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3rd November, 2011

From: Ms. Kanchana Kommi
T-3
National Research Centre on Meat
PB No.19, Boduppal PO
Hyderabad-500 092 (AP)

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To
The Secretary
Indian Council of Agricultural Research
Krishi Bhawan
New Delhi-110 114

Sub: Information under RTI Act 2005 – Reg.

Sir,

This is in continuation to the termination orders vide F.No. 1-37/10 dated 2-9-2011; in pursuance to Council's decision vide F.No. 8-3/2010 dated 20-8-2011; and filing of my OP No.908 of 2011 before the Hon'ble Central Administrative Tribunal, Hyderabad challenging the impugned order. For proper adjudication of the case, kindly provide me the following:

1. Guidelines set for the recruitment of T-3 (Lab) posts.
2. Whether the ICAR institutes have filled the post of T-3 (lab) during the last two years. If so, what procedure adopted by the ICAR.

I am enclosing herewith two demand drafts for a sum of Rs.10/- and Rs.100/- towards the fee and also the cost of Xeroxing charges.

Yours faithfully,

Kanchana.k
3/11/2011
(Kanchana Kommi)

By. No. 241/RTI/2011
Dt. 15-11-11

Secy. ICAR
DS (AS)

on file please.
12/11

US (AS)

37/12-2011/RTI/IISS

BY SPEED POST

**INDIAN INSTITUTE OF SOIL SCIENCE
NABI BAGH, BERASIA ROAD, BHOPAL - 462 038**

No. IISS/ RTI/ 2011
Date: December 22, 2011

To,

Ms. Kanchana Kommi
T-3, National Research Centre on Meat
P.B. No.19, Boduppall PO,
Hyderabad - 500 092

Sub: Transfer of RTI application of Ms. Kanchana Kommi of Hyderabad under Sec 6(3) (ii) of RTI Act by Smt. Rajshree Sunil, US (TS) and CPIO - reg.

Dear Madam,

Kindly refer to your RTI application No. Nil dated 3rd November 2011 received from Mr.N.K. Jindal, Under Secretary (NRM) and CPIO, ICAR, New Delhi on 3/12/2011 on the above cited subject. Our SAO has provided the enclosed information in response to your RTI application. The same material is enclosed herewith for your kind perusal.

Sincerely yours,

Reddy

(K. Sammi Reddy) 22/12/11

Principal Scientist & PIO

Encl : 11 Pages

22/12/11



भारतीय मृदा विज्ञान संस्थान (भा० कृ० अनु० प०)
नबीबाग, बैरसिया रोड, भोपाल - 462038
Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal - 462 038 (M.P.)
Tel. No.(0755)2730970/2734221 (Ext. No. 252 & 256) Fax. No. (0755) 2733310

F.No. 12-79/2007-Estt.

Date: 20/12/2011

To

**The Public Information Officer,
Indian Institute of Soil Science,
Bhopal**

Sub: Information sought by Ms. Kanchana Kommi, under RTI Act. 2005 - Regarding.
Ref: ICAR letter No. 10(24)/2011-I.A.II dated 29.11.2011 and application dated 3rd
November 2011.

Sir,

With reference to above the information sought by Ms. Kanchana Kommi, T-3,
National Research Centre on Meat, PB No. 19, Boduppall PO, Hyderabad-500 092 (AP)
are mentioned below:

| Sl. No. | Particular | Reply |
|---------|--|--|
| 1 | Guidelines set for the recruitment of T-3 (Lab) posts | The relevant pages of ICAR Hand book of Technical Service Rules dealing with service matters of the technical personnel and latest circular No. 19(10)/2004-Estt.IV dated 24.02.2006 issued by the Council are enclosed here with. |
| 2 | Whether the ICAR Institutes have filled the post of T-3 (Lab) during the last two years. If so, what procedure adopted by the ICAR | We have not made any recruitment relating to the appointment of T-3 under Lab. Technician group during the last 2 years. |

Thanking you,

Yours faithfully,

(N. R. Verma)

Senior Administrative Officer

Enclosed: As above

Copy to: 1. Shri N. K. Jindal, Under Secretary (NRM) & CPIO, ICAR, KB-II, Pusa, New Delhi for information.
2. Smt. Rajshree Sunil, Under Secretary (TS) & CPIO, ICAR, Krishi Bhawan, New Delhi for information.

ICAR HANDBOOK OF TECHNICAL SERVICES



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DIRECTORATE OF INFORMATION AND PUBLICATIONS OF AGRICULTURE
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NEW DELHI 110 012

grade, through assessment promotion in the technical service, shall occur only in the initial grade of his appointment under the service. This will continue to be regulated accordingly.

7.3 Promotions will be made on the recommendation of the Selection Committee (s) constituted as per the Revised Composition of Selection Committees/ Departmental Promotion Committees for various grades under different categories under the Council. The revised composition of Selection Committees/Departmental Promotion Committees for promotion, completion of probationary period, confirmation and crossing of efficiency bar are in Appendix V.

(ICAR letter No.1-2/81-Per.IV dated 10 September 1987)

7.4 The Model Qualifications prescribed for different groups of the three categories are given in Appendix IV.

Note: Alternative qualifications circulated *vide* the Council's letter No.7(10)/78-Per.III dated 27.1.1979 are applicable to the Council's employees for the purpose of promotion only against the 33.3% vacancies, reserved for departmental promotions. These qualifications will not, therefore, be applicable to the Council's employees when they apply for technical posts against 66.6% quota reserved for direct recruitment.

Direct Recruitment

8.1 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 done to correct imbalances in the staff composition in those grades.

8.2 Direct recruitment to Grade T-1 in Category I will be limited to 66.6% of the vacancies.

(ICAR letter No.7(2)/88-Estt IV dated 6 May 1991).

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

(ICAR letter No.14(3)/94-Estt IV dated 10 January 1995).

8.3 The minimum educational/trade qualifications prescribed for different groups of the three categories will be as per Appendix IV. Any modifications to this Appendix, if considered necessary, will be made in consultation with the Agricultural Scientists' Recruitment Board.

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.

8.4 The maximum age limit for direct recruitment for different categories in Technical Services is as follows:

| | | |
|-------------------|---------------------------------|----------|
| Category I and II | | 30 years |
| Category III | Grade T-6 (Rs 8,000-13,500) | 35 years |
| | Grade T(7-8) (Rs 10,000-15,200) | 45 years |
| | Grade T-9 (Rs 12,000-16,500) | 50 years |

(ICAR letter No.7(14)/79-Per.III dated 5 January 1980)

- Note: (i) There will be no age limit for the employees of the Council for direct recruitment to posts in all the three categories.
- (ii) Age relaxation shall be allowed to Scheduled Caste and Scheduled Tribe candidates as per the rules framed and instructions issued from time to time by the Central Government.
- (iii) The crucial date for determining the age limit in each case will be the closing date for receipt of applications from candidates in India (other than Andaman and Nicobar Islands and Lakshadweep).

(ICAR letter No.12(15)/77-Cdn II dated 2 August 1980).

- Note: The upper age limit for in service candidates in the ARS Examination has been increased to 45 years w.e.f. 1 January 1995. However, there will be no relaxation or dilution in the examination standards. It was further clarified that the word 'inservice candidates' refers to inservice employees of the ICAR and not employees belonging to State Agricultural Universities/Government/State Government/Public Undertakings.

(ICAR No.14(6)/94-Estt IV dated 1 February 1995).

8.5 The composition of the Selection Committee for direct recruitment to posts covered under the Technical Service Rules will be as detailed in Appendix V.

(Revised vide ICAR letter No.1(2)/81-Per.IV dated 10 September 1987).

8.6 The appointing authority may appoint eligible persons on deputation basis on usual terms and conditions of deputation in the event of non-availability of suitable candidates otherwise for the appointment on technical posts. Such persons will not be eligible for absorption on permanent basis under the ICAR system.

(ICAR Notification No.8-5/90-Estt IV dated 19 November 1992).

Appointing Authority

9. The Appointing Authorities for different grades will be as under:

- | | |
|------------------------------|--|
| (i) Director-General, ICAR | Grades T-7 to T-9 |
| (ii) Directors of Institutes | Grades T-1 to T-6 of posts borne on the strength of the institutes |
| (iii) Secretary, ICAR | Grades T-4 to T-6 of posts borne on the strength of ICAR hqrs |
| (iv) Deputy Secretary, ICAR | Grades T-1 to T-3 of posts borne on the strength of ICAR hqrs |

Refer: to whether tl in grade T-3 From a pair employees w of category I follows that for grade T-3 of category II dated 06.02. I-3, who do r grade T-3 in 10 years of c hereafter. I this subje decided with

"The T qualifications Category-II for Assessment I both in T-2 g qualifications such time the grade (Categ

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Pay Fixation

10. The pay of a person appointed to any grade shall be fixed in accordance with such orders as may be applicable to the Council's employees from time to time.

Probation

11. (1) The persons appointed to the respective grades by direct recruitment or by promotion shall be on probation for 2 years, provided the Appointing Authority may, for counting the said period of 2 years, at its discretion, count any period of service in posts of equivalent or of higher responsibility.
- (2) The Appointing Authority may extend the period of probation specified in sub-para (1).

Note: Such of the technical personnel as are promoted to the next higher grade on the basis of five-yearly assessment of performance under Technical Service Rules of the ICAR are not to be put on probation.

(ICAR letter No.7(13)/81-Per.III dated 7 May 1981).

Seniority

12. There will be no *inter-se* seniority amongst the personnel of the service for the purpose of promotion.

Note: A notional seniority list, based on the length of service in a grade on a regular basis, may be maintained, for each grade of the technical service.

(ICAR letter No.7(22)/81-Per.III dated 3 September 1981).

Annual Assessment

13. The annual assessment of performance of the persons appointed to the three categories of the technical service will be recorded in the forms as given in Appendix VI.

Study Leave

14. The ARS - Study Leave Regulation, 1991, will be applicable to technical personnel with the *pro-viso* that study leave for a duration of 3 years will be admissible only for undertaking Ph.D. programme. It will be effective from 1 January 1995.

(ICAR letter No.14(6)/94-Estt.IV dated 1 February 1995).

Reclassification of Left-over Posts

15. While notifying reclassification of posts, as recommended by the Committee, under the Chairmanship of Dr Kirti Singh, the then Member, Agricultural Scientists' Recruitment Board (ASRB), *vide* ICAR Notification No.17-12/95-Estt IV dated the 20 August 1996, it came to the notice of the ICAR hqrs that there were some left-over posts which needed reclassification. The institutes were

requested to furnish information thereupon, and the Committee under the Chairmanship of Dr Kirti Singh was reconstituted. The Committee considered various proposals received from institutes and has submitted its report, and the recommendations are being processed for implementation.

Refered to whether the employees in grade T-3. From a plain employees of category follows that for grade T-3 of category II dated 06.02.1-3, who do grade T-3 in 10 years of thereafter. In this subject decided with

"The T qualifications Category-II for Assessment both in T-2 and qualifications such time the grade (Catego

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APPENDIX IV

Model Qualifications for All Functional Groups and for Three Categories of Technical Services of the ICAR

| Functional | Category I | Category II | Category III | Remarks |
|---|---|---|---|--|
| All functional groups as identified under the Technical Service Rules | Matriculate with at least one year certificate from a recognized institution in the relevant field | Bachelor's degree in the relevant field or equivalent qualifications from a recognized university | Master's degree in the relevant field or equivalent qualifications from a recognized university | Based upon the above minimum essential model qualifications prescribed for different categories, the specific qualifications covering the relevant fields, location-specific requirements of posts as well as desirable specialization wherever required in case of posts of different functional groups should be finalized in the case of direct recruitment in consultation with the concerned subject-matter divisions |
| | **In the case of Drivers following qualifications have been prescribed: | | | |
| | (i) Matriculation pass qualification from a recognized Board; | | | |
| | (ii) Possession of a valid and appropriate driving license from prescribed Govt authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of the Institute/Figs | | | |

(ICAR letter No. 18-1/97-Estt IV dated 3 February 2000)

**ICAR letter No. 17-1/97. Estt IV dated the 18 July 2000)

APPENDIX V

Revised Composition of Selection Committees/ Departmental Promotion Committees for Various Grades under Different Categories of Technical Services

I. Direct recruitment

- I. For T (7-8) (Rs 10,000-325-15,200) and T-9(Rs 12,000-3716,500) direct recruitment through the ASRB on all-India basis To be made on an all-India basis by the ASRB through appropriate Selection Committees.

II. For T-1 to T-6

| Category I | Category II | Category III |
|---|--|--------------------------|
| T-1 (Rs3,200-85-4,900) T-2 (Rs4,000-100-6,000) | T-3 (Rs4,500-125-7,000) T-4 (Rs5,500-175-9,000) T-5 (Rs6,500-200-10,500) | T-6 (Rs8,000-275-13,500) |

(i) ICAR headquarters

(a) T-1 to T-3 post

| | |
|---|------------------|
| 1. Secretary, ICAR, or his nominee | Chairman |
| 2. One senior officer not lower in status than Under-Secretary nominated by Secretary, ICAR | Member |
| 3. An officer not lower in status than Under-Secretary, belonging to SC/ST community nominated by Secretary, ICAR | Member |
| 4. Outside expert nominated by Secretary, ICAR | Member |
| 5. Under-Secretary | Member-Secretary |

7

(b) T-4 to T-6

1. Secretary, ICAR Chairman
2. Director(P)/ Director (F) (as per the category of posts) Member
3. One senior officer not lower in status than Deputy-Secretary to Govt of India/ Deputy-Secretary, ICAR, nominated by Secretary, ICAR Member

4. An outside expert nominated by Secretary, ICAR Member
5. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary, ICAR Member

6. Deputy-Secretary (A)/ Under-Secretary, nominated by Secretary, ICAR Member-Secretary

(ii) ICAR research institutes

T-1 to T-6 posts

1. Director Chairman
2. Joint Director/ Head of Division/ Senior Officer not lower in status than S-3, nominated by Director Member
3. CAO/SAO/ any other officer of equivalent status, nominated by Director Member
4. An outside expert, nominated by Director Member

5. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Director Member

6. AO/AAO (in the absence of these officers, an officer of equivalent status, nominated by Director) Member-Secretary

2. (a) Promotion (for filling up 33.33% of vacancies in Grade T-1 Category I)

(b) Absorption /probationary period/efficiency bar/confirmation for posts in T-1 to T-3 grades

- (i) ICAR headquarters Chairman

1. Deputy-Secretary ICAR Member

2. One Sr Officer not lower in status than Under-Secretary, nominated by Deputy-Secretary(A) Member

3. An officer not lower in status than Under-Secretary, belonging to SC/ST community, nominated by Deputy-Secretary (A) Member

4. Outside expert, nominated by Deputy-Secretary (A) Member

5. Under-Secretary (Tech) Member-Secretary

(ii) ICAR research institutes

1. Joint Director/Head of Division/Senior Officer, not lower in status than S-3, nominated by Director Chairman

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

Krishi Bhavan, Dr. Rajendra Prasad Road

New Delhi - 110001

F.No.19(10)/2004- Estt.IV

Dated 24th February, 2006

To

The Directors/Project Directors of the ICAR Research Institutes/
NRCs/Bureaux

Sub: Amendment in Technical Service Rules - regarding

Sir,

Reference is invited to para 7.4 of the Handbook of Technical Services - 4th Edition, according to which the model qualifications for different functional groups of technical employees are given in Appendix IV. These were notified vide letter No. 18(1)/97-Estt.IV dated 3.2.2000. To overcome the difficulties arising out of the implementation of these qualifications, it has been decided by the GB of the Council to amend the model qualifications to the extent indicated in the Annexure. The amendments will come into force with immediate effect.

2. The qualifications prescribed for the following groups are applicable only for the purpose of merit promotion (vide para 6.1 of the Handbook of the Technical Services - 4th Edition) of Council's employees in position as on 3rd February, 2000 :-

- (i) Sub-Group 'Other staff' in Group IV - "Library/Information/Documentation Staff."
- (ii) Group V - "Photographers"
- (iii) Group VI - "Artist"
- (iv) Sub-Group 'Production' in Group VII "Press & Editorial Staff".

3. The merit promotion in accordance with the qualifications amended vide Annexure, shall take effect from or after the date of issue of these instructions. Henceforth, vacant posts in the above groups are not to be filled. Related activities may be outsourced in the light of instructions contained in para 8 of GI, MF OM No. 7(2)/F. Co-ord/2005 dated 23.11.2005 and other instructions/guidelines issued by Govt/ICAR from time to time. The market by its very nature keeps evolving according to emerging business opportunities. With some effort at vendor development by the concerned institutes, there may be no difficulty in outsourcing the work in accordance with the revised GFRs.

Contd....2/-



4. Promotion against 33 1/3% posts in grade T-1 as provided in para 7.1 of the Handbook of Technical Services (4th Edition) shall continue to be made keeping in view the alternate qualifications contained in ICAR letter No. 7(10)/78 Per III dated 27.1.1979, read with letter No. 7(11)/83-Per.III dated 22.8.1984 as further clarified vide letter No. 19-7/2000-Estt IV dated 7.11.2003.

5. It has also been decided to amend para 6.5 (a) & (b) of Handbook on Technical Services (4th Edition) and para 2(iii)(a) & (b) of Council's Notification No. 18-1/97 Estt IV dated 3.2.2000 in the following manner :-

| Existing Provision | Revised Provision |
|---|--|
| <p><u>Para 6.5 (a) & (b) and Para 2 (iii) (a) & (b) of Notification No. 18-1/97 Estt IV dated 3.2.2000</u></p> <p>(a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.</p> <p>(b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in grade T-8.</p> | <p>The technical personnel working in Grade T-7 and Grade T-8 and T (7-8) grade may be considered for merit promotion to grade T-9 after they have rendered service of seven years in grade T-7, or combined service of seven years in grade T-7, T-8 and T (7-8) as on 3.2.2000 and thereafter.</p> |

Hindi version will follow.

Yours faithfully



(S.P. SANWAL)
UNDER SECRETARY (TS)

ANNEXURE

Qualifications for different Functional Groups

Group I - Field/Farm Technicians

| CATEGORY I | |
|---|--|
| Existing Qualification | Amended Qualification |
| Matriculate with at least one year certificate from recognized institution in the relevant field. | No change. |
| CATEGORY II | |
| Bachelor's degree in the relevant field or equivalent qualifications from a recognized university | Bachelor's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised university. |
| CATEGORY III | |
| Master's degree in the relevant field or equivalent qualifications from a recognized university. | Master's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised University. |

Group II- Laboratory Technicians :

| CATEGORY I | |
|---|--|
| Existing Qualification | Amended Qualification |
| Matriculate with at least one year certificate from recognized institution in the relevant field. | No change. |
| CATEGORY II | |
| Bachelor's degree in the relevant field or equivalent qualifications from a recognized university | Bachelor's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised university. |
| CATEGORY III | |
| Master's degree in the relevant field or equivalent qualifications from a recognized university. | Master's degree in Agriculture or any other branch of science/social science relevant to agriculture or equivalent qualification from a recognised University. |

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