



EMPLOYEES' PROVIDENT FUND OFFICERS' ASSOCIATION
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA
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(Regn. No. 33/2015)

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January 11th, 2023

To,

**Central Provident Fund Commissioner,
Employees Provident Fund Organisation,
Bhavishya Nidhi Bhawan, New Delhi-110066.**

Subject: Composite RR of Commissioners' Cadre-reg.

Madam,

Kindly refer to the email dated 23rd December, 2022 from HRD Wing, Head Office with the subject "Composite RR of Commissioners' Cadre", wherein it has been directed to re-submit draft composite recruitment rules (RR) for the commissioner cadre of EPFO.

2. As desired, the composite draft Commissioners' cadre RR are attached [Annexure-I] for kind perusal. It is important to note that in its original iteration in the year 1966, the said RR were a composite RR.

3. The extant statutory provisions, since 1988, in the EPF & MP Act 1952 (Act) empower the Central Board to recruit as many Officers and employees as may be required for efficient administration of the Act and Schemes framed thereunder. Further, the method of recruitment, salary, and allowances of officers and employees have to be specified by the Central Board in accordance with those applicable to Central Government employees drawing corresponding scales of pay.

4. Prior to 1988, these powers vested with Central Government. The ‘Objects and Reasons’ Clause of Amendment Act 33 of 1988 states that: “the Central Board is being given enhanced powers in the matters of appointment of officers and staff, creation of posts, specifying methods of recruitment, salary and allowances, etc., of its officers and staff, for smooth functioning of Schemes administered by it.”

5. There was a conscious decision of Parliament in 1988 to align service rules of officers and staff of Central Board with similarly placed Central Government employees. The Central Government employees, Group ‘A’, all have composite RRs. As mentioned above, EPF Commissioners’ cadre also had a composite RR originally. The composite RRs facilitate identification of structural anomalies and allow for standardisation with Government regulations. In fact, the Act specifically states that in case any departure from aforesaid central government rules is contemplated, prior approval of Central Government must be obtained.

6. Composite RRs allow timely cadre review and management. DoPT OM No. I-11011/16/2022-CRD dated 30th September 2022 on Consolidated guidelines on cadre review of Central Civil Services specifically states that “Cadre review encompasses several key elements of cadre management such as formation of service, manpower projection, recruitment planning, training, deputation, encadrement, decadrement, creation of posts, managing reserves, etc. It helps realign a service to the ever changing organizational needs and maintain congruence between functional needs and legitimate aspirations of the officers. The main thrust of cadre review is on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalization of the existing cadre structure of a Service in accordance with certain predefined principles and a given set of objectives like improving the efficiency, morale and effectiveness of the cadre.”

7. The monograph of 2022 attached as annexure to the above mentioned DoPT OM of 30th September 2022 inter-alia specifies the ideal structural ratios of a cadre, which would be evident only if the composite RRs are notified, permitting such a view. These ratios reveal the type of cadre pyramid that a given service has and indicate the extent of promotional opportunities available to its members.

8. Having standalone posts seriously impedes this DoPT mandate and it is essential that a consolidated RRs for Commissioners’ cadre is notified at the earliest. The DoPT OM no. No. I—1101J/12/2008 CRD dated November 19, 2009 lays down the attributes of an Organised service Group A, which are :-

- i. The highest cadre post in such services is not below the level of SAG [Level 14, 7th CPC].
- ii. The service has all the standard grades JTS (level 10), STS (Level 11), JAG/NFSG (Level 12/Level 13) and SAG (Level 14). [Now NFU also is a part of RRs]

- iii. At least 50% vacancies in JTS (Level 10) are filled by direct recruitment.
- iv. All the vacancies above JTS and upto SAG are filled by promotion from next lower grade.
- v. While a service may comprise one or more distinct cadre (s), all such cadres should be governed by composite Service rules facilitating horizontal and vertical movement of officers of a particular cadre at least upto SAG level. The cadre posts of an organised Service expressly belong to that service.
- vi. Such a service consists of two distinct components, namely Regular Duty Posts and Reserves. The reserves are generally of four types, viz. (i) Probationary reserves, (ii) Leave reserves, (iii) Training reserve and (iv) deputation reserve. The various types of reserves are usually created and accounted for in the Junior Time Scale.

9. EPF Commissioners' cadre satisfy the conditions mentioned in sub-points (i) to (iv) above. However, on point number (v) & (vi) above there are no provisions. Thus, there are no reserves in EPF Commissioners' cadre as there are no composite RRs. Further, the provision in extant RRs to fill 20% posts in Level 14 in EPFO by deputation is against the cadre rules of Central Government. It is pertinent to note that even the extant standalone RRs in Commissioners' cadre are not in accordance with approvals of Central Board and Central Government of December 2016. For instance, the number of years required in Group 'A' for promotion to Grade Pay 8900 were approved as 18 years by the CBT at the time of last cadre restructuring, however, this was unilaterally increased to 20 years by MOLE without any justification or consideration of the CBT. Similar unilateral increase in required service years was made for GP 10000 by the MOLE. This was in violation of the rules prescribed in other services as well as blatant suppression of the exclusive powers of CBT.

10. These defects need to be cured urgently by notifying a composite RR in accordance with approvals of Central Board and extant provisions for Central Government employees drawing corresponding pay. These defects could be corrected by having a composite RR to align the rules with Central Government instructions. In the *Chintan Shivir* under the chairmanship of Hon'ble LEM, one of the issues on which LEM had agreed to was to declare EPF Commissioners' cadre as an organized service Group A. Once this is done, EPF Commissioners' cadre will have a strong case for being eligible for deputation under Central Staffing Scheme.

11. The extant DoPT guidelines on direct recruitment advise that the said recruitment should ideally be at 3% of the total cadre strength. Because there is no composite RR, this fact is never taken into account, resulting in bunched up recruitments for multiple years, thereby creating promotion blocks and adversely impacting cadre management. It is essential that composite RRs are notified so that the aspect of limiting direct recruitment to 3% of cadre strength is not lost sight of.

12. The extant ratios in Central Government indicates that Group A is 15% to 20% of the total cadre strength. EPFO should have at least 12% strength of its Group A On the current sanctioned strength of EPFO (approximately 24,073), the strength of Group A should be 2,889. Leaving aside 407 Group A posts for non-Commissioners' cadre, the ratio would give about 2,482 posts for EPF Commissioners' cadre. Distributing these posts in the ratio of 40% for JTS (992), 30% for STS (744), 20% for JAG (496) and 10% for SAG (248) would provide the requisite number of officers for manning various functional responsibilities of EPFO.

13. It is important to note that the extant sanctioned strength of EPFO is highly inadequate today, in view of multiple increase in workload and increase in functional footprint of EPFO since December 2016. We estimate that only for the EPFO field offices, there is a requirement of about 21,000 Social Security Assistants; 5265 Section Supervisors; 1755 AOs, 8144 EOs and 1644 RC-II/APFC. We would be happy to present these figures in detail in the long overdue meeting of EPFOA with CPFC. Once these numbers are considered the size of EPF Commissioners' cadre would increase proportionately.

14. We accordingly request you to initiate necessary action accordingly to notify composite Recruitment Rules for EPF Commissioners' cadre and arrange to enhance the number of officers and employees for efficient administration of Schemes framed under the Act, as also for handling any other additional responsibility which may be assigned to EPFO. We also enclose composite RRs of ICAR Administrative Officers, Group A [Annexure-II] as a reference point to facilitate an early decision in the matter.

Thanking you.

Yours sincerely,



[Saurabh Swami]
Secretary General

EMPLOYEES' PROVIDENT FUND ORGANISATION
(MINISTRY OF LABOUR AND EMPLOYMENT)
GOVERNMENT OF INDIA

NOTIFICATION
NEW DELHI, THE XXXXXXXX 2023

GSR No. _____:- In exercise of the powers conferred by sub-section 7 of section 5(D) of Employees' Provident Funds and Miscellaneous Provisions Act, 1952 read with proviso to Article 309 of the Constitution & in suppression of all earlier Group 'A' Recruitment Rules in respect of Commissioners' cadre in the Employees' Provident Fund Organisation, published by Government of India, the Central Board (Employees' Provident Fund) hereby make the following Rule:-

1) Short Title and Commencement:

- i. These Rules will be called Commissioners' cadre (Employees' Provident Fund, India), Group A Recruitment Rules, 2023.
- ii. They shall come into force with effect from _____.

2) Definitions-In these Rules, unless the context otherwise requires-

- a) "Act" means the Employees' Provident Funds & Miscellaneous Provisions Act, 1952.
- b) "Board" means the Central Board (Employees' Provident Fund) as per section 5A of the Act.
- c) "Commission" means the Union Public Service Commission.
- d) "Controlling Authority" means the Government of India, Ministry of Labour and Employment for all posts except the posts carrying Junior Time Scale and Senior Time Scale, for which the Central Provident Fund Commissioner will be the controlling authority.
- e) "Departmental Promotion Committee" means a committee constituted to consider promotions and confirmations in any Grade of the service specified in Schedule I and the composition of such Committee shall be as specified in Schedule IV.
- f) "Examination" means the Examination held by the Commission for recruitment to the Commissioners' cadre, Group 'A';
- g) "Officer" means a member of the Commissioners' cadre.
- h) "Post" means any post, whether permanent or temporary specified Under Rule 4
- i) "Grade" means pay in the pay band along with the specified Level in the Pay Matrix for that Post.
- j) "Regular Service in relation to any post" , means the period or periods of service rendered after appointment according to the prescribed procedure for the long- term appointment to that grade_and includes any period or periods, taken into account for the purpose of seniority in the case of those appointed at the initial constitution of the service during which an officer would have held a post but for being on leave or otherwise not available for holding such post.

- k) "Schedule" means a schedule appended to these Rules.
- l) "Scheme" means the Employees Provident Funds Scheme, 1952.
- m) "Schedule Castes and Scheduled Tribes" shall have the meaning respectively assigned to them in clause (24) and (25) of the Article 366 of the Constitution.
- n) "Other Backward Caste" means having the same meaning and applicability as laid down in DoPT O.M.No. 36012/22/93-Estt (SCT) dt 08.09.1993 as amended from time to time.
- o) "Central Government" means the Union Minister, Ministry of Labour and Employment.

3) Initial Constitution of Service.

- i. There shall be constituted a Commissioners' Cadre (Employees' Provident Fund) Group "A", consisting of persons appointed to the service under Rule 5.
- ii. All the posts included in the cadre shall be classified as Group "A" post.
- iii. The Commissioners' cadre shall, on the date of commencement of these rules, consist of officers who have already been appointed in the Employees Provident Fund Organisation in various posts of Group "A" as specified in Schedule I, on regular basis.
- iv. The continuous service of officers in the Commissioners' Cadre referred in Sub Rule (iii) above in their respective posts rendered prior to commencement of these rules shall be counted as qualifying service for the purpose of seniority, confirmation, promotion, non-functional upgradation and pension.

4) Sanctioned strength and its review

- i. The Sanctioned strength of various grades of the Commissioners' cadre on the date of commencement of these rules, the number of posts and pay shall be as specified in Schedule I.
- ii. On and from the date of commencement of these rules the sanctioned strength of various posts in the Commissioners' cadre shall be determined by the Board subject to sub-Section 7 of Section 5D of the Act read with para 22A of the Scheme and the Central Government for other posts, from time to time subject to variations depending on the workload.

5) Appointment to the Commissioners' cadre

- i. After initial constitution of the Commissioners' cadre, the vacancies in any of the posts shall be filled in the manner as hereinafter provided.
- ii. 50% of the vacancies in Assistant Provident Fund Commissioner (Junior time Scale) shall be filled by Direct Recruitment on the basis of results of the examination conducted by the Commission in the manner as specified in the Schedule II
- iii. 50% of the vacancies in the post of Assistant Provident Fund Commissioner (Junior Time Scale) shall be filled by promotion from amongst the following category of Group "B" officers in Employees Provident Fund Organisation who have completed 05 years of regular service namely:-
 - a. Section Officers
 - b. Enforcement Officers/Accounts Officers
- iv. The vacancies to be filled by promotion shall be filled from out of the two group B categories of the officers mentioned in Sub Rule (iii) in the ratio of 1:16. The 1st vacancy will be filled from amongst the officers referred in paragraph (a) of

Sub Rule (iii) and 17th vacancy will be filled by the officers referred in Para (b) of said Sub Rule and this cycle will be repeated successively.

- v. Appointment in the service to the post of Regional Provident Fund Commissioner -II (Senior Time Scale) and above shall be made from amongst the officers in next lower post with qualifying service, as specified in Column (4) of Schedule III.
- vi. Promotion of officers except the Regional Provident Fund Commissioner-I, Junior Administrative Grade (Non Functional Selection Grade) and Regional Provident Fund Commissioner -II (Senior Time Scale) shall be made by selection on the basis of recommendation of Departmental Promotion Committee in accordance with Schedule IV. Promotion to the Regional Provident Fund Commissioner-I, Junior Administrative Grade (Non-Functional Selection Grade) and Regional Provident Fund Commissioner-II (Senior Time Scale) shall be made by placement on Seniority basis subject to suitability and fitness.

6. Probation and Confirmation: -

- i. Every officer on appointment to the service either by Direct Recruitment or by promotion in Junior Time Scale shall be on probation for a period of 02 years. Provided that the controlling authority may extend the period of probation in accordance with the instructions issued by the Central Board of Trustees from time to time. Provided further that an officer shall be given an opportunity of being heard before his/her period of probation is proposed to be extended before 01 month of the expiry of the period.
- ii. On completion of the period of probation, or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their post on regular basis and be confirmed.
- iii. If during the period of probation or any extension thereof, as the case may be, the Controlling authority is of the opinion that an officer is not fit for permanent appointment, it may discharge or revert the officer to the post held by him/her prior to his/her appointment in the service as the case may be.
- iv. During the period of probation or any extension thereof, an officer may be required by the Controlling Authority to undergo such course of training and instructions and to pass examinations, and tests (including examination in Hindi) as it may deem fit as condition to satisfactory completion of probation.
- v. As regards, other matters relating to probation, the officers in the Commissioners' cadre (EPF, India) shall be governed by the instructions issued by the Board in this regard from time to time.

7. Seniority: -

- i. The relative seniority of the officers in the Commissioners' cadre shall be the relative seniority in their respective posts as already determined before the date of commencement of these rules, provided that if the seniority of any officer had not been determined before commencement of these rules, the same shall be determined by the Board in accordance with Employees Provident Fund Staff (Fixation of Seniority) Regulations, 1989 as amended from time to time or the General Orders issued by the Board from time to time.
- ii. The Seniority of persons appointed to various posts of the service on and from the date of commencement of these rules shall be determined in accordance with

Employees Provident Fund Staff (Fixation of Seniority) Regulations, 1989 as amended from time to time or the General Orders issued by the Board from time to time.

8. Grant of Non- Functional Upgradation:

Whenever any Indian Administrative Services Officer of the State or Joint Cadre is posted at the Centre to a particular grade carrying a specific Level in the Pay Matrix, the members of the Commissioners' cadre, who are senior to such Indian Administrative Service Officer by two years or more and have not so far been promoted to that particular grade, would be granted the same Level on non-functional basis from the date of posting of the Indian Administrative Service Officer in that Level at the Centre in accordance with the Government of India's instructions issued on the subject from time to time.

9. Conditions of service:

- i. An officer appointed to the Commissioners' cadre shall be liable to serve anywhere in India (Except the state of Jammu and Kashmir) including the field service in or out of India.
- ii. The conditions of service of the officers in the Commissioners' cadre in respect of matters for which no provision has been made under these rules shall be the same as governed under Employees' Provident Fund (Staff and Conditions of Service) Regulations 2008 and its amendment or general orders from time to time.

10. Residuary matters:

In regard to the matters not specifically covered by any of the provisions of these rule, or instructions or orders made or issued thereunder or by special orders, the members of the service shall be governed by the rules, instructions and orders applicable to the officers of Central Civil Services in general.

11. 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 service, provided that the Central Government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

12. Interpretation: - If any question arises relating to the interpretation of these Rules it shall be referred to the Board which shall decide the same.

13. Power to relax: -Where the Board is of the opinion that it is necessary and expedient to do so, it may by order for reasons to be recorded in writing, and in consultation with the Central Government relax any of the provisions of these rules with respect to any class or category of persons. Relaxation should not be resorted in respect of any individual except in cases where an individual can be treated as a class or category of persons.

14. Savings: -Nothing in these Rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, The Scheduled tribes, other backward castes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

15. Repeal- The existing Recruitment Rules in the cadres of Additional Central PF Commissioner (HQ), Additional Central PF Commissioner, Regional Provident Fund Commissioners, Grade –I & II and Assistant Provident Fund Commissioner, as amended from time to time, are hereby repealed.

Provided that such repeal shall not affect anything done or any action taken under the said Rules before such repeal.

SCHEDULE I			
(Sub Rule (iii) of Rule 3 and Sub Rule (i) of Rule 4)			
(Post, numbers and grade pay/Scales of pay included in the Commissioners' cadre)			
Sl. No.	Designation/Grade	No. of Posts	Level in the Pay Matrix
1.	2.	3.	4.
1.	Additional Central Provident Fund Commissioner (HQ) (Senior Administrative Grade)	13 (2023)	Level 14
2.	Additional Central Provident Fund Commissioner	32 (2023)	Level 13A
3.	Regional Provident Fund Commissioner-I (JAG) (Non-Functional Selection Grade)	30% of Senior Duty Posts (STS & above)	Level 13
4.	Regional Provident Fund Commissioner -I (Junior Administrative Grade)	239 (2023)	Level 12
5.	Regional Provident Fund Commissioner -II (Senior Time Scale)	299 (2023)	Level 11
6.	Assistant Provident Fund Commissioner (Junior Time Scale)	452 (2023)	Level 10

SCHEDULE- II
(See Sub Rule (ii) of Rule 5)

Minimum Educational Qualification and age limit for direct recruitment to the post of Assistant Provident Fund Commissioner (Junior Time Scale)

A candidate must have:

- 1) A degree of a recognized University or equivalent. (Qualifications are relaxable at the discretion of the Commission in the case of candidates otherwise well qualified.)
- 2) Desirable: - Diploma in Company Law/Labour Law/Public Administration.
- 3) Attained the age of 21 years but less than 30 years as on 1st August. The prescribed age limit may vary in accordance with the notification issued by the Commission for examinations from year to year. The upper age limit is also relaxable for the Scheduled Caste or Scheduled Tribe or Other Backward Classes and certain other categories as notified by the Commission for the examinations from time to time

SCHEDULE III
(Rule 5)

Method of Method of Recruitment, field of selection and minimum qualifying service in the next lower grade for appointment of officers on recruitment/appointment to Duty Posts included in various Grades of the Commissioners' cadre

Sl. No.	Designation/Grade	Method of recruitment/ appointment / promotion	Field of selection and minimum qualifying service for promotion
1.	2.	3.	4.
1.	Additional Central Provident Fund Commissioner (HQ) (Senior Administrative Grade)	Promotion	Officers in Level 13A with two years of regular service in the grade or Officers in Level 13 with three years regular service in the grade and total Group A service of eighteen years in Employees Provident Fund Organization.
2.	Additional Central	Promotion	Officers in Level 13 with two years regular service in the grade or Officers

	Provident Fund Commissioner		in Level 12 with six years regular service in the grade and total Group A service of sixteen years in Employees Provident Fund Organization.
3.	Regional Provident Fund Commissioner -I (Non-Functional Selection Grade)	Appointment by placement in the scale on the basis of seniority-cum-fitness.	Officers in the Junior Administrative Grade who have entered the fourteenth year of Service in Group "A" in the Employees' Provident Fund Organisation.
4.	Regional Provident Fund Commissioner -I (Junior Administrative Grade)	Promotion	Officers in Level 11 with five years regular service in the grade and with nine years' service in the Group "A" in the Employees' Provident Fund Organisation.
5.	Regional Provident Fund Commissioner -II (Senior Time Scale)	Appointment by placement in the scale on the basis of seniority-cum-fitness	Officers in Junior Time Scale in Level 10 who have completed four years' service in Group "A" in the Employees' Provident Fund Organisation.
6.	Assistant Provident Fund Commissioner (Junior Time Scale)	Direct Recruitment (50%) Departmental Promotion (50%)	50% of the vacancies in Assistant Provident Fund Commissioner (Junior Time Scale) shall be filled by direct recruitment by examination conducted by the Commission, and; 50% of the vacancies shall be filled by Departmental Promotion in accordance with Rule 5(iii) from amongst the following categories for Group 'B' Officers in Employees Provident Fund Organisation, who have completed five years of regular service:- a) Enforcement Officers/ Accounts Officers (Level 8) b) Section Officers (Level 8)

Note: In case where juniors who have completed their qualifying and/or eligible service have been or are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility services or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher Grade along with their Juniors who have already completed such qualifying or eligible service.

SCHEDULE IV (Sub Rule vi of Rule 5) Composition of Departmental Promotion Committee for considering cases of promotion and confirmation to the posts in the Commissioners' cadre)				
Sl. No.	Designation/Grade	Departmental Committee for promotion	Departmental Committee for considering confirmation	Departmental Screening Committee for considering Non Functional Upgradation
1.	2.	3.	4.	5.
1.	Additional Central Provident Fund Commissioner (HQ) (Senior Administrative Grade)	a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member	-----	a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member
2.	Additional Central Provident Fund Commissioner	a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member	----	a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member
3.	Regional Provident Fund Commissioner- I JAG (Non-Functional Selection Grade)	a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member	-----	-----

		c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member		
4.	Regional Provident Fund Commissioner-I (Junior Administrative Grade)	a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member		a) Secretary to the Govt. of India, Ministry of Labour & Employment – Chairman b) Central Provident Fund Commissioner - Member c) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member
5.	Regional Provident Fund Commissioner -II (Senior Time Scale)	a) Central Provident Fund Commissioner. - Chairman. b) Additional Secretary to the Govt. of India, Ministry of Labour & Employment - Member c) Additional CPFC (HQ) - Member		a) Central Provident Fund Commissioner. Chairman. b) Additional Secretary to the Govt. of India, Ministry of Labour & Employment – Member. c) Additional CPFC (HQ) – Member.
6.	Assistant Provident Fund Commissioner (Junior Time Scale)	a) Central Provident Fund Commissioner. Chairman. b) Additional CPFC (HQ) - Member c) Additional Commissioner (ESIC) - Member.	a) Central Provident Fund Commissioner- Chairman. b) Additional CPFC- Member c) Additional Commissioner (ESIC) - Member.	

Note: The absence of a member, other than the chairman, shall not invalidate the proceedings of the committee, if more than half of the members of the Departmental Promotion Committee or Departmental Screening Committee for considering Non Functional Upgradation had attended its meeting.

Sd/-
(Veena Tamta Bhatia)
Additional Central PF Commissioner (HQ)



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.11-2/2021-R&P

Dated: 11th July, 2022

OFFICE MEMORANDUM

Subject: Recruitment Rules/ Service Rules of Combined Cadre of Administrative Officers of the Indian Council of Agricultural Research, 2022 - reg.

The Recruitment Rules/ Service Rules of Combined Cadre of Administrative Officers of the Indian Council of Agricultural Research, 2022 are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.

(Handwritten signature and date)
11.7.2022

(A.K. Yadav)

Under Secretary (R&P)

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(Hindi Version will follow)



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ 0राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१

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

F.No.Admn.11-2/2021-R&P

Dated: 11th July, 2022

NOTIFICATION

With the approval of the Competent Authority and in supersession of all earlier service rules/recruitment rules, except as respects things to be done or omitted to be done before such supersession, the following rules regulating the method of recruitment to the Group 'A' posts included in the Combined Cadre of Administrative Officers of Indian Council of Agricultural Research (ICAR) are hereby notified, namely:

1. Short title and commencement:- (1) These rules may be called Combined Cadre of Administrative Officers of the Indian Council of Agricultural Research Service Rules, 2022.

(2) These rules shall come into force w.e.f. the date of issue of this notification.

2. Definitions:- In these rules, unless the context otherwise requires:-

- (a) "Administrative Officer" means an Officer holding a Group 'A' administrative posts in Indian Council of Agricultural Research (ICAR) as specified in Schedule-I appended with these rules, the incumbents of which will provide administrative support for the work of the Constituent Units of ICAR Society.
- (b) "Appointing Authority" means the Authority competent to make appointment to various grades/posts included in the of Combined Cadre of Administrative Officers as specified by the Council from time to time;
- (c) "Cadre" means Combined Cadre of Administrative Officers of ICAR constituted under rule 3;
- (d) "Constituent Units" means constituent units of ICAR as specified in Rule 2(k) of Rules and Bye-Laws of ICAR Society, i.e., ICAR Headquarters, its Research Institutions, Regional and Sub-stations, Research laboratories etc. and Co-ordinated Projects managed and administered by the ICAR.
- (e) "Controlling Authority" means Director General, ICAR;
- (f) "Council" means the Indian Council of Agricultural Research (ICAR);
- (g) "Government" means Government of India;

Nandkumar

- (h) "Other Backward Classes" shall comprise the classes and communities notified by the Central Government from time to time
- (i) "Schedule" means schedule attached to these rules;
- (j) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings respectively assigned to them in clauses (24) and (25) of article 366 of the Constitution of India;

3. Constitution of Cadre:- (1) The cadre, known as Combined Cadre of Administrative Officers of ICAR, shall comprise of five grades namely, Senior Administrative Grade, Selection Grade of Junior Administrative Grade, Junior Administrative Grade, Senior Time Scale and Junior Time Scale.

(2) All the posts included in the cadre shall be classified as Group 'A' posts.

4. Grades, authorised strength and its review:- (1) The posts included in the various grades of the cadre, their designations, their numbers and the Scales of Pay/Pay Level on the date of commencement of these rules shall be as specified in Schedule-I.

(2) After the commencement of these rules, authorized strength of posts in various grades shall be such as may, from time to time, be determined by the Council.

5. Members of the Cadre:- (1) The following persons shall be the members of the cadre, namely:-

(a) Persons appointed under Rule 6 to Group 'A' posts in various grades as specified in Schedule-I; and

(b) Persons appointed under Rule 7 to Group 'A' posts in various grades as specified in Schedule-I.

(2) A person referred to in clause (a) of sub-rule (1) shall be a member of the Cadre in the appropriate grade applicable to him.

(3) A person referred to in clause (b) of sub-rule (1) shall be a member of the Cadre in the appropriate grade applicable to him from the date of such appointment.

6. Initial Constitution of the Cadre:- (1) The existing officers of the Council holding Group 'A' administrative posts in various grades as specified in Schedule-I, on regular basis or holding lien on such posts on the date of commencement of these rules, shall deemed to have been appointed to the corresponding posts and grades in the cadre.

(2) The regular continuous service of officers referred to in sub-rule (1) in the respective corresponding Grades, rendered prior to the commencement of these rules, shall be counted as qualifying service for purpose of seniority, confirmation, promotion, MACP and pension etc.

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7. Future maintenance of the Service:- The posts in any of the grades referred in Rule 4 shall be filled in the manner specified in schedules appended with these rules.

8. Appointment by deputation:- The posts in the cadre can be filled on deputation including short term contract in the manner as specified in schedules appended with these rules.

9. Seniority:- (1) The relative seniority of a member of the Cadre, appointed to any grade of the cadre under initial constitution of the Service referred to in sub-rule (1) of Rule 6 shall continue until altered, modified or amended by the Council.

Provided that if the seniority of any such member has not been specifically determined immediately before commencement of these rules, the same shall be determined by the Controlling authority in accordance with the general orders or instructions issued by the Government from time to time.

(2) The seniority of persons appointed to various grades of the cadre on and from the date of commencement of these rules shall be determined as specified in relevant Schedules appended with these rules. If no such provision is specified in said Schedules, then seniority shall be determined in accordance with the general orders or instructions on seniority issued by the Government from time to time.

10. Probation:- (1) Every officer on appointment to the cadre either by direct recruitment or on promotion to the post of Administrative Officer in the grade of Junior Time Scale or on promotion from feeder grade of Section Officer to the post of Under Secretary in the grade of Senior Time Scale shall be on probation for a period of two years;

Provided that the Controlling Authority may extend the period of probation in accordance with the orders or instructions issued by the Council or Government from time to time in this regard.

(2) On completion of the period of the probation or any extension thereof, the officers shall, if considered fit for permanent appointment be retained in his appointment on regular basis and be confirmed in due course against the available substantive vacancy.

(3) If during the period of probation or any extension thereof, as the case may be, the Council is of the opinion that an officer is not fit for permanent appointment, the Council may-

- (a) if he was appointed by direct recruitment, discharge him from the Service;
- (b) if he was appointed on promotion, revert him to the post held by him immediately before such appointment.

(4) During the period of probation or any extension thereof, the officer may be required by the Council to undergo such courses of training and instructions as the Council may consider necessary as a condition for satisfactory completion of the probation.

(5) As regards other matters relating to probation, the officers of the Cadre shall be governed by the orders or instructions issued by the Council or Government from time to time.

11. Appointment to the Cadre:- All appointments to the cadre shall be made by the Appointing Authority for all the posts in various grades of the cadre as specified by the Council from time to time.

12. Liability for service in any part of India and other conditions of Service:-

(1) The members appointed to the cadre shall be liable to transfer from one constituent unit to another constituent unit of Council anywhere in India or outside.

(2) The conditions of service of the members of the cadre, 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 Council from time to time. If there are no specific orders or instructions issued by the Council in any service matter then the same shall be governed by the orders or instructions issued by the Government as are applicable from time to time, to the Group 'A' officers of the Government.

13. 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 Service.

Provided that the Council 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.

14. Power to relax:- If the President of the Council 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.

15. Saving:- 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 Government from time to time in this regard.

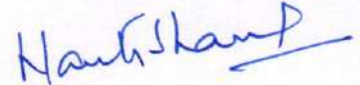
16. Interpretation:- If any question relating to interpretation of these rules arise, it shall be decided by the President of the Council.

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17. Repeal:- All earlier Service Rules/Recruitment Rules issued and as amended from time to time, for recruitment/appointment to the posts/grades specified in Schedule-I, are hereby repealed.

Provided that such repeal shall not affect anything done or action taken or omitted to be done or taken under said rules, before such repeal.

Provided further that 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 2022, in any grade/post included in the cadre, on the recommendation of duly constituted Departmental Promotion Committee in accordance to the previous recruitment rules.



(Namrta Sharma)
Director(Admn.)

SCHEDULE-I

Grades, Pay Levels, designations/name, numbers and method of recruitment to the Group 'A' posts included in Combined Cadre of Administrative Officers of Indian Council of Agricultural Research (ICAR) :

Sl. No.	Grade & Pay Level	Designation/name of the post	No. of posts	Method of Recruitment
1.	Senior Administrative Grade (SAG) Pay Level-14	Joint Secretary/ Joint Director (Admn)-cum-Sr. Registrar	07*	As specified in Schedule-II
2.	Selection Grade of Junior Administrative Grade (SG of JAG) Pay Level-13	Director/ Chief Administrative Officer (Sr. Grade)	28*	As specified in Schedule-III
3.	Junior Administrative Grade (JAG) Pay Level-12	Deputy Secretary/ Chief Administrative Officer	40*	As specified in Schedule-IV
4.	Senior Time Scale (STS) Pay Level-11	Under Secretary/ Senior Administrative Officer	90* [35+55]**	As specified in Schedule-V & Schedule-VI
5.	Junior Time Scale (JTS) Pay Level-10	Administrative Officer	132*	As specified in Schedule-VII
		Total Posts	297	

*Number of posts are subject to variation dependent on workload.

**35 posts of Under Secretary and 55 posts of Sr. Administrative officer.

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SCHEDULE-II

RECRUITMENT RULES FOR THE POST OF JOINT SECRETARY/JOINT DIRECTOR (ADMINISTRATION)-CUM-Sr. REGISTRAR

1.	Name of the post	JOINT SECRETARY/JOINT DIRECTOR (Administration)/Sr. REGISTRAR
2.	Number of post	7*
3.	Classification	Administrative Group 'A'
4.	Pay Level as per Pay Matrix of 7 th CPC (Pre-revised pay scale)	Level-14, (Rs.144200-218200) (Pre-revised PB-4, Rs.37400-67000+ GP Rs.10,000)
5.	Whether Selection or Non-selection Post	Selection Post
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.	Not applicable
10.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	By promotion 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.	a) Promotion : By promotion on selection basis of Director/Chief Administrative Officer(SG) of ICAR in Pay Level-13 of Pay Matrix (Pre-revised PB-4, Rs.37400-67000, GP Rs.8700) with 03 years' service in the grade rendered after appointment thereto on regular basis; failing which Director/CAO(SG) of ICAR with atleast one year's regular service in the grade and 8 years combined regular service in the grades of Director/CAO(SG) & DS/CAO. Note : <i>1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or 2 years, whichever is less.</i>

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		<p>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.</p> <p>b) Deputation (ISTC) : Falling (a) above, by deputation of officers with 17 years' administrative experience under the Central or State Government or Union Territories or Autonomous Bodies or PSUs and</p> <p>i. Holding analogous posts on regular basis in the parent cadre / Department Or ii. With three years regular service in the Pay Level-13 of Pay Matrix (Pre-revised Pay Band-4, Rs. 37400-67000 with GP of Rs.8700)or equivalent pay scale on regular basis in the parent cadre / Department</p> <p>Note:</p> <p>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.</p> <p>2. The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>3. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</p>										
12.	If a Departmental Promotion Committee exists what is its composition.	<p>DPC consisting of:</p> <table border="1" data-bbox="813 1310 1453 1917"> <tr> <td>DG, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Chairman, ASRB or a Member, ASRB nominated by Chairman, ASRB</td> <td>Member</td> </tr> <tr> <td>Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Additional Secretary or equivalent nominated by DG, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Joint Secretary or equivalent belonging to SC/ ST community nominated by DG, ICAR</td> <td>Member</td> </tr> </table>	DG, ICAR	Chairperson	Chairman, ASRB or a Member, ASRB nominated by Chairman, ASRB	Member	Secretary, ICAR	Member	An outside expert not below the rank of Additional Secretary or equivalent nominated by DG, ICAR	Member	An officer not below the rank of Joint Secretary or equivalent belonging to SC/ ST community nominated by DG, ICAR	Member
DG, ICAR	Chairperson											
Chairman, ASRB or a Member, ASRB nominated by Chairman, ASRB	Member											
Secretary, ICAR	Member											
An outside expert not below the rank of Additional Secretary or equivalent nominated by DG, ICAR	Member											
An officer not below the rank of Joint Secretary or equivalent belonging to SC/ ST community nominated by DG, ICAR	Member											

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13.	Consultation with UPSC is necessary or not	Not Applicable
14.	Remarks	The Officers in Senior Administrative Grade (SAG) of Joint Secretary/Joint Director-cum-Sr. Registrar shall be designated as Joint Secretary or Joint Director/Sr. Registrar as per their posting at ICAR Hqrs. or ICAR Institutes respectively.

**Subject to variation dependent on workload*

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SCHEDULE-III

**RECRUITMENT RULES FOR THE POST OF
DIRECTOR/ CAO (Senior Grade)**

1	Name of the Post	DIRECTOR/ CAO (Senior Grade)
2	Number of Posts	28*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-13 (Rs.123100-215900) (Pre-revised Pay Band-4, Rs.37400-67000 with Grade Pay of Rs.8700)
5	Whether Selection Post or Non-Selection Post	Selection Post
6	Age limit for direct recruitment	Not applicable
7	Educational & Other qualifications required for direct recruitment	Not applicable
8	Whether age and educational qualifications required for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	Not applicable
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/ Absorption & percentage of vacancies to be filled by various modes	By promotion 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	(a) Promotion : By promotion on selection basis of DS/CAO of ICAR in the Pay Level-12 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.7600) having five years' service in the grade after appointment thereto on regular basis; failing which by promotion of DS/CAO of ICAR who have rendered at least 3 years' regular service as DS/CAO in the Pay Level-12 and combined regular service of ten years' as DS/CAO and US/SAO. Note : <i>1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or 2 years, whichever is less.</i>

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2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.

3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade, i.e., DS/CAO.

(b) Deputation (ISTC):

Failing (a) above, by deputation of officers having fourteen years of administrative experience under the Central or State Government or Union Territories or Autonomous Bodies or PSUs, and

i. Holding analogous posts on regular basis in the parent cadre / Department.

Or

ii. With five years regular service in the Level-12 of Pay Matrix (Pre-revised PB-3, Rs.15600-39100 with GP Rs.7600) or equivalent pay scale in the parent cadre /Department.

Note:

1. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed 3 years.
2. The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
3. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.

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12	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of:</p> <table border="1" data-bbox="707 237 1370 703"> <tr> <td>DG, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Chairman, ASRB or Member, ASRB nominated by Chairman, ASRB</td> <td>Member</td> </tr> <tr> <td>Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Joint Secretary or equivalent nominated by DG, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST community nominated by DG, ICAR</td> <td>Member</td> </tr> <tr> <td>Joint Secretary (Admn.), ICAR*</td> <td>Member</td> </tr> </table> <p>Note : *In absence of Joint Secretary(A) any other Joint Secretary of ICAR may be nominated by the DG, ICAR.</p>	DG, ICAR	Chairperson	Chairman, ASRB or Member, ASRB nominated by Chairman, ASRB	Member	Secretary, ICAR	Member	An outside expert not below the rank of Joint Secretary or equivalent nominated by DG, ICAR	Member	An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST community nominated by DG, ICAR	Member	Joint Secretary (Admn.), ICAR*	Member
DG, ICAR	Chairperson													
Chairman, ASRB or Member, ASRB nominated by Chairman, ASRB	Member													
Secretary, ICAR	Member													
An outside expert not below the rank of Joint Secretary or equivalent nominated by DG, ICAR	Member													
An officer not below the rank of Joint Secretary or equivalent belonging to SC/ST community nominated by DG, ICAR	Member													
Joint Secretary (Admn.), ICAR*	Member													
13	Consultation with UPSC is necessary or not	Not Applicable												
14	Remarks	<ol style="list-style-type: none"> 1. The minimum eligibility service requirement for promotion to the post of Director/Chief Administrative Officer (Sr. Grade) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010 for the persons holding the immediate feeder grade post of Deputy Secretary(DS)/Chief Administrative Officer(CAO) on regular basis, on the date of commencement of these revised Recruitment Rules(RRs). 2. The Officers in Selection Grade of JAG (SG of JAG) of Director/Chief Administrative Officer(SG) shall be designated as Director or Chief Administrative Officer(SG) as per their place of posting at ICAR Hqrs. or ICAR Institutes respectively. 												

*Subject to variation dependent on workload

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SCHEDULE-IV

**RECRUITMENT RULES FOR THE POST OF
DEPUTY SECRETARY/ CHIEF ADMINISTRATIVE OFFICER**

1	Name of the post	DEPUTY SECRETARY/ CHIEF ADMINISTRATIVE OFFICER
2	Number of Posts	40*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-12 (Rs.78800-209200) (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.7600)
5	Whether Selection Post or Non-Selection Post	Selection Post
6	Age limit for direct recruitment	Not applicable
7	Educational & Other qualifications required for direct recruitment	Not applicable
8	Whether age and educational qualifications required for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	Not applicable
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption & percentage of vacancies to be filled by various modes	By promotion 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	(a) Promotion : By promotion on selection basis amongst US/SAO of ICAR in the Pay Level-11(Pre-revised PB-3, Rs.15600-39100 with GP Rs.6600) having rendered five years' service in the grade after appointment thereto on regular basis. Note : 1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or 2 years, whichever is less and have successfully completed probation period. 2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.

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		<p>3. The vacancies arising in the grade of DS/CAO shall be filled from the officers of feeder grades of SAO and US in the ratio of 3:2 respectively in each bunch of 5 vacancies.</p> <p>4. The seniority shall be in accordance to DoPT's principle of rota-quota.</p> <p>(b) Deputation (ISTC) : Failing (a) by deputation of officers having 10 years of administrative experience under the Central or State Government or Union Territories or Autonomous Bodies or PSUs, and</p> <p>(i) Holding analogous posts on regular basis in the parent cadre / Department. Or</p> <p>(ii) With five years' regular service in the Level-11 of Pay Matrix (Pre-revised PB-3, Rs.15600-39100 with GP Rs.6600) or equivalent pay scale in the parent cadre / Department.</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 departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. 3. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications. 										
12	If a Departmental Promotion Committee exists what is its composition	DPC consisting of : <table border="1" data-bbox="746 1373 1417 1709"> <tr> <td>DG, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Director nominated by DG, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Director belonging to SC/ST community nominated by DG, ICAR</td> <td>Member</td> </tr> <tr> <td>Joint Secretary (Admn.), ICAR*</td> <td>Member</td> </tr> </table> <p>*Note : In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the DG, ICAR.</p>	DG, ICAR	Chairperson	Secretary, ICAR	Member	An outside expert not below the rank of Director nominated by DG, ICAR	Member	An officer not below the rank of Director belonging to SC/ST community nominated by DG, ICAR	Member	Joint Secretary (Admn.), ICAR*	Member
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Secretary, ICAR	Member											
An outside expert not below the rank of Director nominated by DG, ICAR	Member											
An officer not below the rank of Director belonging to SC/ST community nominated by DG, ICAR	Member											
Joint Secretary (Admn.), ICAR*	Member											
13	Consultation with UPSC is necessary or not	Not Applicable										

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14	Remarks	<ol style="list-style-type: none">1. The minimum eligibility service requirement for promotion to the post of Deputy Secretary(DS)/Chief Administrative Officer (CAO) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010 (as amended vide letter no.33-5/2011-Estt.I dated 28.09.2012) for the persons holding the immediate feeder grade post of Under Secretary (US)/Sr. Administrative Officer (SAO) on regular basis on the date of commencement of these revised Recruitment Rules(RRs).2. The Officers in Junior Administrative Grade (JAG) of Deputy Secretary(DS)/ Chief Administrative Officer (CAO) shall be designated as Deputy Secretary or Chief Administrative Officer as per their place of posting at ICAR Hqrs. or ICAR Institutes respectively.
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**Subject to variation dependent on workload*

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SCHEDULE-V

RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY

1	Name of the Post	UNDER SECRETARY
2	Number of Posts	35*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-11 (Rs.67700-208700) (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.6600)
5	Whether Selection Post or Non-Selection Post	Selection Post
6	Age limit for direct recruitment	Not applicable
7	Educational & Other qualifications required for direct recruitment	Not applicable
8	Whether age and educational qualifications required for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	2 Years which may be extended at the discretion of competent authority.
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption & percentage of vacancies to be filled by various modes	By promotion 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	<p>(a) Promotion : By promotion on selection basis of Section Officers of ICAR HQ in the Pay Level-8/Pay Level-10(Pre-revised PB-2 with Grade Pay Rs.4800/PB-3 with Grade Pay Rs.5400) having rendered at least 8 years' service in the grade after appointment thereto on regular basis.</p> <p>Note : <i>1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or 2 years, whichever is less.</i> <i>2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time.</i> <i>3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade, i.e., Section Officer.</i></p>

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		<p>(b) Deputation (ISTC) : Failing (a) above by deputation of</p> <p>(i) Administrative Officers of ICAR in Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 + GP of Rs.5400) with 5 years of service in the grade after appointment thereto on regular basis OR</p> <p>(ii) Officers with atleast 9 years of administrative experience under Central Govt or State Govt or Union Territories or Autonomous bodies or PSUs and</p> <ul style="list-style-type: none"> • Holding analogous post on regular basis in parent cadre/department. Or • Having 5 years of regular service in Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 + GP of Rs.5400) or 8 years of regular service in Pay Level-8 (Pre-revised PB-2, Rs.15600-39100 + GP of Rs.4800) or equivalent pay scale in parent cadre/department. <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 departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. 3. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications. 										
12	If a Departmental Promotion Committee/Confirmation Committee exists what is its composition	DPC consisting of: <table border="1" data-bbox="722 1496 1401 1832"> <tr> <td>Secretary, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Joint Secretary(A)*</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>Deputy Secretary(Admn.)</td> <td>Member</td> </tr> </table>	Secretary, ICAR	Chairperson	Joint Secretary(A)*	Member	An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member	An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member	Deputy Secretary(Admn.)	Member
Secretary, ICAR	Chairperson											
Joint Secretary(A)*	Member											
An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member											
An officer not below the rank of Deputy Secretary belonging to SC/ST community nominated by Secretary, ICAR	Member											
Deputy Secretary(Admn.)	Member											

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		<p>*Note : In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the Secretary, ICAR.</p> <p>Confirmation Committee consisting of :</p> <table border="1"> <tr> <td>Deputy Secretary(A), ICAR</td> <td>Chairperson</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee</td> <td>Member</td> </tr> <tr> <td>Under Secretary (A)</td> <td>Member</td> </tr> </table> <p>Note : 1. In absence of DS(A) an equivalent officer shall be nominated by Joint Secretary(A) to act as the Chairperson of the Committee. 2. If none of the members of Confirmation Committee belongs to SC/ST category then Chairperson will co-opt an officer not below the rank of Under Secretary belonging to SC/ST community.</p>	Deputy Secretary(A), ICAR	Chairperson	An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member	Under Secretary (A)	Member
Deputy Secretary(A), ICAR	Chairperson							
An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member							
Under Secretary (A)	Member							
13	Consultation with UPSC is necessary or not	Not Applicable						
14	Remarks	<p>1. The minimum eligibility service requirement for promotion to the post of Under Secretary (US) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.14(1)/2010-Estt.I dated 19.08.2010, for the persons holding the immediate feeder grade post of Section Officer (SO) on regular basis on the date of commencement of these revised Recruitment Rules (RRs).</p> <p>2. As notified vide Office Order No. 15(8)/2002-Estt-I dated 15.1.2003, the Officers shall be designated as Under Secretary or Senior Administrative Officer as per their posting at ICAR Hqrs. or ICAR Institutes respectively.</p>						

**Subject to variation dependent on workload*

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SCHEDULE-VI

**RECRUITMENT RULES FOR THE POST OF
SENIOR ADMINISTRATIVE OFFICER**

1	Name of the post	SENIOR ADMINISTRATIVE OFFICER
2	Number of Posts	55*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-11 (Rs.67700-208700) (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.6600)
5	Whether Selection Post or Non-Selection Post	Selection Post
6	Age limit for direct recruitment	Not applicable
7	Educational & Other qualifications required for direct recruitment	Not applicable
8	Whether age and educational qualifications required for direct recruits will apply in case of promotes	Not applicable
9	Period of Probation, if any	Not applicable
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption & percentage of vacancies to be filled by various modes	By promotion 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	<p>(a) Promotion: By promotion of Administrative Officers of ICAR in the Pay Level-10 (PB-3, Rs.15600-39100 with Grade Pay Rs.5400) having rendered atleast five years' service in the grade after appointment thereto on regular basis.</p> <p>Note : 1. Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/eligibility service or 2 years, whichever is less and have successfully completed probation period. 2. The crucial date for determining the eligibility shall be as per the guidelines/instructions of the DOPT as issued from time to time. 3. In the zone of consideration the seniority will be as per the seniority in immediate feeder grade, i.e., AO.</p>

Manish Shrivastava

		<p>b) Deputation (ISTC) : Failing (a) above by deputation of</p> <p>(i) Section Officer of ICAR HQ in Pay Level 8/Pay Level-10 (Pre-revised PB-2 with GP Rs.4800/PB-3 with GP Rs.5400)] who have completed regular service of 8 years in that grade. Or</p> <p>(ii) Officers with 09 years administrative experience under Central or State Govt. or Union Territories or Autonomous bodies or PSUs and</p> <ul style="list-style-type: none"> • Holding analogous post on regular basis in parent cadre/department. Or • Having 5 years of regular service in Pay Level-10 (Pre-revised PB-3, Rs.15600-39100 with GP Rs.5400) in parent cadre/department. <p>Note:</p> <ol style="list-style-type: none"> 1. <i>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 exceed 3 years.</i> 2. <i>The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i> 3. <i>The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications.</i> 										
12	If a Departmental Promotion Committee exists what is its composition	<p>DPC consisting of :</p> <table border="1" data-bbox="726 1355 1380 1691"> <tr> <td>Secretary, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Joint Secretary (Admn.), ICAR*</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary belonging to SC/ST community to be nominated by Secretary, ICAR</td> <td>Member</td> </tr> <tr> <td>Deputy Secretary(Admin.)</td> <td>Member</td> </tr> </table> <p>*Note : <i>In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the Secretary, ICAR.</i></p>	Secretary, ICAR	Chairperson	Joint Secretary (Admn.), ICAR*	Member	An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member	An officer not below the rank of Deputy Secretary belonging to SC/ST community to be nominated by Secretary, ICAR	Member	Deputy Secretary(Admin.)	Member
Secretary, ICAR	Chairperson											
Joint Secretary (Admn.), ICAR*	Member											
An outside expert not below the rank of Deputy Secretary to be nominated by Secretary, ICAR	Member											
An officer not below the rank of Deputy Secretary belonging to SC/ST community to be nominated by Secretary, ICAR	Member											
Deputy Secretary(Admin.)	Member											

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13	Consultation with UPSC is necessary or not	Not Applicable
14	Remarks	<ol style="list-style-type: none"> 1. The minimum eligibility service requirement for promotion to the post of Sr. Administrative Officer (SAO) shall continue to be the same as prescribed by the earlier existing RRs for the post notified vide ICAR Letter no.33(10)/2011-Estt.I dated 21.03.2013, for the persons holding the immediate feeder grade post of Administrative Officer (AO) on regular basis on the date of commencement of these revised Recruitment Rules(RRs). 2. As notified vide Office Order No.15(8)/2002-Estt-I dated 15.1.2003, the Officers in Senior Time Scale (STS) shall be designated as Under Secretary or Senior Administrative Officer as per their posting at ICAR Hqrs. or ICAR Institutes as the case may be.

**Subject to variation dependent on workload*

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SCHEDULE-VII

**RECRUITEMENT RULES FOR THE POST OF
ADMINISTRATIVE OFFICER**

1	Name of the post	ADMINISTRATIVE OFFICER
2	Number of Posts	132*
3	Classification	Administrative Group "A"
4	Scale of Pay	Level-10 (Rs.56100-177500) (Pre-revised Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.5400)
5	Whether Selection Post or Non-Selection Post	Selection Post
6	Age limit for direct recruitment	21 to 30 years Note : 1. <i>The crucial date for determining the age-limit shall be the closing date for receipt of the application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshdweep).</i> 2. <i>The upper age limit is relaxable for SC/ST/OBC/PWDs/Ex-serviceman and other such categories as per instructions of Govt. issued from time to time.</i> 3. <i>For ICAR employees upper age limit is relaxable by 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time regarding age relaxation for departmental candidates.</i>
7	Educational & Other qualifications required for direct recruitment	Graduate of a recognized university securing not less than 55% marks or equivalent in the final degree examination and having working knowledge of computer.
8	Whether age and educational qualifications required for direct recruits will apply in case of promotees	No
9	Period of Probation, if any	Two years for both Promotees as well as Direct Recruits which may be extended at the discretion of the Competent Authority
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/	(i) 50% by direct recruitment (ii) 50% by promotion falling which by deputation including short term contract

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	Absorption & percentage of vacancies to be filled by various modes	Note: The DG, ICAR shall have the authority to interchange officers, not exceeding five in number at a given time, between this grade of officers and Section Officers(SOs) of ICAR who have completed atleast four years of regular service in the grade of SO.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption is to be made	<p>a) Promotion: By promotion of Assistant Administrative Officers in the Pay Level-7 (Pre-revised Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4600) having at least 3 years of regular service in the grade.</p> <p>Note : 1.Promotion to the post of AO, ICAR shall be made in order of common eligibility/ seniority list of AAOs of all the ICAR Institutes to be prepared in order of date of completion of qualifying service in the grade. If the aforesaid date is same, then date of completion of qualifying service in feeder to feeder grade shall be reckoned for purpose of preparing common eligibility/ seniority list of AAOs of ICAR Institutes.</p> <p>2. Inter-se seniority of AAOs of the same ICAR Institute shall be maintained to the extent that it does not disturb the seniority in inter-institutes' common eligibility/ seniority list of AAOs of ICAR Institutes prepared in accordance to Note (1) above.</p> <p>3. Where juniors, in common eligibility/ seniority list of AAOs of ICAR Institutes prepared in accordance to Note (1) and (2) above who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered for promotion to next higher grade provided that they are not short of the requisite qualifying service by more than half of such qualifying/ eligibility service or 2 years, whichever is less.</p> <p>4. The crucial date for determining the eligibility shall be as per the guidelines/ instructions of the DOPT as issued from time to time.</p> <p>b) Deputation (ISTC) : Failing (a) above by deputation of :</p> <p>(i) officers in the grade of Section Officers at the ICAR HQ in the Pay Level-10 (Pre-revised PB-3 with GP Rs.5400) or Section Officers at the ICAR HQ in the Pay Level-8 (Pre-revised PB-2 with GP Rs.4800), with two years' regular service in the grade.</p> <p style="text-align: center;">OR</p>

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		<p>(ii) Officers of the Central or State Govt or Union Territories or Autonomous bodies or PSUs and</p> <ul style="list-style-type: none"> Holding analogous post on regular basis in parent cadre/department. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> With three years' regular service in the grade equivalent to the grade of Assistant Administrative Officer Pay Level-7 (Pre-revised PB-2, Rs.9300-34800 with GP Rs.4600) in parent cadre/department. <p>Note:</p> <ol style="list-style-type: none"> 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. The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. The maximum age limit for appointment by deputation shall not be exceeding 58 years as on the closing date of receipt of applications. 																
12	If a Departmental Promotion Committee/Confirmation Committee exists what is its composition	<p>DPC consisting of :</p> <table border="1" data-bbox="722 1155 1396 1527"> <tr> <td>Secretary, ICAR</td> <td>Chairperson</td> </tr> <tr> <td>Joint Secretary(Admn.), ICAR*</td> <td>Member</td> </tr> <tr> <td>An outside expert not below the rank of Deputy Secretary to be nominated by Chairperson of the Committee</td> <td>Member</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary belonging to SC/ST nominated by Chairperson of the Committee</td> <td>Member</td> </tr> <tr> <td>Deputy Secretary (Admn.)</td> <td>Member</td> </tr> </table> <p>*Note : In absence of Joint Secretary(A) any other Joint Secretary of ICAR shall be nominated by the Secretary, ICAR .</p> <p>Confirmation Committee consisting of :</p> <table border="1" data-bbox="722 1742 1417 1939"> <tr> <td>Deputy Secretary(A), ICAR</td> <td>Chairperson</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee</td> <td>Member</td> </tr> <tr> <td>Under Secretary (A)</td> <td>Member</td> </tr> </table>	Secretary, ICAR	Chairperson	Joint Secretary(Admn.), ICAR*	Member	An outside expert not below the rank of Deputy Secretary to be nominated by Chairperson of the Committee	Member	An officer not below the rank of Deputy Secretary belonging to SC/ST nominated by Chairperson of the Committee	Member	Deputy Secretary (Admn.)	Member	Deputy Secretary(A), ICAR	Chairperson	An officer not below the rank of Deputy Secretary to be nominated by the Chairperson of the Committee	Member	Under Secretary (A)	Member
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Under Secretary (A)	Member																	

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		<p>Note : 1. In absence of DS(A) an equivalent officer shall be nominated by Joint Secretary(A) to act as the Chairman of the Committee.</p> <p>2. If none of the members of Confirmation Committee belongs to SC/ST category then Chairman will co-opt an officer not below the rank of Under Secretary belonging to SC/ST community.</p>
13	Consultation with UPSC is necessary or not	Not Applicable
14	Remarks	--

**Subject to variation dependent on workload*

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