



Indian Council of Agricultural Research
Krishi Bhawan, New Delhi – 110 114

F.No.14(1)/2008-Estt.I

Dated: June 8, 2011

To

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

Sub: Revised Recruitment Rules for the administrative posts – reg.

Sir / Madam,

The revised Recruitment Rules for the following posts as approved by the Competent Authority are hereby notified with immediate effect for the information, guidance and necessary action of all concerned:

1. Lower Division Clerk
2. Stenographer Grade III

Yours faithfully,

(K.N. Choudhary)
Under Secretary (Admn.)
Tel.: 23386978

Encl: As above

Copy to:-

1. All Officers/Sections of ICAR (including ASRB) at KB / KAB –I/II / NASC Complex.
2. Secretary (Staff Side), CJSC, ICAR.
3. Secretary (Staff Side), HJSC, ICAR.
4. Media Unit, ICAR, for placing this letter on Council's website.
5. Guard file / Spare Copies (10).

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

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK IN ICAR SYSTEM

1.	Name of the post	<i>Lower Division Clerk</i>
2.	Classification	<i>Administrative Group 'C'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-1, Rs. 5200-20200 +Grade Pay of Rs. 1900/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Non-selection</i>
5.	Age limit for direct recruitment	<i>18-27 years</i>
6.	Educational & other qualifications required for direct recruitment	<i>(i) 12th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Yes, to the extent indicated in Col.9</i>
8.	Period of Probation, if any.	<i>Two Years.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>(i) 85% of vacancies by direct recruitment through open competitive examination conducted by ICAR Hqrs/ ICAR Institutes. LDCs from the Central Government/ State Government Departments desiring transfer can also be appointed against the vacancies meant for direct recruitment. (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the 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. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). Candidates who pass the written</i>

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		<p><i>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.</i></p> <p><i>Note: If more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</i></p> <p><i>(iii) 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.</i></p>								
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>As explained in Col.9 above.</i>								
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td><i>Under Secretary (Admn.), ICAR</i></td> <td><i>Chairman</i></td> </tr> <tr> <td><i>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</i></td> <td><i>Member</i></td> </tr> <tr> <td><i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</i></td> <td><i>Member</i></td> </tr> <tr> <td><i>An Outside Expert</i></td> <td><i>Member</i></td> </tr> </table>	<i>Under Secretary (Admn.), ICAR</i>	<i>Chairman</i>	<i>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</i>	<i>Member</i>	<i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</i>	<i>Member</i>	<i>An Outside Expert</i>	<i>Member</i>
<i>Under Secretary (Admn.), ICAR</i>	<i>Chairman</i>									
<i>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</i>	<i>Member</i>									
<i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</i>	<i>Member</i>									
<i>An Outside Expert</i>	<i>Member</i>									

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		<i>nominated by Director (Admn.)</i>	
		<i>Concerned Section Officer</i>	<i>Member Secretary</i>
		<i>AT THE ICAR RESEARCH INSTITUTES</i>	
		<i>Head of Division / CAO / SAO /Sr. Scientist nominated by Director</i>	<i>Chairman</i>
		<i>AO/ Any other officer of equivalent status nominated by Director</i>	<i>Member</i>
		<i>An Officer not lower in status than Class-I belonging to SC/ST community nominated by Director</i>	<i>Member</i>
		<i>An Outside Expert nominated by Director</i>	<i>Member</i>
		<i>AAO / Any other officer of equivalent status nominated by Director</i>	<i>Member - Secretary</i>
12.	Remarks	<p>i. <i>Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</i></p> <p>ii. <i>Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i></p>	

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RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE III IN ICAR SYSTEM

1.	Name of the post	<i>Stenographer Gr.III</i>
2.	Classification	<i>Administrative Group 'C'</i>
3.	Pay Band and Grade Pay/ Pay Scale	<i>Pay Band-1, Rs. 5200-20200 +Grade Pay of Rs. 2400/-.</i>
4.	Whether Selection Post or Non-selection Post	<i>Not applicable</i>
5.	Age limit for direct recruitment	<i>18-27 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category]</i>
6.	Educational & other qualifications required for direct recruitment	<i>Educational – 12th Class pass or equivalent from a recognized Board or University. <u>Professional efficiency</u> The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter 65 minutes on computer.</i>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	<i>Not applicable</i>
8.	Period of Probation, if any.	<i>Two years.</i>
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	<i>100% by Direct recruitment through open competitive examination conducted by ICAR Hqrs/ICAR Institutes. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from the ICAR Institutes: i. holding analogous posts on regular basis and possessing the qualification as prescribed for direct recruitment at Col.6.</i>

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		<i>ii. failing which by officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruitment at Col.6.</i>
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	<i>In case of deputation, Stenographer Grade-III in the Pay Band-I, Rs.5200-20200 + Grade Pay of Rs.2400/-.</i>
11.	If a Departmental Promotion Committee exists what is its composition.	<i>Not applicable</i>
12.	Remarks	<i>i. Relaxation in upper age shall be allowed to Scheduled Caste / Scheduled Tribe / OBC and any other category as per the instructions issued by the Government of India time to time. ii. Reservation for SC, ST & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</i>

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