



फा.सं. 1-104/12/ई-आई(एस)/154-164

दिनांक 25 जून, 2023

परिपत्र

विषय : आईसीएआर में सहायक वित्त एवं लेखा अधिकारी के पद की पात्रता के लिए सीमित विभागीय लेखा परीक्षा (एलडीए और ए परीक्षा)-2023 आयोजित करने बारे।

यह सूचित किया जाता है कि अधिसूचना संख्या प्रशा. 16-2/2023-आरएडपी दिनांक 15.06.2023 से भारतीय कृषि अनुसंधान परिषद ने सहायक वित्त एवं लेखा अधिकारी, पे मैट्रिक्स 44900-142400 में लेवल - 7 (पूर्व संशोधित वेतन मान पीबी2 9300-34800 रुपये + 4600 रुपये ग्रेड पे) के रिक्त पदों को भरने के लिए पात्रता हेतु स्कीम, पाठ्यविवरण तथा पद के भर्ती नियमों के प्रावधानों के अनुसार सीमित विभागीय लेखा परीक्षा (एलडीए एंड परीक्षा)-2023 के लिए आवेदन आमंत्रित किए हैं। ऊपर उद्धृत परीक्षा अनंतिम रूप से वर्ष 2023 के दूसरे उत्तरार्ध में प्रस्तावित है।

भारतीय कृषि अनुसंधान परिषद की लेखा परीक्षा (एलडीए और ए परीक्षा)-2023 में प्रवेश के लिए सभी सहायक/ निजी सहायक (पी.ए)/ प्रवर श्रेणी लिपिक(यू.डी.सी)/ आशुलिपिक(स्टेनो) ग्रेड डी/ अवर श्रेणी लिपिक(एल.डी.सी) जिन्होंने 01 जनवरी, 2023 तक पे लेवल-2 या उससे ऊपर के ग्रेड में 3 वर्ष की नियमित सेवा पूरी कर ली है तथा अपनी परीवीक्षा (जहां भी लागू हो) सफलतापूर्वक पूरी कर ली है तथा मान्यता प्राप्त विश्वविद्यालय से स्नातक की डिग्री प्राप्त है, आवेदन कर सकते हैं। उक्त परीक्षा में उपस्थित होने के लिए उम्मीदवारों/कर्मचारियों के लिए कोई उम्र सीमा नहीं है। इसके अलावा, उपरोक्त परीक्षा के आवेदन पत्र, नियम, स्कीम, पाठ्यविवरण एवं सहायक वित्त एवं लेखा अधिकारी के पद के भर्ती नियमों के लिए संलग्न उपरोक्त अधिसूचना का अवलोकन किया जा सकता है।

निवेदन है कि परीक्षा संबंधी उपरोक्त अधिसूचना को स्टेशन/प्रभाग/अनुभाग में कार्यरत पात्र तथा रुचि रखने वाले उम्मीदवारों/कर्मचारियों (यदि कोई है) सूचनार्थ हेतु परिचालित किया जाए जिससे कि वह अंतिम समय में परेशानियों से बचने के लिए अधिसूचना में संलग्न निर्धारित प्रपत्र पर आवेदन को उचित माध्यम से वरिष्ठ प्रशासनिक अधिकारी, स्थापना-3 (एम) अनुभाग, भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान, करनाल-132001 (हरियाणा) को समय से भेज सकें क्योंकि उन आवेदनों को प्रशासन द्वारा आवेदकों के सेवा संबंधी व्यौरों को अनुलग्नक-1 के अनुसार प्रमाणन/सत्यापन के साथ अवर सचिव (आरएनपी), कमरा नं. 3ए-5, आईसीएआर मुख्यालय, नई दिल्ली को 14 जुलाई, 2023 (सायं 5 बजे) (अधिसूचना जारी होने की तिथि से 30 दिनों के अंदर) तक भेजना होगा।

यदि दक्षके(एस.आर.एस) और पूक्षके (ई.आर.एस) के कर्मचारारियों द्वारा आवेदन किया जाता है तो उनके संबंधित अध्यक्षों द्वारा उनके आवेदनों का फॉर्मेट के अनुसार सत्यापन करेंगे तथा सभी पहलुओं में विधिवत पूर्ण आवेदनों को अधोहस्ताक्षरी को प्रेषित करेंगे।

(गजानन्द यादव)

वरिष्ठ प्रशासनिक अधिकारी

संलग्न: उपरोक्त अनुसार

वितरण :-

1. सभी प्रभागाध्यक्ष/अनुभाग प्रभारी, भाकृअनुप-राडेअनुसं, करनाल।
2. संयुक्त निदेशक (अनुसंधान), भाकृअनुप-राडेअनुसं, करनाल।
3. संयुक्त निदेशक (शैक्षणिक), भाकृअनुप-राडेअनुसं, करनाल।
4. संयुक्त निदेशक (प्रशासन) एवं वरिष्ठ कुलसचिव, भाकृअनुप-राडेअनुसं, करनाल।
5. नियंत्रक/वरिष्ठ वित्त एवं लेखाधिकारी, भाकृअनुप-राडेअनुसं, करनाल।
6. अध्यक्ष, दक्षेके/पूक्षेके- भाकृअनुप-राडेअनुसं, बेंगलुरु/कल्याणी।
7. मुख्य प्रशासनिक अधिकारी/सभी वरि.प्रशा.अधि./ सभी प्रशा.अधि./ सभी सहा.प्रशा.अधि., भाकृअनुप-राडेअनुसं, करनाल।
8. डीडीओ, नकदी एवं देयक अनुभाग- I, II एवं III, भाकृअनुप-राडेअनुसं, करनाल।
9. सप्रअ, स्थापना-V (समन्वय)/पेंशन अनुभाग, भाकृअनुप-राडेअनुसं, करनाल।
10. निदेशक के प्रधान निजी सचिव को निदेशक, भाकृअनुप-राडेअनुसं, करनाल के सूचनार्थ।
11. प्रभारी, कंप्यूटर केंद्र, राडेअनुसं, करनाल को ई-ऑफिस नोटिस बोर्ड व संस्थान की वेबसाइट पर अपलोडिंग हेतु।
12. गार्ड फाइल।



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद विश्वविद्यालय)
ICAR-National Dairy Research Institute (Deemed University)
करनाल, हरियाणा (भारत). पिन-132001.
Karnal, Haryana (India). PIN-132001



(स्थापना अनुभाग-एक / Establishment Section-I)

F.No. 1-104/12/E-I(S)/154-164

Dated: 22 June, 2023

CIRCULAR

Sub: Conducting Limited Departmental Audit & Accounts Examination (LDA&A Exam.)- 2023 for eligibility to the post of Assistant Finance and Account Officer in ICAR-reg.

It is to inform that Council vide Notification vide F.No.Admn.16-2/2023-R&P dated 15th June, 2023 has invited applications for Limited Departmental Audit & Accounts Examination (LDA&A Exam.)- 2023 for eligibility for filling up of the vacant posts of Assistant Finance and Account Officer(AF&AO) in Level-7 of Pay Matrix of Rs. 44900-142400 (Pre-revised pay scale of PB-2 Rs. 9300-34800 +GP Rs. 4600) in ICAR as per provisions of the scheme, syllabus and recruitment rules of the post. The said examination is proposed to be held tentatively in the second half of the year 2023.

The admission to the said ICAR Audit & Accounts Examination -2023 will be open to the Assistants/PAs/UDCs/Stenographer Gr. D/LDCs who must have put in three year's regular service in the grade of Pay Level-2 & above as on 1st January, 2023, completed probation successfully (wherever applicable) and possessing Bachelor's degree from recognized University. **There is NO age limit for the candidates/employees to appear in the said exam.** Further, the above said notification attached herewith may be perused for Application Form, Rules/Scheme/Syllabus for the said examination and Recruitment rules for the post AF&AO.

It is requested that the above notification of the examination may please be circulated amongst the eligible and interested candidates/employees, if any, working in your Station/Division/Section for information to enable them to apply for the same in the prescribed application form attached in notification through proper channel so as to reach the Sr. Admn. Officer, E-III(M) Section, ICAR-National Dairy Research Institute, Karnal-132001 (Haryana) timely in order to avoid last minute hassles as these applications have to be sent to the Under Secretary (R&P), Room No. 3A-5, ICAR Hqrs., Krishi Bhawan, New Delhi latest by 14th July 2023 (upto 5.00PM) (i.e. within a period of 30 days from the date of notification) alongwith with certification/verification of service particulars by administration as per Annexure -I.

In case of applications submitted by employees of SRS & ERS, respective heads will verify the applications as per format and will forward the applications duly completed in all aspects to the undersigned.


(Gajanan Yadav)
Sr. Admn. Officer

Encl: As above.

Distribution:-

1. All Heads of Division/Section Incharges, ICAR-NDRI, Karnal.
2. The Joint Director (Research), ICAR-NDRI, Karnal.
3. The Joint Director (Academics), ICAR-NDRI, Karnal.
4. The Joint Director (Admn.) cum Sr. Registrar, ICAR-NDRI, Karnal.
5. The Comptroller/Sr. FAO, ICAR-NDRI, Karnal.
6. The Head , SRS/ERS-ICAR-NDRI, Bangalore/ Kalyani.
7. Chief Admn. Officer/SAOs/AOs/AAOs, ICAR-NDRI, Karnal.
8. The DDO, C&B Section-I,II&III, ICAR-NDRI, Karnal.
9. The AAO, E.V (Coord.)/ Pension Section, ICAR-NDRI, Karnal.
10. PPS to the Director, ICAR NDRI, Karnal for kind information of the Director.
11. Incharge Computer Centre with the request to kindly upload the same on e- office Notice Board & Institute's website.
12. Guard File.



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

F.No.Admn.16-2/2023-R&P

Date: 15th June, 2023

To,

The Directors/Project Directors/Project Coordinators of all Institutes/
National Research Centres & Bureaux/ATARIs/PDs under ICAR.

**Subject: Conducting Limited Departmental Audit & Accounts
Examination (LDA&A Exam.)-2023 for eligibility to the post of
Assistant Finance & Account Officer in ICAR – reg.**

Sir/Madam,

It has been decided to conduct Limited Departmental Audit & Accounts Examination for eligibility to the post of Assistant Finance & Account Officer in ICAR as per provisions of the scheme, syllabus and recruitment rules of the post tentatively in the second half of the year 2023. The Scheme & Syllabus for LDA&A Examination for eligibility to the post of AF&AO in ICAR has been issued vide Council's O.M. No.Admn.10-2/2021 – R&P dated 6th July, 2022 which is available on ICAR website www.icar.org.in.

2. The notification of the examination may kindly be brought to the notice of all concerned. The applications of all the candidates/employees who are eligible in terms of the rules and interested in taking the aforementioned examination may be obtained in the enclosed proforma (Annexure – I) and sent to **The Under Secretary (R&P), Room No. 3A-5, ICAR Hqrs., Krishi Bhawan, New Delhi** duly verified in the prescribed format through their respective Establishment Sections latest by **14th July, 2023 (upto 5.00 PM)**. It is also requested that the soft copies of the applications of all the candidates/employees of the Institute/Unit may be sent on the email ID: Rectt&policy@icar.gov.in.

3. The last date for receipt of applications from the Institutes/Units located in the Andaman & Nicobar Islands, Lakshdeep, Minicoy and Amindivi Islands, States/Union Territories of the North-Eastern Region, Ladakh Division of J&K State, Sikkim, Pangi, Sub-division of Chamba, Lahaul and Spiti Districts of Himachal Pradesh will be **31st July, 2023 (upto 5.00 PM)**. It may also be noted that the applications may kindly be sent to the Council after consolidating from their Regional Stations/Units located in different parts of the Country. The

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application of the candidates received after the expiry of the above date will not be entertained under any circumstances. Further, it is also informed that incomplete applications will summarily be rejected.

4. It may be informed to the candidates/employees that the application or advance copy of the application may not be sent to the Council directly as the same will not be entertained and treated rejected.

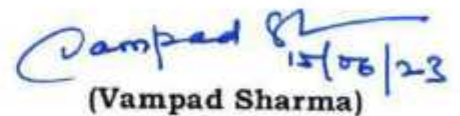
5. The Roll Number, Schedule, Centre/Venue and exact date/time of the examination will be intimated to all the concerned/candidates in due course.

6. It may be made clear that the ICAR Hqrs. will not supply/provide any cyclostyled lecture notes/training material etc. to the candidates of this Examination as well as Institutes of the Council. Hence, no request in this regard may be referred to the Council. However, the decision to conduct training prior to examination is left to the Institutes which may conduct the same as per their requirement prior to the examination. Institutes may arrange a pre-examination training of approx. 20 Hours (45 minutes class for 26 sessions – 5 working days), for Paper III & V, however, the pre-examination training will not be a pre-requisite for conduct of examination.

7. The calculators/mobile phones/electronic items/smart watch will not be allowed in the Examination Hall. The candidates of the examination are required to carry official Identity Card (in original) at the time of the examination.

8. Necessary instructions have already been notified through Standard Operating Procedure (SOP) for conducting Limited Departmental Competitive Examinations (LDCEs) in ICAR vide Council's O.M. No.Admn.16-2/2023 – R&P dated 27th March, 2023 for the information, guidance, compliance and necessary action to all concerned.

Yours faithfully,


15/06/23

(Vampad Sharma)

Deputy Secretary (Admn.)

Copy with enclosure forwarded for information & necessary action to:

1. Section Officer, Estt-II/III Sections, ICAR – with the request that a copy of the Notice may be brought to the notice of the eligible Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs who are on long leave or on deputation to other departments.

2. The employees desirous of appearing in the Limited Departmental Audit & Accounts Examination may submit their applications in the prescribed proforma (Annexure – I) to The Under Secretary (Admn.), ICAR Hqrs. latest by **14th July, 2023 (upto 5.00 PM)**.
3. Joint Secretary/Director/Deputy Secretary/Deputy Director (Finance)/ Under Secretary, ICAR/ASRB.
4. PSO to DG, ICAR/ Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR / PPS to Chairman, ASRB/PS to Secretary, ASRB.
5. All subject matter Divisions (SMDs), ICAR
6. All Officers & Staff of ICAR.
7. E-office dash-board/notice board website for information of all concerned.
8. Media Unit, ICAR with the request to upload this Notice on the ICAR website.
9. Guard file/ spare copies.

Completed
15/06/23



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

F.No.Admn.16-2/2023-R&P

Date: 15th June, 2023

NOTICE

Limited Departmental Audit & Accounts Examination-2023
for eligibility to the post of Assistant Finance & Account Officer in ICAR

A Limited Departmental Competitive Examination for eligibility for filling up of the vacant posts of Assistant Finance & Account Officer in Level-7 of the Pay Matrix of Rs.44900-142400 (Pre-revised pay scale of PB-2 Rs.9300-34800 + GP Rs.4600) in ICAR is proposed to be held in accordance with the rules of the Examination issued vide Council's O.M. No.Admn.10-2/2021 -R&P dated 6th June, 2022 and recruitment rules issued vide Council's O.M./Notification No.Admn.11-2/2022-R&P dated 7th June, 2023.

2. The admission to the ICAR Audit & Accounts Examination – 2023 will be open to the Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs who must have put in three years' regular service in the grade of Pay Level – 2 & above as on 1st January, 2023, completed probation successfully (wherever applicable) and possessing Bachelor's degree from recognized University. **There is NO age limit for the candidates / employees to appear in the said exam.**

3. The aggregate qualifying marks in the examination shall be an average 50% with not less than 45% in each paper. 5% relaxation will be provided to SC/ST/Divyangjan category candidates. The aggregate qualifying marks for these reserved categories will be 45% with not less than 40% in each paper. No exemption in any question paper qualified in the previous years shall be allowed for the subsequent years.

4. The Application Form, the Rules/Scheme/Syllabus for the Limited Departmental Audit & Accounts Examination and Recruitment Rules for the post of Assistant Finance & Accounts Officer (AF&AO) are attached herewith as **Annexure-I, Annexure-II & Annexure-III** respectively both in English and Hindi versions. English version shall be treated as authentic version for the purpose of interpretation, in case of any dispute.

5. Interested Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs in the ICAR who are eligible to appear in the aforesaid examination may submit their applications in the prescribed application form **(Annexure-I)** through proper channel so as to reach the undersigned latest by **14th July, 2023 (upto 5.00 PM)** [i.e. within a period of 30 days from the date of notification].

6. The last date for receipt of applications from the Institutes/Units located in the Andaman & Nicobar Islands, Lakshdeep, Minicoy and Amindivi Islands, States/Union Territories of the North-Eastern Region, Ladakh Division of J&K State, Sikkim, Pangi, Sub-division of Chamba, Lahaul and Spiti Districts of Himachal Pradesh will be **31st July, 2023 (upto 5.00 PM)**. (29th & 30th July, 2023 being Holidays) (i.e. within a period of 45 days from the date of notification).

7. Incomplete application or application received after the due date shall not be considered under any circumstances and is liable to be rejected.

8. The schedule, venue and exact date/time of the examination will be intimated to the candidates in due course of time.


15.06.2023
(N.K. Sarvang)
Under Secretary (R&P)

Distribution:

1. The Director of all the ICAR Institutes/NRCs/Bureaux/ATARIs - for bringing the notification to the notice of eligible Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs of the concerned Institutes/Units.
2. Secretary, ASRB/DS(ASRB) - for bringing the notification to the notice of eligible Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs of ICAR posted to work at ASRB.
3. Section Officer, Estt-II Section, ICAR - with the request that a copy of the Notice may be brought to the notice of the eligible Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs who are on long leave or on deputation to other departments.
4. Joint Secretary/Director/Deputy Secretary/Deputy Director (Finance)/ Under Secretary, ICAR/ASRB.
5. PSO to DG, ICAR/ Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR / PPS to Chairman, ASRB/PS to Secretary, ASRB.
6. All subject matter Divisions (SMDs), ICAR
7. All Officers & Staff of ICAR.
8. E-office dash-board/notice board website for information of all concerned.
9. Media Unit, ICAR with the request to upload this Notice on the ICAR website.

Note: Please download the copies of this Notice as per requirement, as it is not being distributed separately.



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

APPLICATION FORM

For official use only	
Roll No	
Centre Allotted	

(To be filled in by the candidate in his/her own handwriting in capital letters)

1.	NAME IN BLOCK LETTERS	
2.	DESIGNATION	
3.	ICAR EMPLOYEE ID NO.	
4.	PRESENT PAY LEVEL (AS PER 7 TH CPC)	
5.	EDUCATION QUALIFICATION	
6.	DATE & DESIGNATION OF JOINING IN ICAR	
7.	STATE ELIGIBILITY (Whether completes minimum three years' regular service as Assistant/ PA/ UDC/ Stenographer Gr. D/ LDC, in the grade of Pay Level - 2 & above as on 1 st January, 2023)	

8.	FATHER's/HUSBAND's NAME	
9.	DATE OF BIRTH (DD-MM-YYYY)	
10.	CATEGORY TO WHICH BELONGS (SC/ST/PwBD/UR)	
11.	NAME & ADDRESS OF THE INSTITUTE/HQRS.	
12.	WHETHER COMPLETED PROBATION SUCESSFULLY (WHEREVER APPLICABLE)	
13.	OPTION FOR MEDIUM OF EXAMINATION (WRITE IN WORDS 'HINDI' OR 'ENGLISH')*	
14.	ANY OTHER RELEVANT INFORMATION	

* Option for medium of examination will not be changed in any circumstances.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, _____, hereby declare that all statements made in this application are true, complete and correct to the best on my knowledge and belief. If any point of time, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice.

Date: _____

(Signature of the Candidate)

E-mail Id.: _____

(preferably official email ID may be given)

Mobile No.: _____

Complete Official Address: _____

FOR USE BY THE RESPECTIVE ESTABLISHMENT DIVISION

Certified that:

1. Shri/Smt./Ms. _____, Designation _____, Employee ID No. _____ has put in _____ years of regular service to the post of _____ in the Pay Level _____ in the Pay Matrix _____.
2. Shri/Smt./Ms. _____ has completed probation successfully (wherever applicable) and possessing Bachelor's degree from recognized University.
3. Shri/Smt./Ms. _____ fulfils all the terms & conditions of the said examination and is therefore eligible to appear in it.
4. He/she belongs to _____ category (SC/ST/PwBD/UR).
5. There is no circumstance rendering Shri/Smt./Ms. _____ unsuitable for being considered for promotion to the post of Assistant Finance & Accounts Officer.
6. He/she is clear from vigilance/disciplinary angle.

**Signature of the concerned Administrative Authority at the ICAR Headquarter/
Head of Administration of the Institute with Office Seal**

Date: _____



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

F.No.Admn.10-2/2021-R&P

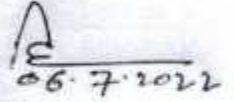
Dated: 6th July, 2022

OFFICE MEMORANDUM

Subject: Scheme & Syllabus for "Limited Departmental Audit & Accounts Examination for eligibility to the post of Assistant Finance & Accounts Officer" in ICAR - reg.

The Scheme & Syllabus for Limited Departmental Audit & Accounts Examination to be conducted by ICAR Headquarters for eligibility of candidates for promotion to the post of Assistant Finance & Accounts Officer in ICAR is hereby notified for information and necessary action.

This issues with the approval of the Competent Authority.


06.7.2022

(A.K. Yadav)

Under Secretary (R&P)

Encls: Annexure - I (Rules of the Examination)
Annexure - II (Syllabus of the Examination)

Distributions:

1. Director of all the ICAR Institutes/NRCs/Bureaux/ATARIs.
2. Joint Secretary/Directors/ Deputy Secretaries/ Deputy Directors(Finance)/ Under Secretaries at ICAR Hqrs./ASRB.
3. PSO to DG, ICAR/ PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR / PPS to Chairman, ASRB/PS to Secretary, ASRB.
4. All subject matter Divisions (SMDs), ICAR.
5. All Officers & Staff of ICAR.
6. Secretary (SS), CJSC.
7. Secretary (SS), HJSC.
8. Media Unit, ICAR with the request to upload this OM on the ICAR website.
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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN NEW DELHI: 110 001**

**Rules for Limited Departmental Audit & Accounts Examination for
eligibility to the post of Assistant Finance & Accounts Officer in ICAR**


The rules for the Limited Departmental Audit & Accounts Examination for eligibility of the candidates for promotion to the post of Assistant Finance & Accounts Officers in ICAR in Level-7 (Rs.44900-142400) are as under:-

- (1) The nomenclature of the examination is "Limited Departmental Audit & Accounts Examination for eligibility to the post of Assistant Finance & Accounts Officer in ICAR".
- (2) Any employee of the Administrative / Finance & Accounts wing at ICAR Hqrs./Institutes holding the post carrying the Level - 6 / Level - 7 of Pay Matrix for the 03 years on regular basis as on 1st January of respective year of the notification of Limited Departmental Examination will be eligible for Audit & Accounts Examination for eligibility to the post of Assistant Finance & Accounts Officer in ICAR.
- (3) Scheme of the examination will be comprising of following 05 subjective type Papers. Question papers will be bilingually in Hindi & English. Candidates will have the option to write in the examination either in Hindi or English compulsorily for all papers. **(Syllabus of the examination is attached herewith at Annexure - II)**

Sl. No.	Subject	Paper	Duration	Maximum Marks
1.	Essay, Precis, Draft and English/Hindi Grammar (English/Hindi as per language opted by candidate).	I	03:00 hrs	100
2.	General Knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament; Office Procedure; Economic Planning & Policy; Economic initiatives of the Government; RBI instructions on REPO rate, Reverse REPO rate.	II	03:00 hrs	100
3.	Finance and Accounts Matters.	III	03:00 hrs	200
4.	Administrative Matters including Service Rules (Theory & Practical).	IV	03:00 hrs	200
5.	Auditing (Theory & Practical).	V	03:00 hrs	100
Aggregate Marks				700

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- (4) The aggregate qualifying marks in the examination shall be 50% with not less than 45% in each paper. 5% relaxation will be given to SC/ST/Divyangjan category candidates. The aggregate qualifying marks for these reserved categories will be 45% with not less than 40% in each paper. No exemption in any question paper qualified in the previous years shall be allowed for the subsequent years.
- (5) The re-evaluation of answer sheets will be allowed as per Council's circular F.No.Admn.8(5)/2014-Estt. II dated 3rd September, 2014.
- (6) There will be no limit of number of attempts for applying the Limited Departmental Audit & Accounts Examination for eligibility for the post of Assistant Finance & Accounts Officer in ICAR.
- (7) Candidates of Limited Departmental Audit and Accounts Examination appearing outside the place of their posting will be entitled for Travelling Allowance (TA). No Daily Allowance (DA) will, however, be admissible in such cases. The payment to travelling allowance (TA) shall be admissible only for the first two attempts, thereafter, the candidate shall have to appear for the Examination on his/her own expenses.
- (8) The successful candidates in the examination will be eligible for promotion to the post of Assistant Finance & Accounts Officer in Level - 7 of Pay Matrix at ICAR Headquarters/ Institutes on the recommendations of Departmental Promotion Committee (DPC) duly constituted at respective Institutes/Headquarters subject to availability of vacancies. No other benefit such as an advance increment etc. will be given to qualified candidates of Limited Departmental Audit & Accounts Examination.
- (9) Institutes may arrange a pre-examination training of approx. 20 Hours (45 minutes class for 26 sessions-5 working days), for Paper III & V, however, the pre-examination training will not be a pre-requisite for conduct of examination.
- (10) The decision to conduct training prior to examination is left to the Institutes which may conduct the same as per their requirement prior to the examination.


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- (11) The Council will not provide any cyclostyled lecture notes/training program etc. to the candidates of this Examination.
- (12) The employees promoted to the post of Assistant Finance & Accounts Officer will have to undergo for training programme organized by ICAR from time to time. The pay of promoted Assistant Finance & Accounts Officer will be regulated as per rules.

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Syllabus for Limited Departmental Audit & Accounts Examination for eligibility to the post of Assistant Finance & Accounts Officer in ICAR

1. Paper – I : Essay, Précis, Draft and English/Hindi Grammar.

- (i) Essay on a general topic.
- (ii) Comprehension of passages (Science passage, Socio-economic passage, Business passage, Entertainment passage etc.).
- (iii) Précis of a correspondence or of notes on official subject.
- (iv) Drafting of an official letter or Office Memorandum bearing on the subject matter.
- (v) Grammar including vocabulary.

2. Paper – II : General Knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament; Office Procedure; Economic Planning & Policy; Economic initiatives of the Government; RBI instructions on REPO rate, Reverse REPO rate.

The paper will cover subjects of interest and importance in the present days. Questions will be set to test knowledge of broad and salient features of the Constitution of India and functioning of the Parliament, Parliamentary Committees, Economic Planning including Financial Responsibility and Budget Management (FRBM) Act, 2003, RTI Act, 2005, Economic Planning & Policy; Economic initiatives of the Government; RBI instructions on REPO rate, Reverse REPO rate and other grievance redress mechanism of Government, Records Management and as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Knowledge of the following will be expected:

- (i) The main Principles of the Constitution of India including emphasis on Articles 77-151, Articles 245-290, Articles 292-312 and Articles 352-360.
- (ii) Rules of Procedure and conduct of business in the Lok Sabha and the Rajya Sabha.
- (iii) The organization of the machinery of Government of India – designation and allocation of subjects between Ministries and Departments and attached and subordinate Offices and their relation inter-se.
- (iv) Economic Planning & Policy and Economic initiatives of the Government.
- (v) RBI instructions on REPO rate, Reverse REPO rate etc.
- (vi) Current Affairs both national and international.

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3. Paper – III : Finance & Accounts Matters.

a) Financial Rules

- (i) Rules and Bye-laws of the ICAR Society and Financial powers delegated thereunder.
- (ii) Central Government Compilation of the General Financial Rules, including procurement through Government-e-Market (GeM).
- (iii) ICAR orders/ instructions/ guidelines on expenditure management/ procurement management/ contract management/ Professional Services Management etc.
- (iv) Delegation of Financial Powers Rules, 1978.
- (v) ICAR Delegation of Powers to various authorities.

b) Budgeting

- (i) Funds of the ICAR Society.
- (ii) Preparation of EFC/SFC documents.
- (iii) Preparation of Budget and Revised Estimates for-
 - (a) Revenue Receipts
 - (b) Recurring Expenditure
 - (c) Capital Expenditure
 - (d) Loans and Advances and
 - (e) Pension and other Retirement benefits.
- (iv) Sanction of Budget Estimates.
- (v) Budgeting control of Expenditure.
- (vi) Reconciliation of Accounts.
- (vii) Surrender of anticipated savings.
- (viii) Re-appropriation of Funds.
- (ix) Supplementary Grant.
- (x) Budget Forms and Returns.

c) Payment and Accounting Procedures

- (i) Public Financial Management System (PFMS) and Treasury Single Account (TSA) System in ICAR.
- (ii) Preparation of Bills and their payments.
- (iii) Maintenance of Cash Books and other initial Accounts records.
- (iv) Compilation of monthly accounts and their submission.
- (v) Preparation of Annual Accounts as per the common format of Accounts prescribed by C&AG and their certification by Audit.

d) Principles of Commercial Accounting

- (i) Accounting Concepts and Convention.
- (ii) Book keeping and Trial Balance.

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- (iii) Preparation of Trading Account, Profit & Loss Account and Balance Sheet.
- (iv) Receipt & Payments Account, Income & Expenditure Account and Balance Sheet.
- (v) Bank Reconciliation Statement.
- (vi) Depreciation/Patent/Goodwill.
- (vii) Rectification of errors.
- (viii) Tax related matters- Income Tax/GST.

4. Paper – IV : Administrative Matters including Service Rules (Theory & Practical).

a) Service Rules (Theory)

Provisions of the following Rules:

- (i) Fundamental Rules.
- (ii) Supplementary Rules (Travelling Allowance Rules).
- (iii) ICAR Agricultural Scientist Rules.
- (iv) ICAR Technical Services Rules.
- (v) Central Civil Services (Revised Pay) Rules, 2016.
- (vi) Central Civil Services (Joining Time) Rules.
- (vii) Central Civil Services (Pension) Rules.
- (viii) Defined Contribution Pension Scheme (New Pension Scheme).
- (ix) Central Civil Services (Leave) Rules.
- (x) Central Civil Services (Classification, Control and Appeal) Rules.
- (xi) Central Civil Services (Conduct) Rules.
- (xii) General Provident Fund (Central Services) Rules.
- (xiii) Central Civil Services (Medical Attendance) Rules.
- (xiv) Central Civil Services (LTC) Rules.

b) Service Rules (Practical)

Practical questions will be set on

- (i) Fixation of Pay cases and pay and allowances related matters.
- (ii) Regulating Travelling Allowance Claims.
- (iii) Regulating Leave Travel Concession (LTC) claims.
- (iv) Calculation of Pension/Family Pension and other Retirement Benefits.
- (v) Interest calculation on interest bearing advances.
- (vi) General Provident Funds related matters viz calculation of interest on employees' accumulation of GPF and other related issues.
- (vii) Regulation of personal claims Medical claims of employee.
- (viii) Regulation of pay in case of minor/major penalties.

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5. Paper – V : Auditing (Theory & Practical).

- (i) Concepts, Objective, Techniques and Principles of Auditing.
- (ii) ICAR Organizational Set-up.
- (iii) General Principles and Rules of Audit.
- (iv) Supplementary Audit instructions.
- (v) Type of Auditing.
- (vi) Local Audit.
- (vii) Audit Standards.
- (viii) Result of Internal Checks.
- (ix) Audit of Contracts.
- (x) Audit of Assets and its Physical verification.

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

F.No.Admn.11-2/2022-R&P

Dated: 7th June, 2023

OFFICE MEMORANDUM

Subject: Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023- reg.

The Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023 are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.


07.06.2023

(N.K. Sarvang)

Under Secretary (R&P)

Distributions:

1. The Director of all the ICAR Institutes/NRCs/Bureaux/ATARIs.
2. Joint Secretary/Director/Deputy Secretary/Deputy Director (Finance)/ Under Secretary, ICAR/ASRB.
3. PSO to DG, ICAR/ Sr. PPS to Secretary, ICAR/ PPS to FA, DARE/ICAR / PPS to Chairman, ASRB/PS to Secretary, ASRB.
4. All subject matter Divisions (SMDs), ICAR
5. All Officers & Staff of ICAR.
6. Secretary (SS), CJSC.
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Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No.Admn.11-2/2022-R&P

Dated: 7th June, 2023

NOTIFICATION

With the approval of the Competent Authority and in supersession of all previous recruitment rules, except as respects things to be done or omitted to be done or taken under said rules before such supersession, the following rules regulating the method of recruitment to the posts of Section Officer (SO), Assistant Administrative Officer (AAO), Assistant Finance & Accounts Officer (AF&AO), Assistant (Hqrs.) and Assistant (Instt.) in Indian Council of Agricultural Research (ICAR) are hereby notified, namely:

1. Short title and commencement: - (a) These rules may be called Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules, 2023.

(b) These rules shall come into force w.e.f. the date of issue of this notification and applicable on all the vacancies as available on the date of notification of these rules and arising thereafter.

2. Number of post, classification and Level in Pay Matrix:- The number of the said posts, their classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the respective Schedules, annexed hereto.

3. Method of recruitment, age limit, qualification and other conditions of service etc.:- (a) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the respective Schedules.

(b) In accordance to the Bye-laws 29 to 34 of Rules and Bye-laws of ICAR Society, the conditions of service of the ICAR employees, in respect of matters for which no provision has been made in these rules, shall be governed by the orders or instructions issued by the Indian Council of Agricultural Research from time to time. If there are no specific orders or instructions issued by the Indian Council of Agricultural Research in any service matter then the same shall be governed by the orders or instructions issued by the Government of India as are applicable from time to time.

4. Disqualification :- No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that Indian Council of Agricultural Research may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

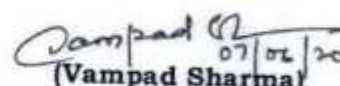
5. Power to relax:- If the President of Indian Council of Agricultural Research is of the opinion that it is necessary or expedient so to do, he may by order in writing, relax any of the provisions of these rules, with respect to any class or category of persons.

6. Saving:- (a) Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Schedules Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the Orders issued by the Central Government from time to time in this regard.

(b) Notification of these rules shall not affect any panel for promotion, approved by the Appointing Authority, before the notification of these rules for filling up of any anticipated vacancy of the current recruitment year 2023, in any post included in the Grade, on the recommendation of duly constituted Departmental Promotion Committee in accordance to the previous recruitment rules.

(c) Notification of these rules shall not affect any Limited Departmental Competitive Examination process initiated with due notification before notification of these rules for filling up of any anticipated vacancy of the current recruitment year 2023 or any previous recruitment years, for any post included in the grade in accordance to the previous recruitment rules.

(d) If any question relating to interpretation of these rules arise, it shall be decided by the Director General, Indian Council of Agricultural Research.


(Vampad Sharma)
Deputy Secretary (Admn.)

SCHEDULE-III

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

1.	Name of the Post	ASSISTANT FINANCE & ACCOUNTS OFFICER
2.	Number of Post	70*
3.	Classification	Administrative Group "B"
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale)	Level - 7 (Rs.44900-142400) (Pre-revised PB-2, Rs.9300-34800 with Grade Pay of Rs.4600)
5.	Whether Selection Post or Non-selection Post	Non-selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational & other qualifications required for direct recruitment	Not applicable
8.	Whether age and educational qualification required for direct recruits will apply in case of promotees	Not applicable
9.	Period of Probation, if any	Two years for officials promoted to the post of Assistant Finance & Accounts Officer (AF&AO) from Group 'C' posts like LDC, UDC, Stenographer Grade-D.
10.	Method of promotion whether by promotion or by deputation/ absorption & percentage of vacancies to be filled by various modes	By promotion on qualifying ICAR Audit & Accounts Examination failing which by deputation (including short term contract).
11.	In case of recruitment by promotion/ deputation/ absorption; grades from which promotion/ deputation/ absorption is to be made	Promotion: a) On the recommendations of Departmental Promotion Committee (DPC) from the qualified candidates of ICAR Audit & Accounts Examination for the post of Assistant Finance & Accounts Officer within the respective Institute/Headquarters eligible for promotion to the post of Assistant Finance & Accounts Officer in ICAR.

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		<p>b) Failing (a) above, on the recommendations of Departmental Promotion Committee (DPC) from the qualified candidates of ICAR Audit & Accounts Examination for the post of Assistant Finance & Accounts Officer from the other ICAR Institutes/Headquarters.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Admission to the ICAR Audit & Accounts Examination will be open to Assistants/ PAs/ UDCs/ Stenographer Gr. D/LDCs who must have put in three years regular service in the grade of Pay Level-2 or above, completed probation successfully (wherever applicable) and possessing Bachelor's degree from recognized University. 2. DPC shall consider the candidates as per the following criteria: <ol style="list-style-type: none"> (i) Candidates qualifying the ICAR A&A Exam in an earlier year shall be given preference over the candidates qualifying in the subsequent years. (ii) Amongst the candidates qualifying the examination in the same year, the candidate having higher merit in the examination shall be given preference. 3. For filling up the posts under clause (b) above, the Institute shall circulate the vacancy in grade of AF&AO within the ICAR System. Thereafter, the DPC shall select the candidate for promotion to the post of AF&AO from amongst the candidates applying for the post as per Note-2 above. <p>Deputation (ISTC) & Permanent Absorption:</p> <p>c) Failing (a) & (b) above, by deputation of Audit/ Accounts/Finance officers under the Central or State Government or Union Territories or Autonomous Bodies or Public Sector Undertakings:</p> <ol style="list-style-type: none"> 1. Holding analogous posts on regular basis in the parent cadre or department; <p style="text-align: center;">OR</p>
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		<p>With five years' regular service in the Pay Level-6 (Pre-revised PB-2, Rs.9300-34800 with GP Rs.4200) or equivalent pay scale in the parent cadre/Department;</p> <p style="text-align: center;">AND</p> <p>II. Possessing at least Bachelor's degree in any discipline from a recognized University.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years. 2. The maximum age limit for appointment on deputation/deputation (including short term contract) shall 'not exceeding fifty-six years' on the closing date of receipt of application. 3. The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre, in accordance with guidelines of DoP&T/GoI and the parent Department agrees to the proposal of permanent absorption. 										
12.	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of (ICAR Headquarters):</p> <table border="1"> <tr> <td>Director (Admn.)/ Secretary (Admn.)</td> <td>Deputy Chairman</td> </tr> <tr> <td>One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR</td> <td>Member</td> </tr> <tr> <td>One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR</td> <td>Member</td> </tr> <tr> <td>An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.</td> <td>Member</td> </tr> <tr> <td>Under Secretary (Admn.)</td> <td>Member</td> </tr> </table>	Director (Admn.)/ Secretary (Admn.)	Deputy Chairman	One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member	One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member	An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.	Member	Under Secretary (Admn.)	Member
Director (Admn.)/ Secretary (Admn.)	Deputy Chairman											
One Senior Officer of Finance Cadre not lower in status than Under Secretary nominated by JS(Admn.), ICAR	Member											
One Officer not lower in status than Under Secretary belonging to SC/ST community nominated by JS(Admn.), ICAR	Member											
An Outside Expert not lower in status than Under Secretary nominated by JS(Admn.), ICAR.	Member											
Under Secretary (Admn.)	Member											

		DPC consisting of (ICAR Institute)	
		CAO(SG)/CAO**	Chairman
		SF&AO (In absence of such officer at the Institute, an officer of equivalent status in Finance Cadre of any other Institutes/ Headquarters nominated by Director of the Institute)	Member
		An Officer not lower in status than AO belonging to SC/ ST community nominated by Director of the Institute	Member
		An Outside Expert not lower in status than AO nominated by Director	Member
		AO (In absence of such officer at the Institute, an officer of equivalent or above status nominated by Director of the Institute)	Member
		<i>**In absence of such officers at the Institute, an Officer of equivalent status in Administrative Cadre of any other ICAR Institutes/Headquarters nominated by the Director of the Institute.</i>	
13.	Consultation with UPSC is necessary or not	Not applicable.	
14.	Remarks	Existing incumbents holding the dying cadre post of Junior Accounts Officer (JAO), on the date of notification of these RRs, shall be promoted on first priority on recommendations of Departmental Promotion Committee (DPC) in accordance to existing Recruitment Rules for the post of AF&AO notified vide ICAR's notification No.Admn.14(2)/2015-Estt.I dated 17 th August, 2016 before considering other candidates under clause (a) & (b) of column No.11 above.	

**Subject to variation dependent on workload.*

Dampad R