



भा.कृ.अनु.प.-भारतीय मृदा विज्ञान संस्थान
नबीबाग, बैरसिया रोड, भोपाल - 462038
ICAR-Indian Institute of Soil Science



Nabibagh, Berasia Road, Bhopal - 462 038 (M.P.)
Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 256) Fax. No. (0755) 2733310

No. F. RTI/SAO/IISS/2019-20(XVII)

Dated: 05.12.2019

To,

Shri Kapil Chopra,
99 New Lohore Shastri Nagar,
Opposite Jain Mandir,
Delhi-110031.

Sub: - Information under RTI Act: 2005 – reg.

Please refer your application Dated: 19-11-2019(Registration No. IIOSS/R/2019/50023) on the Subject cited above and find the required information as follows:-

Sl. No.	Information Sought	Information/reply furnished
1.	Please provide the list of the Stenographer Gr. III appointed through Direct Recruitment from 2010 to 2014 with their appointment dated.	1. Shri Sunny Kumar 21.12.2011. 2. Shri Sanjay Kumar Kori 03.01.2012.
2.	Please provide the details of eligibility criteria required for appearing in the LDCE (Personal Assistant) during the period from 01.01.2015 to 06.01.2018.	Copies of ICAR letter No. 14-1/2009-Estt.I dated 02.07.2010 and letter No. 14(1)/2009-Estt.I dated 30.05.2013 containing eligibility criteria/guidelines for LDCE are enclosed.
3.	Please provide the Recruitment Rules for promotion (from Steno. Gr. III to Personal Assistant).	

With the above, your application is disposed of.

In case you are not satisfied with the above, you may appeal at the following address: -

Director/Appellate Authority, ICAR-Indian Institute of Soil Science,
Nabibagh, Berasia Road, Bhopal 462 038.

Sr. Adm. Officer/CPIO (Admn.)

Encls- As above.



Indian Council of Agricultural Research
Krishi Bhawan : New Delhi

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

Dated the 2nd July,2010

To

The Director of all the ICAR Institutes/Bureaux/PD/NRCs/ZCUs.

Subject:- Revised Recruitment Rules for the administrative posts-Reg.

Sir/Madam,

In continuation of letter of even number dated 23.06.2010 the following revised/updated recruitment rules of administrative posts under ICAR as approved by the Governing Body in its meeting held at New Delhi on 09.04.2010 are hereby notified for the information, guidance and necessary action of all concerned:

1. Assistant
2. Personal Assistant
3. Junior Accounts Officer

2. This comes into force with immediate effect.

Yours faithfully,

(K.N. CHOUDHARY)
Under Secretary (Admn.)

Encl. As stated above

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RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT

1.	Name of the post	Personal Assistant
2.	Classification	Administrative Group 'B'
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-2, Rs. 9300-34800 + Grade Pay of Rs. 4200/-.
4.	Whether Selection Post or Non-selection Post	Non-selection
	Age limit for direct recruitment	18-27 years (The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.)
	Educational & other qualifications required for direct recruitment	Matriculation or its equivalent examination. <u>Professional efficiency</u> The candidates will be given one dictation test in English or in Hindi at 100 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on manual typewriter or 40 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on manual typewriter or 55 minutes on computer.
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	No
8.	Period of Probation, if any.	2 years.
9.	Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.	i) 50% by promotion of Stenographer Gd.III (Pay Band-I, Rs. 5200-20200 + Grade Pay of Rs. 2400/-) at the respective Institute/Headquarter having completed at least 10 years of regular service in the grade. ii) 25% by Limited Departmental Competitive Examination confined to Stenographer Gd.III (Pay Band-I, Rs. 5200-20200 + Grade Pay of Rs. 2400/-) of the respective Institute/Headquarters , with at least six years regular service as on 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year at the respective Institute/Headquarters

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		<p>and fulfilling professional proficiency as under Column 6 above.</p> <p>iii) 25% by direct recruitment on the basis of the open competitive examination by the ASRB.</p> <p><u>Note</u></p> <p>a) In the case of an Institute / Centre having less than 4 Nos. of posts in the grade, the method of recruitment will be 100% by promotion.</p> <p>b) In the event of failure of recruitment by either promotion or LDCE, the post can be filled up by deputation for a period not exceeding three years from the Stenographer Grade III at other Institutes/ Headquarters having at least ten years of regular service in the grade or working on an analogous post on regular basis.</p> <p>c) In the case of failure of recruitment by all the aforesaid provisions at (a) and (b) above, by direct recruitment as per the prescribed age and qualifications under Col. 5 & 6 above.</p>												
10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As given in Col. 9(i) above.												
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td>Deputy Secretary (Admn.), ICAR</td> <td>Chairman</td> </tr> <tr> <td>An Officer not lower in status than Under Secretary nominated by Secy., ICAR</td> <td>Member</td> </tr> <tr> <td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ICAR</td> <td>Member</td> </tr> <tr> <td>An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR</td> <td>Member</td> </tr> <tr> <td>Under Secretary(Admn.)</td> <td>Member Secretary</td> </tr> </table> <p>AT THE ICAR RESEARCH INSTITUTES</p> <table border="1"> <tr> <td>CAO (in absence of such</td> <td>Chairman</td> </tr> </table>	Deputy Secretary (Admn.), ICAR	Chairman	An Officer not lower in status than Under Secretary nominated by Secy., ICAR	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ICAR	Member	An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR	Member	Under Secretary(Admn.)	Member Secretary	CAO (in absence of such	Chairman
Deputy Secretary (Admn.), ICAR	Chairman													
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CAO (in absence of such	Chairman													

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		<i>officer, an officer of equivalent status nominated by Director)</i>	
		<i>SAO (in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Member</i>
		<i>An Officer not lower in status than AO belonging to SC/ST community nominated by Director</i>	<i>Member</i>
		<i>An Outside Expert not lower in status than AO nominated by Director</i>	<i>Member</i>
		<i>AO (in absence of such officer, an officer of equivalent status nominated by Director)</i>	<i>Member - Secretary</i>
12	Remarks	-----	

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-11001

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

Dated the 30th May, 2013

To

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

Subject: Recruitment Rules for the posts of Personal Assistant and Private Secretary in ICAR System - reg.

Sir,

Recruitment Rules (RRs) for the post of Private Secretary(PS) at ICAR Hqrs. and ICAR Institutes were earlier amended/modified vide ICAR letters No. 14(1)/2009-Estt.I dated 23/6/2010 and No.14(1)/2010-Estt.I dated 19/8/2010. The RR for the post of Personal Assistant (PA) at ICAR Hqrs. and Institutes were also revised vide ICAR letter No. 14(1)/2009-Estt.I dated 2/7/2010. Subsequently, consequent upon the restructuring of administrative cadre post of ICAR, a one-time exception to fill up the resultant vacancies arising in various grades during the year 2010-11 was circulated vide ICAR Office Order No. 14(2)-2010-Estt. I dated 21/10/2010.

2. In the case of PS, it was decided vide above said Order dated 21/10/2010, that the vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled 66²/₃% and 33¹/₃% by Limited Departmental Competitive Examination (LDCE). It was also decided that from 2011-12 onwards the RRs will be in consonance with DOP&T's guidelines. Further, in the case of PAs, it was decided that vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled up 50% by promotion and 50% by LDCE. It was also decided that the RRs from 2011-12 onwards shall be in consonance with DOP&T's guidelines. It was also clarified in the Office Order dated 21/10/2010 that further amendments, if any, carried out by the DOP&T in the existing mode of recruitment for these administrative posts under the CSS/CSSS/CSCS cadres shall be applicable for the RRs for all the administrative posts of ICAR as well. These orders were issued duly approved by the Governing Body of ICAR in its meeting held on 3/9/2010.

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3. Subsequently, the DOP&T vide its OM dated 24/1/2011 issued revised model RRs for the posts of PA and PS in the non-secretariat organization. This O.M. also says that the Ministries/Department may revise the existing rules and notify the revised rules also for all the autonomous bodies in conformity to the model RR.

4. Accordingly, the proposal for updation/modification in the existing RRs for the post of PA and PS at ICAR Hqrs and at ICAR Institutes in the light of DOP&T's guidelines for secretariat organization and non-secretariat organization have been examined and revised and detailed RRs for these posts duly approved by the Competent Authority are hereby notified for the information, guidance and necessary action of all concern.

These RRs shall come into force with immediate effect.

Yours faithfully,



(K.N. CHOUDHARY)
Deputy Secretary (Admn.)

Encl: As above

Copy for information to:

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