



Chapter-2

Recruitment

2.1 Scientific

2.1.1 Notifications of vacancies to ASRB- post wise

Scientist

Direct recruitment to the grade of Scientist at entry level is made through the ASRB on the basis of All India competitive examination which includes preliminary and main examination, followed by Viva Voce. The vacancies in scientific grade discipline wise is furnished by the ICAR to the ASRB annually. The ASRB conducts the preliminary & main examination as per scheme of examination and the prescribed syllabus discipline wise followed by Viva Voce. On the basis of the recommendations of ASRB further action to make appointment of selected candidates is taken by ICAR after completing pre enrolment formalities. The Rules of ARS examination, detailed plan, examination procedure, eligibility qualification, syllabus etc are at **Appendix-I**.

Senior Scientist/Principal Scientist & Research Management positions:

The requisition for filling up of the posts in the above mentioned grades are sent to the ASRB in prescribed proforma by the ICAR. The prescribed proforma for requisition is at **Appendix-II**.

The Research Management positions are filled on tenure basis for a period of 5 years extendable by another 5 years. On completion of the tenure the incumbent returns to a matching position in Research work .

Details of qualifications prescribed for direct recruitment for the posts of Senior. Scientists, Principal Scientists, Heads of Divisions (Regional Stations) Project Coordinators, Zonal Coordinators & RMPs are given in **Appendix-III**.

2.1.2 Eligibility Criteria

Revised eligibility qualifications for various Scientific and Management Positions of ICAR are as follows:-

Designation & Pay Band of the post.	Qualifications & Experience prescribed for the post.
1. SCIENTIST (Pay Band-3 of Rs.15600-39100 with RGP of Rs. 6000)	Master's degree in the relevant subject.
2. SENIOR SCIENTIST (Pay Band-4 of Rs.37400-67000 with RGP of Rs. 9000)	<p>Essential</p> <p>a) for disciplines other than engineering subject.</p> <p>Doctoral degree in relevant subject including relevant basic sciences with 8 years experience in the relevant subject as scientist/lecturer/extension specialist or in an equivalent position in the pay band-3 of Rs. 15600–39100 with grade pay of Rs. 5400/ Rs. 6000/ Rs. 7000/Rs.8000 having made contribution to research/teaching/extension education as evidenced by published work/innovations and impact.</p> <p>b) For Engineering disciplines</p> <p>Doctoral degree in relevant engineering subject with 6 years experience as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs. 8000 having made contribution to research/teaching/Extension education as evidenced by published work/innovations and impact.</p> <p style="text-align: center;">OR</p> <p>Master's degree in the relevant engineering subject with 10 years experience as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs.8000 having made contribution to research/teaching/Extension education as evidenced by published work/innovations and impact.</p> <p>Desirable</p> <p>Specialization (to be defined)</p> <p>Note: Specialization (to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>



<p>3. PRINCIPAL SCIENTIST</p> <p>(Minimum pay of Rs. 43000 in the Pay Band of Rs. 37400-67000 with RGP of Rs. 10000)</p>	<p>Essential</p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) 10 years experience in the relevant subject out of which at least 8 years should be as Scientist/Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/Rs. 6000/Rs. 7000/Rs. 8000 and 2 years as a Senior Scientist or in an equivalent position in the Pay Band-4 of Rs. 37400-67000 with Grade Pay of Rs. 8700/Rs. 9000</p> <p>(iii) The Candidate should have made contribution to research/teaching/extension education as evidenced by published work/innovations and impact.</p> <p>Desirable</p> <p>Specialization (to be defined)</p> <p>Note: Specialization (to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>
<p>4. Head of the Division / Head of Regional Station</p> <p>(Minimum pay of Rs. 43000 in the Pay Band-4 of Rs. 37400-67000 with RGP of Rs. 10000)</p>	<p>Essential</p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) At least 2 years experience as Principal Scientist/Professor or in an equivalent position in the pay band- 4 of Rs. 37400-67000 with Grade Pay of Rs. 10000.</p> <p>(iii) Evidence of publications/activities/contributions to suggest that the candidate has a broad vision/perspective on agricultural research</p> <p>Desirable:</p> <p>Specialization (to be defined)</p> <p>Note: Specialization (to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>

<p>5. Project Coordinator/Joint Directors of Institutes other than National Institutes/ Deemed Universities</p> <p>(Minimum pay of Rs. 43000 in the Pay Band-4 of Rs. 37400-67000 with GRP of Rs. 10000</p>	<p>Essential</p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) At least 3 years experience as Principal Scientist/Professor or in an equivalent position in the pay band-4 of Rs. 37400-67000 with Grade Pay of Rs. 10000.</p> <p>(iii) Evidence of publications/activities/contributions to suggest that the candidate has a broad vision/perspective on agricultural research</p> <p>Desirable:</p> <p>Specialization (to be defined)</p> <p>Note: Specialization (to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>
<p>6. ADG / Directors of ICAR Institutes other than National Institutes / Deemed Universities / ZPD and JD of National Institutes.</p> <p>(Minimum pay of Rs. 43000 in the Pay Band-4 of Rs. 37400-67000 with RGP of Rs. 10000/-)</p>	<p>Essential</p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) At least 5 years experience as Principal Scientist/Professor or in an equivalent position in the pay band-4 of Rs. 37400-67000 with Grade Pay of Rs. 10000.</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organization/institute having at least 15 years experience in the relevant subject.</p> <p>(iii) Evidence of publications/activities/contributions to suggest that the candidate has a broad vision/perspective on agricultural research</p> <p>(iv) Should possess MDP/EDP course completion certificate of NAARM.</p> <p>Desirable:</p> <p>Specialization (to be defined)</p> <p>Note: Specialization (to be defined) could be made part of essential qualifications as per job requirements, if deemed necessary.</p>



<p>7. DDG/Director, NAARM/ND. NAIP (Rs. 75000/- fixed)</p>	<p>Essential</p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) An eminent Scientist/Teacher having at least 8 years experience in the grade of Principal Scientist/Professor or in an equivalent position in pay band-4 of Rs. 37400-67000 with Grade Pay of Rs. 10000 out of which 3 years experience should be in a Research Management Position or 5 years experience in positions specified below</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organization / institute having at least 21 years experience in the relevant subject, out of which 3 years experience should be in a Research Management Position or 5 years experience in any of the following positions:-</p> <ul style="list-style-type: none">(a) Heads of Divisions at ICAR Institutes(b) Heads of Regional Stations of ICAR Institutes(c) Project Coordinator.(d) Zonal Coordinator (service rendered prior to 27.01.2009)(e) Joint Directors of Institutes other than National Institutes /DUs <p>(iii) Evidence of contribution to research/teaching/extension education as supported by published work/innovations and impact.</p>
<p>8. Directors of National institutes with Deemed to be University status. (Rs. 75000/- fixed + Rs. 5000 p.m. as Special Allowance</p>	<p>Essential</p> <p>(i) Doctoral degree in the relevant subject including relevant basic sciences.</p> <p>(ii) An eminent Scientist/Teacher having at least 8 years experience in the grade of Principal Scientist/Professor or in an equivalent position in pay band -4 of Rs. 37400-67000 with Grade Pay of Rs. 10000 out of which 3 years experience should be in a Research Management Position or 5 years experience in positions specified below</p> <p style="text-align: center;">OR</p> <p>An eminent scientist having proven record of Scientific contribution working in a reputed organization/institute having at least 21 years experience in the relevant subject, out of which 3 years experience should be in a Research Management Position or 5 years experience in any of the following positions:-</p> <ul style="list-style-type: none">(a) Heads of Divisions at ICAR Institutes(b) Heads of Regional Stations of ICAR Institutes(c) Project Coordinator.(d) Zonal Coordinator (service rendered prior to 27.01.2009)

	<p>(e) Joint Directors of Institutes other than National Institutes/DUs</p> <p>(iii) Evidence of contribution to research/teaching / extension education as supported by published work/innovations and impact.</p> <p>Desirable: The candidate should have demonstrated scientific leadership and skill in research management with a broad vision and perspective of agricultural research.</p>
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(ICAR letter No. 8(1)/2007-Per.IV dated 26th April 2012.) (Appendix - III)

2.1.3. Age Limit

It has been decided with the approval of the Governing Body and Agriculture Minister to revise the existing age limit for ARS examination in the following manner:

For candidates without Ph.D degree

Category	Existing	Proposed
General	30 years	32 years
OBC	33 years	35 years
SC/ST	35 years	37 years

For candidates with Ph.D degree

Category	Existing	Proposed
General	33 years	35 years
OBC	36 years	38 years
SC/ST	38 years	40 years

The maximum number of attempts would remain unchanged at 4.

The age would continue to be reckoned in the following manner :

If the examination is conducted in the first half of the calendar year	If the examination is conducted in the second half of the calendar year
1 st January	1 st August

3. Likewise the age limit for direct recruitment to other scientific posts would also be increased by 2 years in the following manner:-

Category	Existing	Proposed
Sr. Scientist	45 years	47 years
Pr. Scientist	50 years	52 years

The maximum age limit for appointment to Research Management positions would continue to be 60 years.

ICAR letter No. 8(7)/95-Per.IV dated 14-2-2008



2.1.4 Advertisement and Recommendation of ASRB

The ASRB invites applications for the Scientific and Management positions as per the requisitions sent by the ICAR through advertisement in the Press, ICAR Website etc. After following the prescribed procedure such as competitive examination on All India basis and interview in respect of the posts in Scientist grade, the names of the recommended candidates are forwarded by the ASRB to the ICAR. The ICAR after completing pre-enrolment formalities such as C & A verifications, Medical examinations, issue an offer of appointment with the approval of the competent authority viz. President ICAR. Similarly the recommendations of the ASRB for the posts of Sr. Scientists, Principal Scientists, R.M.P. are processed by the ICAR and offer of appointment to the recommended candidates is issued with the approval of the competent authority viz. President ICAR after completing codal formalities.

2.1.5 Service conditions of appointment

- (a) Except in regard to matters for which specific provision has been made in the Rules, Bye-laws, Regulations or Orders made or issued by the Society, the service and financial Rules framed by the Government of India and such other Rules and Orders issued by the Government of India from time to time, shall apply mutatis mutandis to the employees of the Society in regard to matters concerning their service conditions.
- (b) Notwithstanding anything contained in the Bye-law, the Governing Body shall have the power to relax the requirement of any Rule mentioned in (a) above of the Bye-law to such extent and subject to such conditions as may be considered necessary.

Bye-law 30(a) & (b)

- (c) The Central Civil Services (Classification, Control and Appeal) Rules, and the Central Civil Services (Conduct) Rules, of the Government of India for the time being in force shall apply so far as may be, to the employees of the Society subject to the modification that:-
 - i) Reference to the 'President' and 'Government Servant' in the Central Civil Services (Classification, Control and Appeal) Rules shall be construed as references to the 'President of the Society' and 'officers and employees of the 'Society' respectively.
 - ii) Reference to Government and Government servant in the Central Civil Services Conduct Rules shall be construed as references to the 'Society and officers and employees of the Society respectively.

Bye-law-31

All other service conditions/benefits like continuity of past service, retention of lien in the previous post, fixation of pay with reference to the pay drawn by them in the previous post, joining time pay and travelling allowance etc. at present admissible to Central and State Government employees on their appointment in the Council by way of direct recruitment, will also be applicable to the scientific employees coming from scientific organizations/ Universities which are wholly or substantially financed by the Central/State governments.

(ICAR No. 8-25/77-Per.IV dated 26..9.1977)

In addition, matters relating to payment of leave salary and pension contributions, counting of past service, mobility of personnel between Central Government Department and Autonomous bodies, absorption of employees of one Central Autonomous body into other Central Autonomous body are regulated by the ICAR in accordance with the Government of India instructions.

2.1.6 Renewal of Tenure (RMP) :

The following guidelines is to be observed in connection with considering proposal for renewal of tenure of Scientists holding RMP positions:

1. The Institutes/ICAR Headquarters where the Scientist is working, are required to process the case of renewal of tenure immediately on completion of four years of tenure. For this purpose, they will send a letter in a routine manner to the Scientist concerned to indicate whether he would like to apply for renewal of tenure. A copy of the Application Form (**Appendix-IV**) devised for this purpose may also be sent to the Scientist concerned with the request to return it duly filled in within a month from the date of receipt of the letter, if he wishes to be considered or renewal of tenure.
1. The Scientist concerned is required to furnish the details about resume of his activities and curriculum vitae in the prescribed Application Form, if he wishes to be considered for renewal of tenure before his case is processed by the office.
2. 8 sets of Application Form completed in all respects of the concerned RMP Scientists working at the Research Institutes/Centres renewal of tenure may please be forwarded alongwith the CR Dossier of the representative Scientists to Director (P) by name. It may be ensured that such proposals for renewal of tenure of Scientists are sent to the Council at least six months in advance of the date of the completion of the existing tenure. In the case where tenure are due for completion upto 31.12.1990, necessary proposals may please be sent to the Council latest by the 15th July, 90 positively.
3. In the case of ADGs and Director(s) of those Institutes which come under Deputy Director General, a copy of the Application Form received ADG/Director is to be sent to the Deputy Director General concerned by Per.III Section for his comments within two weeks of receipt such applications.



4. In case of Directors of National Institutes (IARI, IVRI, NDRI, CIFE & NAARM) and DDGs, a copy of the Application Form is to be submitted to Director-General by Per.III Section before final consideration.
5. After completing all such formalities, the cases of Scientists for renewal of tenure would be submitted to the Tenure Committee, constituted for this purpose, for consideration.

(ICAR No.1-1/88-Per.IV dated 7.6.1990)

For renewal of tenure of Research Management Positions under ICAR, all incumbents shall be considered for renewal of their tenure may be called for an interactive session with the Tenure Renewal Committee and the final recommendations regarding renewal shall be made after considering in totality the following aspects:

- i) Performance as reflected in the specified application for renewal of tenure.
- ii) Overall grading as emerging from the APARs/ACRs.
- iii) Recommendations of the concerned DDG/Controlling officer and
- iv) Assessment by the Committee based on the personal/interactive discussions.

(ICAR No. 1(1)/88-Per.IV dated 23.9.2011.)

2.1.7 Competent authority

The competent authority for appointment to the various grades of Scientists including Research Management positions is the President of the ICAR.

2.2 Technical

2.2.1 Method of Recruitment

Normally there will be direct recruitment only in the lowest grade in each of the three categories. However, direct recruitment to the other grades in the three categories may also be made to correct imbalances in the staff composition in those grades. As regards the method of recruitment posts upto T-6 grade are advertised by the appointing authorities, apart from notifying them to the Employment Exchange and selections made on the basis of recommendation of the Selection Committee.

No direct recruitment in Category II may be made except in T-3 level even in case where the posts have been sanctioned/created at T-4 and T-5 levels.

(ICAR No. 14(3)/94-Estt.IV dated 10.1.1995)

(Para 8.2 of TSR: 4th Edition)

2.2.2 Eligibility Criteria & Miscellaneous Issues

The minimum educational/trade qualifications prescribed for different functional groups of the three categories as amended vide ICAR letter No. 19(10)/2004-Estt.IV dated 24.2.2006 is at **Appendix-V**. Any modifications to this Appendix if considered necessary, will be



made in consultation with the Agricultural Scientist's Recruitment Board and approval of the Governing Body

Note: In the case of ex-servicemen, the equivalence for their qualifications with those prescribed in Appendix-IV will be decided in consultation with the Director General of the Resettlement, Ministry of Defence.

(Para 8.3 of TSR: 4th Edition)

The qualifications for Medical Officer and Sub-Group B "Production under the functional group (vii) "Press & Editorial Staff" have been amended vide letter dated 24.11.2008 & 26.10.2009.

(ICAR No. 19(10)/2004-Estt.IV dated 24.11.2008)

(ICAR No. 19(23)/2006 Estt.IV dated 26.10.20-0-9)

While notifying qualifications for the "Other Staff" under the Functional Group of "Library/Information/documentation" vide Council's circular No.19(10)/2004-Estt. IV dated 24.2.2006, it was also decided that no recruitment will be made against "other Staff" posts under the Functional Group of "Library/Information/documentation." It has, therefore, been decided that the following "Other Staff" posts presently shown under the Functional Group of "Library/Information/Documentation" shall hereafter be deemed to be included under the functional group of "Field Farm Technician":-

1. Statistical Asstt.
2. Sr.Technical Assistant
3. Technical Assistant.

(ICAR No.19(9)/2003/Estt.IV(Vol.I) dated 12.10.2006)

The amended qualification in respect of sub-group (B) 'Production' under Functional Group- VII "Press & Editorial Staff" have been revised vide ICAR letter dated 24.11.2008,

(ICAR No.19(10)/2004.Estt.IV dated 24.11.2008)

There are posts of 'Architect' in the functional group "workshop" Staff (including Engineering Staff) in some ICAR Institutes. Now, with the approval of Governing Body, it has been decided to declare that all the posts in Sub groups Editorial, Publicity and Production under the Functional Press & Editorial (Except the post of Hindi Translator) and the post of Architect in the functional group "Workshop Staff (including Engineering staff) to declare these posts as dying cadre i.e after retirement of the present incumbents, the posts will stand abolished. Therefore, all activities relevant to these posts, whenever necessary, may be outsourced.

(ICAR No18(2)/2010-Estt.IV dated 30.03.2012)

It has been decided with the approval of the Governing Body that the Direct Recruitment of technical employees may be limited to the posts mentioned in **Appendix-VI** in respect of functional groups of Lab. Technician/Field Farm Technician and Workshop Staff including Engineering Staff. Consequently, direct recruitment of technical employees for the posts



mentioned in **Appendix-VII** in the aforesaid three functional groups may not be made by the institutes. The activities against these posts, if required, may be out-sourced, with full justification.

(ICAR No19(16)/2011-Estt.IV(Pt.) dated 4.5.2012)

Note: The instructions regarding notification of vacancies, screening, relaxation to women candidates, recruitment of relative of an employee as mentioned in “Administration Category” will be applicable in Technical category also.

2.2.3 Service Conditions

The service condition for Technical Personnel will be the same as indicated in para 2.1.5

2.2.4 Appointing Authority

The appointing authority upto grade T-6 (now Sr. Technical Officer) are the Directors of the ICAR Institutes. For T(7-8) and T-9 now (Asstt. Chief Technical Officer & Chief Technical Officer) the appointing authority is Director General ICAR. except in the case of Deemed Universities where Directors are appointing authorities upto T-9 (now Chief Technical Officer) grade of Technical Services. At ICAR headquarters Deputy Secretary, is the appointing authority upto the Technical Asstt. (formerly T-3). Secretary, ICAR is the appointing authority for Sr. Technical Asstt. to Sr. Technical Officer (formerly from T-4 to T-6). DG, ICAR is the Appointing Authority for Asstt. Chief Technical Officer and Chief Technical Officer (formerly T(7-8) and T-9)

2.3 Administrative

2.3.1 Mode of Recruitment and eligibility criteria as per Recruitment Rules

The mode of recruitment and eligibility criteria for the various administrative Posts is given in the Recruitment Rules **Appendix VIII:**

2.3.2 Notification of Vacancies

The existing instructions, inter-alia, provide that all vacancies arising under Central Govt. offices/establishments (other than those filled through ASRB), are not only to be notified but also to be filled through the Employment Exchanges alone and other permissible sources of recruitment can be tapped only if the Employment Exchange concerned issues a Non-availability certificate. Consequently as a result of judgement in matter of Excise Superintendent Malkapatam versus K.B.N.BVisweshwara Rao & Ors. (1996 (6) SCALE 676), it is clarified that in addition to notifying the vacancies for the relevant categories (excluding those filled through ASRB) to the Employment Exchange, the requisitioning authority may keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the “Employment News” and then consider the cases of all the candidates who have applied. In addition to this, such

recruitment notices should be displayed on the office notice boards for wider publicity.

(DOPT O.M. No. 14024/2/96-Estt.(D) dated 18.5.1998)

Quarterly Return to Local Employment Exchange:

It is obligatory to furnish to the Local Employment Exchange quarterly return in form ER-I and Biennial return in form ER-II relating to overall employment situation at quarterly intervals and occupational details of employees, once in two years respectively.

(DGE&T-II(2)/76-EMI(Dev.) dated 22.3.1977)

(ICAR Endt. No. 2(12)/77-CDN-II dated 18.8.1977)

Note(1):

For vacancies which are referred to Central Employment Exchange, advertisement for publication in Employment News shall be issued by the Central Govt. Employment Exchange only and not by concerned employer organization. Candidates whether registered with Local Employment Exchange or not, should respond to the advertisement issued by the Central Employment Exchange and will however be required to apply directly to employer organization in the format prescribed in the advertisement to be issued by the Central Employment Exchange. However, where the vacancies required to be reported only to local employment exchange, in addition to advertisement, such vacancies shall continue to be advertised in the Employment News by the employer organization. The recruitment notices, shall, however, be displayed on the office Notice Board in all cases.

(DOPT O.M. No. 14024/1/2004-Estt.(D), dated 10.12.2004)

(DOPT O.M. No. 14024/2/96-Estt.(D), dated 9.11.2005)

2.3.3 Screening:

Minimum standard is normally decided in advance. If the number of eligible candidates as per the minimum standard is found to be too large in the number of vacancies, further screening may be done with a view to short-list the candidates to the requirement extent. There are no specific orders about minimum/maximum nos. of candidates to be called for interview for each vacancy. However, on the analogy of available instructions, the candidates to be called for interview may be 6 to 12 times, the number of vacancies. If it is found that number of SC/ST/OBC candidates in the eligibility list thus screened is small in proportion to the number of vacancies, all those SC/ST/OBC candidates who have secured the minimum standard may be included in the list. If the number is still small, there is provision to include even those who have not secured the minimum standard, provided that they may not be found unsuitable for the post.

(DOPT O.M. No. 27/14/71-Estt. (SCT), dated 30.1.1973)

(DOPT O.M. No. 36011/8/84-Estt. (SCT), dated 17.10.1986)



2.3.4 Relaxation to Women Candidates:

To increase the representation of women in employment under Central Govt./Central Autonomous bodies, there are instructions to exempt the women candidates from payment of fees for competitive examination by Direct recruitment/Departmental Recruitment competitive examinations/direct recruitment by the interview. This facility of exempting women candidates from payment of fees would also be extended to any Examination /Test/ Interview conducted by the Central Autonomous Bodies.

(DOPT O.M. No. 39020/03/2009-Estt.(B) dated 3.8.2010)

(ICAR Endt. No. 21(43)/2010/CDN dated 25.8.2010)

2.3.5 Recruitment/Appointment of a relative of an employee in ICAR Institute/ ICAR

It has come to notice that in several Institutes, sons or daughters or other relatives of the Institutes employees are getting recruited in recruitments taking place at Institute level. In some cases, there have been allegations of wrong doing and nepotism.

While there is no ban for the son/daughter/relative of a person employed in any institution of ICAR, or ICAR itself, applying for a job in that Institute, in the interest of fair play and transparency, and ensure fundamental rights of equal opportunities it has been decided that henceforth and with immediate effect.

- (I) When issuing advertisements for recruitment, or prescribing forms for applications, all Institutes are compulsorily required to state in the advertisement/application form that any individual applying for the vacancy will have to give a declaration stating whether he is related to any employee of the Institute or the ICAR and, if so, name the persons and describe the nature of his/her relationship.
- (II) Similarly, all employees of the Institute would have to make a declaration, whenever recruitment takes place in the Institute, whether they have relative, distant or near, applying for any vacancy in the Institute.
- (III) In case, from either of the above declarations there is reason to believe that a relative of an employee of the Institute, or indeed of the ICAR, is applying for any vacancy in that Institute, then the following steps will be taken by the Director of the Institute:
 - (a) The person/persons to whom the candidate/candidates is/are related, will be completely and fully diassociated with the recruitment process.
 - (b) The fact of relative/s of an employee of the Institute being a candidate/s will be brought to the notice of the Headquarters, who shall nominate two officers from Headquarters, or other institutes to be a part of the recruitment committee of that Institute.
 - (c) The entire process of recruitment, after the application stage, will be under the supervision of the recruitment committee, which has these two nominees of ICAR

Hqrs. and the agreement of these two nominated members shall be compulsory, before any recruitment is made by the Institute.

The above orders are issued keeping in mind the need to comply in letter and spirit, with the provision of the Indian Constitution regarding equal opportunity, rulings of the Supreme Court on the same issue, and the overall requirement that the government servants shall act with fairness and transparency.

These instructions need to be complied with strictly, and without exception, and any departure from them would undoubtedly be a violation of the conduct rules.

This order is issued with the approval of Secretary, DARE & DG, ICAR.

ICAR No. 10(2)/2011. W.S dated 19th July, 2011

2.3.6 Composition of Selection Committees for direct recruitment.

The Selection Committee for the posts recruitment to which is made on a centralized basis by the ASRB are constituted by the ASRB as per the appropriate guidelines/instructions. The Selection Committees for the posts filled on direct recruitment by the ICAR Institutes as per the provisions in the relevant recruitment rules are to be constituted in accordance with the guidelines contained in ICAR letter NO. 1(7)/96-Per.IV dated the 10th September 1987.

2.3.7 Service conditions

Service conditions are the same as given in para 2.1.5

2.3.8 Direct Recruitment for Stenographer/Jr. Clerk

(Scheme/Syllabus) (Appendix IX)

(ICAR No. 14-1/2008-EsHJ dt. 3/2/2012)

2.3.9 Appointing Authorities

Nomenclature/Designation	Appointing Authority
Skilled Support Staff	Deputy Secretary/Chief A.O
Lower Division Clerk	Deputy Secretary/Chief A.O
Upper Division Clerk	-do-
Assistant	-do-
Section Officer	Secretary ICAR
Assistant Administrative Officer	Director of the concerned Institute
Administrative Officer	DG ICAR
Under Secretary	-do-
Senior Administrative Officer	-do-
Deputy Secretary /Chief Administrative Officer	President ICAR
Director /Joint Director (Admn.) & Registrar in deemed University under ICAR/NAARM	-do-



Establishment and Administration Manual

Joint Secretary (Admn.)	-do-
Junior Accounts Officer	Secretary in case of ICAR Headquarter and Director of the Institute for the post in the respective Institutes
Assistant Finance & Accounts Officer	Secretary in case of ICAR Headquarter and Director of the Institute for the post in the respective Institutes
Finance & Accounts Officer	DG, ICAR
Senior Finance and Accounts Officer	DG, ICAR
Dy. Director (Finance)/Chief Finance and Accounts Officer	President ICAR
Director (Finance) & Equivalent post at ICAR Hqrs. and at the Institutes of ICAR	President ICAR
Stenographer Grader-III	Deputy Secretary/Chief A.O.
Personal Assistant at ICAR Headquarter	Secretary, ICAR.
Personal Assistant at ICAR Institutes	Director of the concerned Institute
PS at ICAR Headquarter	Secretary, ICAR
PS at ICAR Institutes	Director of the concerned Institutes
Principle Private Secretary to Chairman ,	DG, ICAR
Junior Law Officer	Secretary, ICAR
Asstt. Legal Advisor	Secretary ICAR
Law Officer	Secretary ICAR
Legal Adviser	President ICAR
Security Supervisor	Director of the concerned Institutes
Security Officer	Director of the concerned institute
Asstt. Director (Official Language)	D.G, ICAR
Deputy Director (Official Language)	D.G, ICAR
Director (Official Language)	D.G., ICAR