate who was not qualified or eligible in terms of the recruitment rules etc. for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is probationer or a temporary Government servant, he should be discharged, or his services should be terminated. If he has become a permanent Government servant, an enquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed"

11. The aforementioned OM dated 19.05.1993 clearly brings out that persons who secure appointment on the basis of fake/false certificates should not be retained in service and should be dismissed/removed from service.

12. The offer of appointment when issued later, will be provisional for the candidates who have claimed/availed the benefits of any type of reservation for posts and service in terms of the following instructions as may be relevant to them:-

- (i) SC/ST Candidates: - The appointment will be provisional and is subject to due verification of SC/ST certificate by the ICAR.
- (ii) OBC Candidates: -The DoPT has issued OM No. 36012/22/93-Estt.(SCT), dated 8th September, 1993, OM No. 36033/3/2004-Estt.(Res) dated 14th October, 2008, as amended from time to time and other extant instructions in this regard from time to time. In accordance with these instructions, only Non-Creamy Layer OBC candidates are entitled to get the benefits of reservations earmarked for Other Backward Classes (OBC). The

allocation of the post of Assistant is, therefore, provisional to this extent and is subject to further verification of OBC certificate by the ICAR.

- (iii) PwBD Candidates: - The appointment will be provisional and subject to due verification of concerned certificate by the ICAR.
- (iv) EWS Candidates: - The appointment will be provisional and subject to due verification of Income and Asset Certificate by the ICAR

Yours faithfully,

(.....)
Authority of the Institute

To

Authority of allocated Institute

Subject: Appointment to the post of Assistant on the basis of Reserve Panel/ Waiting List of “Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs. and its Institutes – 2022” – Submission of willingness/documents by the candidate - reg.

Sir,

I am to refer to letter No. _____ dated _____ of _____ (Name of the Institute) on the subject mentioned above and hereby convey my willingness to join the post of Assistant.

2. Four sets of Attestation Forms duly filled in my own handwriting are also attached.

3. My details (in brief) are as under:

Sl. No.	Description	Details
i.	Roll No./Rank	
ii.	Date of Birth	
iii.	Full Correspondence Address	
iv.	E-mail	
v.	Mobile No.	
vi.	Previous Employer (if any)	
vii.	Full Address of previous employment	

4. Whether residing in Delhi or have resided in Delhi in Past _____ (Yes/No).
5. If Yes, whether Annexure-I-C for Delhi Police Verification attached _____ (Yes/No).
6. Name of the Hospital for medical examination

Yours Sincerely,

Signature: _____

Name: _____

Rank: _____

Roll No. _____

Registration No. _____

ATTESTATION FORM**WARNING**

Affix Signed passport size
(5cm x 7cm.. approx.)
copy of recent photograph
where asked for

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Council.
2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of the form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his service would be liable to be terminated.

1. Name in full (in block capital) with aliases, if any (Please indicate if you have added or deleted at any part of your name or surname)	Surname	Middle Name	Name
2. Present Address in full (i.e.) Village, Thana and Distt., or House Number, Lane/Street/Road and Town			
3. a) Home Address in full (i.e.) Village, Thana and Distt., or House Number, Lane/Street/Road and Town and name of Distt. Headquarters b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.			
4. Aadhar Card No.			
5. PAN No. (if available)			
6. Nationality			
7. a) Date of birth			
b) Present age			
c) Age of Matriculation			
8. a) Place of birth, district and state in which situated		
b) District and state to which you belong		

c) District and state to which your father belongs					
9. a) Your Religion					
b) Are you a member of Scheduled Caste/Scheduled Tribe/OBC Answer 'Yes' or 'No'					
10. Particulars of places (with periods, of residence) where you have resided for more than one year at a time during the preceding five years . In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.						
From	To	Residential Address in full (i.e. Village, Thana and Distt., or House Number, Lane/Street/Road and Town			Name of Distt. Headquarters of the place mentioned in the preceding column	
11.	Name (in full & aliases, if any)	Nationality (by birth/ and or by domicile)	Place of Birth	Occupation (if employed give designation & Official address)	Present Postal address (if dead give last address)	Permanent Home address
i) Father						

ii) Mother						
iii) Spouse						

12. (a) Information to be furnished (with regard to son(s) and/ or daughter(s) in case they are studying in a foreign country.

Name	Nationality (by birth/and or by domicile)	Place of Birth	Country in which studying/living with full address)	Date from which studying/living in the country mentioned in previous columns.

13. Educational Qualification showing places of education with years in Schools and Colleges since 15th year of age.

Name of School/College with full address	Date of Entering	Date of Leaving	Examination Passed

14. A) Are you holding or have any time held an appointment under the Central or State Government or a semi Government or a Quasi-Government Body, or an autonomous body, or a public undertaking, or a private firm or institution. If so, give full particulars with dates of employment upto-date.

From	To	Designation, emoluments and nature of employment	Full Name and address of employer	Reasons for leaving previous service.
<p>B) If the previous employment was under the Government of India/a State Government/an Undertaking owned or controlled by the Government of India or a state Government/an Autonomous Body/University/Local body.</p> <p>If you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporally Service) Rules, 1965 or any similar corresponding rule, were any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your service actually terminated?</p>				
15.(i) (a) Have you ever been kept under detention			Yes/No	
(b) Have you ever been arrested			Yes/No	
(c) Have you ever been prosecuted (i.e. has a charge sheet in a criminal case been filed against you in any court of law)			Yes/No	
(d) Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation Form			Yes/No	
(e) Have you ever been convicted by a Court of Law for any Offence			Yes/No	
(f) Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise			Yes/No	
(g) Have you ever been rusticated by any University or any other educational authority/institution			Yes/No	
(h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/Selection			Yes/No	
<p>(ii) If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational authority etc., at the time of filling up of this form.</p>				
<p>NOTE: i) Please also see the 'WARNING' at the top of this Attestation Form. ii) Specific answers to each of the question should be given by striking out Yes or NO as the case may be.</p>				

16. Name of the responsible persons of your locality or two references to whom you are known	<div style="margin-top: 10px;">1.</div> <div style="margin-top: 10px;">2.</div>
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DECLARATION

I certify that foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under the ICAR.

Signature of the Candidate

Date :

Place :

Contact No. :

Email Address :

TO BE FILLED BY OFFICE

- (i) Name, Designation and full address of the Appointing Authority
- (ii) Post for which the candidate is being considered

APPLICANT'S DETAILS FOR DELHI POLICE VERIFICATION

1	Name of the Applicant		
(a)	Alias name, if any		
2	Father's Name		
3	Mother's Name		
4	Marital Status		
(a)	Name of the Spouse		
5	Blood Group		
6	Place of Birth		
7	Applicant's Date of Birth		
8	Gender		
9	Applicant's Contact No.		
10	Applicant's Email ID		
11	Nationality		
12	Religion		
13	Category		
14	Present Address		
15	Permanent Address		
16	Address Duration (Delhi)	From (Month &Year)	To (Month & Year)
17	Add more than one Address (Delhi) here		
		From (Month & Year)	To (Month & Year)
18	Police Station		
19	District		

Signature with Date_____

Roll. No./Rank No. _____

CANDIDATE'S STATEMENT AND DECLARATION

(The candidate must make the following statement and must sign the declaration below it before the medical officer. Attention is specially invited to the WARNING in the 'Note' at the bottom of page 2.)

**1. Name in full
(in BLOCK letters)**

2. Age and place of birth

3. Have you ever had

(a) small-pox, intermittent fever and other fever, enlargement suppuration of glands, spitting of blood, fainting attacks, rheumatism or appendicitis?

OR

(b) any other disease or accident requiring confinement to bed and medical or surgical treatment?

4. When were you last vaccinated?

5. Have you or any of your relatives been afflicted by consumption, scrofula, gout, asthma, fits, epilepsy or insanity?

6. Have you suffered from any form of nervousness due to overwork or any other cause?

7. Have you been examined and declared fit for Govt. Service by a medical officer/Medical Board within the last three years?

8. Furnish the following particulars:

Father's age, if living, & state of health	Father's age at the time of death and cause of death	No. of brothers living, their ages and state of health	No. of brothers who have died, their ages at death and cause of death

Mother's age, if living, & state of health	Mother's age at the time of death and cause of death	No. of sisters living, their ages and state of health	No. of sisters who have died, their ages at death and cause of death

DECLARATION

I declare that all the above answers are true and correct to the best of my knowledge and belief. I also solemnly affirm that I have not received any disability certificate/ pension on account of any disease or other condition.

Date:_____

Candidate's signature

Signed in my presence.

Signature of Medical Officer

Name:_____

Designation:_____

Official Seal

Note: The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

FORM OF MEDICAL CERTIFICATE

I hereby certify that I have examined
Sh./Smt./Km._____

a candidate for employment on the post of Assistant (Group-B, Non Gazetted)
at _____, ICAR and cannot discover
that he/she has any disease (communicable or otherwise), constitutional
weakness or bodily infirmity, except_____.

I do not consider this a disqualification for employment in
_____ ICAR.

The age of Sh./Smt./Km._____ according to his/her own statement is _____ years, and by appearance is about _____ years.

**(Signature/thumb impression
of the candidate)**

**Date _____
(To be signed in the presence
of the examining Medical Officer)**

**(Paste a photograph
of the candidate
examined)**

Signature of Medical Officer

Name _____

Address _____

Official Seal

**(Seal should be spread over
form and the photograph)**

Note: The officer making this certificate should be a Civil Surgeon or a District Medical Officer of equivalent status of a Government Hospital



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

(Letter Head of the concerned Institute)

F.No.

Dated the , 2025

To,

Name of the Candidate

Subject: Provisional Offer of appointment to the post of Assistant on the basis of Reserve Panel/ Waiting List of “Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs. and its Institute-2022” (Rank- , Roll No.) - reg.

Sir/Madam,

In continuation of institute's letter of even number dated_____ and your willingness to join the post of Assistant, vide your letter dated_____, I am directed to say that on the basis of **Reserve Panel/ Waiting List of Competitive Examination for Recruitment to the post of Assistant at ICAR Hqrs and its Institutes – 2022**, conducted by the ICAR – Indian Agricultural Research Institute (IARI), New Delhi, you are hereby offered an appointment to the post of Assistant on temporary basis in _____(Name of Institute)_____. The scale of the pay of the post of Assistant is Level-6 in 7th CPC (Rs. 35,400 – 1,12,4000) plus usual allowances at the rate admissible and subject to the conditions laid down in the rules and orders, issued by Govt. of India/ICAR from time to time. Your initial pay will be fixed in this scale in accordance with the extant rules. Your appointment to the post shall be subject to the following terms and conditions: -

1. The appointment will be governed by the Rules, Bye-laws and regulations of ICAR Society and other instructions issued on service matters for the officials of ICAR from time to time.
2. You are liable to be posted/transferred at/to any of the Constituent Units of ICAR, i.e., Institutes/Regional Stations/Offices/Hqrs. etc. of the Indian Council of Agricultural Research located anywhere in India or outside.

3. You will be on probation for an initial period of two years from the date of joining the post, which may be further extended at the discretion of the Competent Authority. During the period of probation, you will be required to undergo Training Course, as decided/prescribed by ICAR. Failure to complete the training or the period of probation to the satisfaction of the Competent Authority will render you liable to be discharged from service. Further, during the period of probation, the Competent Authority may terminate the service of the Probationer by giving one month's notice or payment of one month's salary in lieu thereof.
4. On appointment, you will be required to take an oath of allegiance to the Constitution of India and make a solemn affirmation to that effect.
5. On appointment, you must submit a declaration in the prescribed form, that in the event of having more than one spouse living, the appointment will be subject to you being exempted from the enforcement of the requirement in this behalf. In the event of the declaration found incorrect/false/incomplete after the appointment, you will be liable to be discharged from ICAR service.
6. You will be governed by the Defined Contribution Pension System, i.e., New Pension Scheme (NPS), as notified by the Department of Economic Affairs, Ministry of Finance, Govt. of India which came into force with effect from 01.01.2004.
7. You should state whether you are serving or under obligation to serve another Central/State Govt. Department or Public Authority or any foreign Govt., negotiations for which are already in progress. Bond transfer liability, if any, should be informed immediately at the time of joining. You should also state whether you have applied for or is being considered for appointment elsewhere. Further, if you are already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc., you are required to submit formal Relieving Order by the respective organization certifying that your conduct during the present employment does not render you unsuitable for Government Service.
8. The appointment is provisional and is subject to the caste/tribe/income/disability certificates being verified from the Appropriate Authority through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled tribe/OBC/EWS/PwBD, as the case may be, is false then the service will be terminated forthwith without assigning any further reasons and without prejudice to such further actions, as

may be taken under the prevailing provisions of the Indian Penal Code for production of false caste/income certificate, as the case may be.

9. The appointment will further be subject to verification of the Character & Antecedents (C&A) by Appropriate Authorities. In case Character and Antecedents of the candidate is found not verified or any incorrect/false/incomplete information is given by the candidate in his/her self-declaration, the provisional appointment will be cancelled forthwith without prejudice to such further criminal/legal actions as may be deemed fit by the Competent Authority.
10. If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material information, you will be liable for removal from service without any notice and such other actions as may deemed fit by the Competent Authority.
11. You should produce the following original certificates, as proof of fulfilling the eligibility criteria to the Director, _____(Name & address of Institute)_____ at the time of reporting:-
 - (i) Certificates of educational qualifications and other technical qualifications.
 - (ii) Certificate/proof of Date of Birth.
 - (iii) Certificate in the prescribed format to support the claim that the candidate belongs to Scheduled Caste/Scheduled Tribe/OBC/EWS category, from the District Magistrate/Additional District Magistrate Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner etc. as per instructions issued by the Govt. of India from time to time.
 - (iv) In case of PwBD candidates, certificate in the prescribed format issued by the prescribed Medical Board as per instructions issued by the Govt. of India from time to time.
12. You will be subject to such other conditions of service and Rules of conduct as may be prescribed by the Government of India/ICAR from time to time.

In case the above terms & conditions are acceptable, you are directed to report at the following address with all documents mentioned above for joining the duty latest by _____, failing which the offer of appointment will stand cancelled without any further information.

Address:-

Yours faithfully.

(-----)
Authority

No.DOPT-1669266628362
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. C)

(Dated 24 November, 2022)

OFFICE MEMORANDUM

Technical Resignation and Lien

This Department has issued various instructions from time to time regarding Technical Resignation and Lien. It is now decided to consolidate these instructions at one place for better understanding and guidance, as under:

2.1 Technical Resignation

2.1.1 As per the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17th June, 1965, the resignation is treated as a technical formality where a Government servant has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the Government servant has not mentioned the word "Technical" while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the Government servant to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on *ad hoc* basis.

2.1.2 This benefit is also admissible to Government servants who have applied before joining the Government service and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfillment of the following conditions:

- (i) the Government servant should intimate the details of such application immediately on their joining;
- (ii) the Government servant at the time of resignation should specifically make a request, indicating that he is resigning to take up another appointment under the Government for which he applied before joining the Government service;
- (iii) the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, his application would have been forwarded through proper channel.

[\(DOPT's O.M. No. 13/24/92-Estt\(Pay-1\) dated 22.01.1993\)](#)

2.2 Carry forward of Leave benefits

- (i) In terms of Rule 9(2) of the CCS (Leave) Rules, 1972, technical resignation shall not result in the lapse of leave to the credit of the Government servant. The balance of unutilized Child Care Leave(CCL) as well as all other leaves of the kind due & admissible will be carried forward.
- (ii) As per rule 39-D of the CCS(Leave) Rules,1972, in case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the Government servant shall be granted cash equivalent of leave salary in respect of EL & HPL at his credit subject to overall limit of 300 days.

2.3 Carry forward of LTC

Entitlement to LTC may be carried forward in case of a Central Government Servant who joins another post after having submitted Technical Resignation. In case of a Government Servant who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, the Government Servant will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus if a Government Servant joins another Department after serving in Government for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.

2.4 Pay Protection, eligibility of past service for reckoning of the minimum period for grant of Annual Increment

In cases of appointment of a Government servant to another post in Government on acceptance of technical resignation, the protection of pay is given in terms of the Ministry of Finance OM No. 3379-E.III (B)/65 dated the 17th June, 1965 read with proviso to FR 22-B. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the pay he holds substantively as define in FR-9(24). Past service rendered by such a Government servant is taken into account for reckoning of the minimum period for grant of annual increment in the new post/ service/ cadre in Government under the provisions of FR 26 read with Rule 10 of CCS (RP) Rules, 2016. In case the Government servant rejoins his earlier posts, he will be entitled to increments for the period of his absence from that post.

2.5 GPF transfer

Transfer of GPF on technical resignation would be governed by Rule 35 of the General Provident Fund (Central Services) Rules, 1960.

2.6 Seniority

On technical resignation, seniority in the post held by the Government servant on substantive basis continues to be protected. However, in case of a Government servant deciding to rejoin his substantive post, the period spent in another department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.

2.7 Applicability of Pension Scheme

In cases where Government servants, who had originally joined government service prior to 01.01.2004, apply for posts in the same or other Departments and on selection they are asked to tender technical resignation, the past services are counted towards pension if the new post is in a pensionable establishment terms of Rule 26(2) of CCS (Pension) Rules 1972. They will thus continue to be covered under the CCS(Pension) Rules, 1972 even if they join the new post after 1.1.2004.

[\(Department of Pension & Pensioners Welfare's O.M. No. 28/30/2004-P&PW\(B\) dated 26.07.2005\)](#)

2.8 New Pension Scheme

In case of 'Technical Resignation' of Government servant covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN will be carried forward to the new office.

2.9 Transfer of Service Book from parent Department to present Department.

As per SR- 198, the Service Book is to be maintained for a Government servant from the date of his/her first appointment to Government service and it must be kept in the custody of the Head of Office in which he is serving and transferred with him from office to office.

2.10 Need for Medical examination.

In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination.

2.11 Verification of Character & Antecedents

In the case of a person who was originally employed in an office of the Central Government, if the period intervening between date of discharge from his previous office and the date of securing a new appointment, is less than a year, it would be sufficient if the appointing authority, before making the appointment, satisfies itself by a reference to the office in which the candidate was previously employed that (a) that office have verified his character and antecedents; and (b) his conduct while in the employment in that office did not render him unsuitable for employment under Government. If however, more than a year has lapsed after the discharge of the person from his previous office, verification should be dated carried out in full/afresh, in accordance with O.M. No. 18011/9(s)/78-Estt(B) 2nd July, 1982.

3.1 Lien

3.1.1 Lien is defined in FR 9(13). It represents the right of a Government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence. The benefit of having a lien in a post/service/cadre is enjoyed by all employees who are confirmed in the post/service/cadre of entry or who have been promoted to a higher post, declared as having completed the probation where it is prescribed. It is also available to those who have been promoted on regular basis to a higher post where no probation is prescribed under the rules, as the case may be.

3.1.2 The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service.

[\(DOPT's O.M. No. 18011/1/86-Estt \(D\) dated 28.03.1998\)](#)

3.2 Lien on a post

A Government servant who has acquired a lien on a post retains a lien on that post-

- (a) while performing the duties of that post;
- (b) while on foreign service, or holding a temporary post or officiating in another post;

- (c) during joining time on transfer to another post; unless is he is transferred substantively to a post on lower pay, in which case his lien is transferred the new post from the date on which he is relieved of his duties in the old post;
- (d) while on leave; and
- (e) while under suspension.

A Government servant on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.

3.3 Retention of lien for appointment in another Central Government office/State Government

- (i) A permanent Government servant appointed in another Central Government Department/Office/ State Government, has to resign from his parent department unless he reverts to that department within a period of 2 years, or 3 years in unless he exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
- (ii) The exceptional cases may be when the Government servant is not confirmed in the department/office where he has joined within a period of 2 years. In such cases he may be permitted to retain the lien in the parent department/ office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.
- (iii) Timely action should be taken to ensure extension/ reversion/ resignation of the employees to their parent cadres on completion of the prescribed period of 2/3 years. In cases, where employees do not respond to instructions, suitable action should be initiated against them for violating the agreement/ undertaking given by them as per (i) and (ii) above and for termination of their lien. Adequate opportunity may, however, be given to the officer prior to such consideration.
- (iv) Temporary Government servants will be required to sever connections with the Government in case of their selection for outside posts. No lien will be retained in such cases.

(DOPT O.M. No. 8/4/70-Estt(C) dated 06.03.1974)

3.4 Termination of Lien

3.4.1 A Government servant's lien on a post may in no circumstances be terminated even with his consent if the result will be to leave him without a lien upon a permanent post. Unless his lien is transferred, a Government servant holding substantively a permanent post retains lien on that post. It will not be correct to deny a Government servant lien to a post he was holding substantively on the plea that he had not requested for retention of lien while submitting his Technical Resignation, or to relieve such a Government servant with a condition on that no lien will be retained.

3.4.2 A Government employee's lien on a post shall stand terminated on his acquiring a lien on a permanent post (whether under the Central Government or a State Government) outside the cadre on which he is borne.

3.4.3 No lien shall be retained:

- a. where a Government servant has proceeded on immediate absorption basis to a post or service outside his service/ cadre/ post in the Government from the date of absorption; and

- b. on foreign service/ deputation beyond the maximum limit admissible under the orders of the Government issued from time to time.

[\(Notification No. 28020/1/96-Estt\(C\) dated 09.02.1998\)](#)

3.5 Transfer of Lien

The lien of a Government servant, who is not performing the duties of the post to which the lien pertains, can be transferred to another post in the same cadre subject to the provisions of Fundamental Rule 15.

[\(Notification No. 28020/1/96-Estt\(C\) dated 09.02.1998\)](#)

3.6 Joining Time, Joining Time Pay & Travelling Allowance

Provisions relating to joining time are as follows:

3.6.1 For appointment to posts under the Central Government on results of a competition and/or interview open to Government servants and others, Central Government employees and permanent/ provisionally permanent State Government employees will be entitled to joining time under the CCS(Joining Time) Rules, 1979. Joining time will be included as qualifying service in the new job.

3.6.2 A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He will also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances like House Rent Allowance as applicable to the old station from which he was transferred. He shall not be allowed Conveyance Allowance or permanent Travelling Allowance.

3.6.3 For appointments to posts under the Central Government on the basis of results of a competition and /or interview open to Government servants and others, Central Government employees and permanent/ provisionally permanent State Government employees shall be entitled to Transfer Travelling Allowance(TTA). However, temporary Central Government employees with less than 3 years of regular continuous service would not be entitled for TTA, as they are not entitled for joining time pay under Joining Time Rules.

4. All Ministries/ Departments are requested to bring the instructions/ guidelines to the notice of all concerned.

5. In case any reference to the relevant OM is required, the same may be accessed by clicking the hyperlink given below:

	OM No.	Subject
1	28020/1/2010-Estt.(C) dt. 17/08/2016	Technical Resignation and Lien - Consolidated guidelines.
2	28020/1/2010-Estt(C) dt. 26/12/2013	Consolidated Instructions on Technical Resignation and Lien - regarding
3	28020/1/96-Estt(C) dt. 09/02/1998	Notification on Lien
4	28016/5/85-Estt(C) dt. 31/01/1986	Appointment of Central Government servants in the Central Public Enterprises on immediate absorption basis-terms and conditions of.
5	28015/2/80-Estt(C) dt. 22/07/1980	Forwarding of applications of Government Servants working in a Department/Offices of the Central Govt. question regarding the retention of lien in this parent Department.

6	8/4/70-Estt(C) dt. 06/03/1974	Forwarding of application of Central Government Servants for posts under the State Government procedure for.
7	60/37/63-Estt(A) dt. 14/07/1967	Forwarding of applications of Government servants working in a Department/Office of the Central Government to posts in other Central Government Department/Offices-question regarding the retention of lien in the parent department.
8	4-(3)-E-IV/A/63 dt. 01/10/1963	Termination of Lien of permanent Government servants on foreign service in the event of their permanent absorption under the foreign employer.
