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29/07/19

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI ANUSANDHAN BHAVAN-II, PUSA
NEW DELHI-110 012

F.No. F.S./1/9/2017-IA-VI

Dated : 23.07.2019

To

~~The Director~~
Central Institute of Fisheries Education,
Panch Marg, Off Yari Road, Andheri West,
Mumbai-400061 (MH)

SAO
28/7/19

Sub: Filling up of vacant posts of Lower Division Clerk (Direct)- CIFE, Mumbai- reg.

Ref: (i) Institute letter No. 18(3)2016/Estt./1338 dated 24.08.2017.
(ii) Institute letter No. 18(3)2016/Estt./1734 dated 26.09.2017.
(iii) Institute e-mail letter dated 23/08/2018.

Sir,

I am directed to refer to your office letter(s) on the subject cited above and to inform you that the matter has been examined in the Council in consultation with the Administration and the Internal Finance Division and it has been requested to examine the matter in the light of instructions contained *vide* Council's Office Memorandum. Admn.F.No. 14-2 I 2017 - Estt.I (R&P) Dated: 7th March, 2019 which *inter-alia* quotes that "In order to create better promotional avenues for the SSS in the system, there shall be no Direct Recruitment against the post of LDC henceforth. The existing 85% DR quota shall stand distributed amongst the modes of 'Promotion' and 'LDCE' quota. The enhanced revised quota under the two modes of promotion and LDCE, for filling up the post of LDC, shall be 70% and 30% respectively" (copy enclosed).

You are requested to take the action accordingly.

Yours faithfully,

Dinesh
23.7.19
(Dinesh Nagpal)



भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१

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

Admn.F.No. 14-2/2017- Estt.I (R&P)

Dated: 7th March, 2019

Office Memorandum

Subject: Review of the position of Skilled Supporting Staff (SSS) in ICAR System – reg.

I am hereby directed to convey that a Committee under the Chairmanship of the then SS(D) & Secretary, ICAR was constituted for reviewing the position of Skilled Supporting Staff (SSS) in ICAR system in compliance to the decision of the Governing Body taken in its 239th meeting held on 14th of February, 2017 vide Council's O.O. Admn.33(15)/2014-Estt.I dated 15.06.2017. The Committee held a series of meetings and deliberated upon the issue in detail. It also obtained the desired inputs from ICAR Institutes/stakeholders in drawing up its findings. After comprehensive review and analysis of the issue, the Committee submitted its report to Secretary (DARE) & DG, ICAR on 08th of October, 2018. The recommendations of the Committee have been examined in the Council and approval of the Competent Authority is as under: -

1. The existing sanctioned strength of the post of LDC in ICAR stands frozen. This post shall be phased out gradually on the basis of periodic review, i.e., after every three years or reduction in the overall number by 10% of the existing sanctioned strength every year as is decided.
2. The number of posts of Skilled Supporting Staff (SSS) shall be targeted to be filled up to a level at 50% of the existing sanctioned strength, which is 7984, over a period of time in view of long established functional requirement (including those related to work in Labs and Farms) of this group of staff in the institutes. This, however, will not preclude the Institutes from outsourcing their non-core and routine functions to a reasonable extent. No new recruitment, by way of Direct Recruitment, shall be held henceforth; except by regularisation of eligible CLTS available in the system as on the date of issue of this OM on the post of SSS. This in no case shall be carried out in excess of the revised cadre strength. The institute-wise break-up of sanctioned strength shall be conveyed separately.


07/03/19

3. In order to create better promotional avenues for the SSS in the system, there shall be no Direct Recruitment against the post of LDC henceforth. The existing 85% DR quota shall stand distributed amongst the modes of 'Promotion' and 'LDCE' quota. The enhanced revised quota under the two modes of Promotion and LDCE, for filling up the post of LDC, shall be 70% and 30% respectively.
4. The minimum educational qualification for appointment in the grade of LDC in ICAR shall be 10+2 or equivalent.
5. The recruitment rules of the posts of LDC and SSS in ICAR shall stand modified to this extent with immediate effect.
6. For enhancing the qualifications/upskilling of the existing SSS in the ICAR System actions will be taken as detailed in Annexure to this OM.

This issues with the approval of the Competent Authority.



(Ravi Chauhan)
Under Secretary (Admn.)

Distribution:

1. Directors of all ICAR Institutes/NRCs/Directorates/Bureaux
2. ADG(HRM)/Director (Admn.), ICAR Hqrs.

Copy for information to: -

1. All DDGs/ADGs, ICAR Hqrs.
2. PSO to Secretary(D) & DG, ICAR/Sr. PPS to Secretary (D) & Secretary, ICAR/Sr. PPS to AS & FA (DARE & ICAR).
3. Director/Deputy Secretaries in all Subject Matter Divisions, ICAR Hqrs.
4. Secretary (SS), CJSC, IISWC, Dehradun / Secretary (SS), HJSC, ICAR Hqrs.
5. M&I Unit, DKMA for uploading on ICAR Website.
6. E-office Notice Board - Please download copy of this O.M. as per requirement as it is not being distributed separately.

ANNEXURE

Opportunities for enhancing qualification/skills for the existing SSS: -

- The SSS shall be given opportunities to enhance their educational qualifications/upskilling by doing the vocational and other courses through the National Institute of Open Schooling (NIOS) or other such institutions.
- The SSS shall be imparted specialized training relevant for ICAR/ ICAR Institutes. After completion of the training, which may be residential for at least six months and being subject to final examination (written), they may be awarded certificates/ diplomas which will be declared equivalent to Matriculation or plus 2. The Deemed-to-Be-Universities of ICAR, in consultation with ICAR Institutes, shall devise specialised courses for various functional requirements. As there are 04 Deemed-to-be Universities, there may be no requirement for seeking any external approval for such courses and recognition thereof.
- The HRM Division at ICAR Hqrs. shall make a policy for upgradation of the skills of SSS, in terms of the HRM policy of ICAR which was issued on 20th February, 2018, for organising the training programmes of six months' duration.
- Regional/Zonal training programmes (Residential/ Day/ Distance) may be organized by ICAR Institutes like NAARM/ IVRI/ IARI/ NDRI/ CIFE etc. having the desired expertise, for which expenses shall be borne by ICAR. Admissible Leave may be granted to the interested existing SSS who choose to join these training programmes for enhancing their qualifications/training.
- The SSS who are presently serving and those who will be periodically joining in the cadre as per the reduced strength shall be provided opportunity to acquire relevant skills for supporting the core activities of the respective institutions.

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(Annexure to OM No. 14-2/2017- Estt.I (R&P) Dated: 7th March, 2019)



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

Encl: As above

Yours faithfully,

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

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>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> <p>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.</p> <p>(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.</p>								
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As explained in Col.9 above.								
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td>Under Secretary (Admn.), ICAR</td> <td>Chairman</td> </tr> <tr> <td>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</td> <td>Member</td> </tr> <tr> <td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</td> <td>Member</td> </tr> <tr> <td>An Outside Expert</td> <td>Member</td> </tr> </table>	Under Secretary (Admn.), ICAR	Chairman	One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member	An Outside Expert	Member
Under Secretary (Admn.), ICAR	Chairman									
One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)	Member									
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)	Member									
An Outside Expert	Member									

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		<p><i>nominated by</i></p> <p><i>Director (Admn.)</i></p>	
		<i>Concerned Section Officer</i>	<i>Member Secretary</i>
		AT THE ICAR RESEARCH INSTITUTES	
		<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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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No. 14(1)/2009-Estt.I

Dated the 6th December, 2012

To

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

Subject: Revised Recruitment Rules for the post of Assistant in ICAR - reg.

Sir,

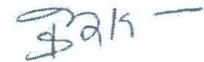
Reference ICAR letter of even number dated 02.07.2010 circulating therewith the recruitment rules for various administrative cadre posts including Assistants and subsequent amendments carried out vide ICAR Office Order No. 14(1)/2010-Estt.I dated 21.10.2010. The recruitment rules for the post of Assistants of ICAR Institutes have further been modified with the approval of Governing Body of ICAR in its 225th meeting held on 06.11.2012.

The revised and updated recruitment rules for the post of Assistants of ICAR Institutes and ICAR Headquarters are hereby notified for the information, guidance and necessary action of all concerned.

Further, the recruitment rules circulated vide ICAR letter of even number dated 04.12.2012 stands withdrawn.

A copy of this letter has also been uploaded at ICAR website (www.icar.org.in).

Yours faithfully,



(K.N. Choudhary)

Deputy Secretary (Admn.)

Encl.: As above

Copy for information to:

1. All Directors / Deputy Secretaries / Secretary, ASRB / COE, ASRB / Under Secretaries, ICAR at Krishi Bhavan / Krishi Anusandhan Bhavan I & II, Pusa, New Delhi.
2. Sr. PPS to DG, ICAR / PPS to Chairman, ASRB / PPS to Secretary, ICAR/PS to FA, DARE/ICAR
3. All subject matter divisions of ICAR
4. Secretary (SS), CJSC, Hyderabad
5. Secretary (SS), HJSC, ICAR, Krishi Bhavan, New Delhi
- ✓ 6. Media Unit, ICAR with the request to upload RRs on the ICAR website.
7. Guard File / Spare Copies

RECRUITMENT RULES FOR THE POST OF ASSISTANT AT ICAR INSTITUTES

1.	Name of the post	Assistant
2.	Classification	Administrative Group 'B' Non-Gazetted
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/-
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	20-27 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).
6.	Educational & other qualifications required for direct recruitment	A Bachelor's degree from a recognized university.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	Two years
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) 50% by promotion from the Upper Division Clerks (UDCs) of the respective ICAR Institutes having at least 10 years regular service in the grade on the recommendations of the Departmental Promotion Committee. (ii) 25% by Limited Departmental Competitive Examination confined to the UDCs of the respective Institutes who have completed 06 years regular service as on 1 st January, if the exam is notified in the first half of the calendar year and 1 st July, if the exam is notified in the second half of the calendar year. (iii) 25% by direct recruitment on the basis of open competitive examination.
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	Upper Division Clerks in PB-1 (Rs.5200-20200) + Grade pay of Rs.2400.

Ba/s
06/12/2012

11.	If a Departmental Promotion Committee exists what is its composition.	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 AO nominated by the Director of the respective institute.	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 AO nominated by the Director of the respective institute.	Member
		AO (in absence of such officer, an officer of equivalent status nominated by the Director of the respective institute.)	Member Secy.
12	Remarks	-	

Handwritten: 20/5
06/12/2012