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**AGRICULTURAL
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SERVICE**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NEW DELHI

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NEW DELHI

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PREFACE TO THE SECOND EDITION

I am glad that the Personnel Division of the Council is bringing out the Second Edition of the Handbook on Agricultural Research Service. The Indian Council of Agricultural Research launched the New Personnel Policy a decade back. The formation of Agricultural Research Service was considered a significant milestone in the organisation of research in the field of agricultural sciences in India. This Service has been in operation long enough for a meaningful evaluation of the various aspects of the Service. This has been done from time to time and the Second Edition of the Handbook on Agricultural Research Service incorporates the changes which have been thus introduced.

It is needless to emphasise that the focal point of the New Personnel Policy was to foster a spirit of co-operation in the place of unhealthy competition. The career opportunities provided under the new system afford maximum encouragement to a dedicated worker. The changes introduced from time to time have been in this direction.

I hope the Second Edition of the Handbook on Agricultural Research Service will be useful to all concerned.

New Delhi
October 3, 1985

N. S. RANDHAWA
Director-General
Indian Council of Agricultural Research

PREFACE TO THE FIRST EDITION

THE Indian Council of Agricultural Research is probably the second largest organisation in agricultural research in the world in terms of the number of qualified scientists associated with it. More important, it has been able to foster a fair degree of integration of research, education and extension education. Central Institutes and Agricultural Universities have been welded together into a symbiotic working partnership through All-India Co-ordinated Research Projects. A beginning has also been made towards fostering an integrated approach to crop-livestock-fish production systems in different agro-ecological and socio-cultural milieus. The whole-village operational research projects of ICAR are designed to assess the untapped production reservoir existing at current levels of technology in different farming systems. These projects also help in identifying the constraints which prevent small and marginal farmers and landless labour benefiting from new technology. The organisation of Krishi Vigyan Kendras (Farm Science Centres) based on the principle of learning by doing and the identification of breakthrough points for generating opportunities for gainful employment on the basis of an integrated analysis of the material, biological and human resources of an area are among ICAR's recent contributions towards bridging the prevailing gap between the capacity to grow food and the ability to purchase and eat food on the part of a considerable proportion of our population. Steps have also been taken to strengthen mission-oriented basic research so that there is a regular flow of new technology which alone can help to ensure the production of more and more food from less and less land in the years to come. A monitoring mechanism for measuring the return from the investment on agricultural research has been established.

Science and education are creative activities. They require men and women of integrity, dedication, scholarship and an attitude of mind where work and recreation are synonymous. An organisation dealing with science and education should have a form which is appropriate to its functions. The ICAR has fortunately now achieved the desired synchrony between its organisational structure and its research and educational mandate. It has a structure which enables it to maintain continuous contact with the policy maker, on the one hand, and the farmer, who is the user and hence the ultimate judge of the value of agricultural research, on the other hand. Its structure also permits the speedy rectification of deficiencies as and when they come to light. The organisation of a Department of Agricultural Research and Education in the Ministry of Agriculture and Irrigation to provide the needed Governmental support and linkages to ICAR has been extremely valuable.

Above all, ICAR introduced on October 2, 1975, an Agricultural Research Service for its scientists which will enable a young scientist enter-

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ing a research career to get the highest salary possible in public services without changing his or her field of specialisation and without shifting to managerial and administrative posts merely for receiving a better salary. This should help to 'de-glamourise' management posts and leave such positions only in the hands of those who have a real aptitude and ability in the field of co-ordination and research management. Opportunities for career advancement, irrespective of the occurrence of vacancies, through a system of assessment should lead to each scientist competing with his or her own past rather than with colleagues and to the acceptance of the principle that "all rights accrue from a duty well done". Horizontal and vertical mobility has been rendered possible and helping tribal and neglected regions has been made a service duty.

The ICAR has also started the practice of providing training in management to Directors of Central Institutes. When the Central Staff College for Agriculture becomes fully operational and starts regular training programmes for staff members at different levels, there is likely to be considerable improvement in the efficiency of institute and project management.

To summarise, the introduction of an Agricultural Research Service for the scientists of ICAR from October 2, 1975 has the following major aims :

- (a) Foster co-operation in the place of unhealthy competition.
- (b) Enable scientists to get the highest salary possible within the system while remaining rooted to work in their respective discipline/field, thereby eliminating both the undue importance attached in the past to research management posts and the quest for such positions purely for advancement of salary.
- (c) Promote an outlook where solving a specific field problem through inter-disciplinary team work is regarded as the primary goal of research than the worship of a discipline or publication of papers.
- (d) Promote horizontal and vertical mobility and adequate attention to neglected and backward areas.
- (e) Link rights and responsibilities and instil through the five-year assessment system the conviction that dedicated and efficient discharge of responsibilities alone would be the means of securing professional advancement.

It is probably too soon to expect that the changes in attitude visualised in the new policies leading to scientists competing with their own record rather than with each other and to the acceptance of the principle that rights and responsibilities are inseparable, become part of the working culture of the organisation. However, it is my conviction that if there is no deviation or dilution of these basic principles and if we learn to labour and to wait, the initiation of the Agricultural Research Service by ICAR will be regarded in the years to come as a significant milestone in the organisation of science in India.

New Delhi
October 2, 1977

M. S. SWAMINATHAN
Director-General
Indian Council of Agricultural Research

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1. PERSONNEL POLICY

THE Indian Council of Agricultural Research was established in 1929 as a Society following a recommendation of the Royal Commission on Agriculture for a national co-ordinating agency in the area of agricultural research. Until 1965, the ICAR functioned largely as an apex co-ordinating body financing ad-hoc research projects mainly through the revenues obtained from the Agricultural Produce Cess Act of 1940. In 1965, the Government of India entrusted to the ICAR Society the responsibility of managing research institutions in agriculture, animal husbandry, and fisheries. Thus, a network of research institutes located in different parts of the country was merged with the ICAR, so that problems of agricultural research could be viewed in their totality. In addition, the ICAR was also entrusted with the responsibility of fostering and supporting the growth and development of Agricultural Universities. Thus the ICAR occupies a unique position among the major scientific organisations of our country in that it has concurrent responsibility both for research and education.

Utilizing the opportunity provided by its charter and structure to look at farming systems in an integrated manner, the ICAR has sponsored a large number of All-India Co-ordinated Research Projects which bring together scientists working in well-defined areas into a working partnership. These projects integrating different disciplines and institutions/universities constitute an effective national grid of co-ordinated experiments. The ICAR has also continued its earlier practice of supporting ad-hoc research schemes from its cess funds. Its charter includes extension education which is carried out through a network of national demonstration, mini-kit demonstrations, operational research projects, pilot projects, and other mechanisms. Through such projects, scientists belonging to ICAR and Agricultural Universities have tried to forge effective links and feedback mechanisms with farmers and extension workers. This is today a major source of strength to the organisation and helps it to have a proper sense of research priorities.

Ultimately the effectiveness of a research organization depends upon the quality and quantum of work done by its scientists. The scientists in turn have to be effectively helped by technical, administrative, and supporting personnel. Only when even one in the system functions in a harmonious manner, the return from investment in research increases. The personnel policies of a research organization, therefore, have to be so orientated as to serve the specific needs of that organization. The aim is to find

ways and means by which each individual of the organization can give his or her best to get the maximum return from the investment made with public funds. Personnel policies, hence, hold the key to the success and effectiveness of an organization.

The ICAR has, therefore, been giving continuous thought to the question of matching its personnel policies to the basic objectives of the organization and the requirements of its research programmes which are aimed at :

- (a) Improving crop and animal productivity;
- (b) improving the yield and income per unit of land, water, time and input of energy without causing harm to the long-term production potential of the soil;
- (c) imparting stability in production and achieving desired levels of agricultural growth in all parts of the country and more particularly in the neglected and less developed areas of the country;
- (d) linking production and post-harvest technologies in the form of an integrated chain and increasing the employment and income potential of agriculture; and
- (e) making agricultural and extension education relevant to the needs of our agricultural economy.

Keeping the above needs in view, the Council has restructured its personnel policies towards all the categories of the staff—scientific, technical, administrative and supporting. For the Scientific Personnel two Services, viz. Agricultural Research Service (ARS) and Research Management Positions (RMP) for conducting research and management of research, were constituted with effect from October 1, 1975 and April 1, 1976 respectively. The 'ARS' was inaugurated on October 2, 1975 at NDRI, Karnal.

Three of the most significant features of the new policies are :

- (a) No scientist needs to move hereafter from his/her field of specialisation just for the sake of an improvement in salary; a scientist doing his or her job with dedication and distinction can hope to get the highest salary possible within the organization without recurrent application and competition with professional colleagues and without having to shift to a research management position;
- (b) every scientist may have to help for some time during his/her career to solve the problems of neglected and tribal areas; and
- (c) all research management and co-ordinating positions will be filled up on a tenurial basis, so that no scientist needs to give up his/her active research career for too long.

Suitable personnel policies have been evolved for the other categories of staff as well. The concept of career advancement through assessment of performance and higher age for retirement have been extended to the technical personnel. Recruitment and promotion rules for other classes of

personnel have also been rationalised to provide for better prospects of career advancement.

THE AGRICULTURAL SCIENTISTS' RECRUITMENT BOARD

The Agricultural Scientists' Recruitment Board has been set up as an independent recruiting agency entrusted with the following functions :

- (a) Recruitment to posts in the Agricultural Research Service and to such other posts and services as may be specified by the President from time to time.
- (b) Rendering such other assistance to the Council in personnel matters including promotion as may be required by the President.
- (c) Advising the Council in disciplinary matters relating to personnel recruited/appointed either by the Council itself or in consultation with the Recruitment Board.
- (d) Submitting annually a report on its activities to the President.

The Board is headed by a whole-time Chairman who reports directly to the President of the ICAR Society.

RESEARCH MANAGEMENT POSITIONS

Research management posts are at the ICAR Headquarters and the Institutes. These are filled on a tenurial basis and are outside the Agricultural Research Service. Any member of the Service appointed to a tenurial post is given such scale of pay as may be recommended by the Agricultural Scientists' Recruitment Board. On completion of the tenure he returns to a matching position in research work. Scientists are appointed against research management posts in the Service for specific periods and they are encouraged to go back to active research thereafter.

2. SALIENT FEATURES OF THE AGRICULTURAL RESEARCH SERVICE

1. *Objectives of the Service*

The overall objectives of the Service are as follows :

- (a) to generate a scientific culture and opportunity for continuous professional growth and life-long specialisation without any constraint and to promote individual and collective initiative for improving the productivity of research and application of knowledge in matters relating to all aspects of agriculture;
- (b) to attract, recruit and train the most promising postgraduates (graduates in the case of engineering and technology) from the universities as may have an aptitude for research in agriculture;
- (c) to induct proven talent and experience into the Council by direct recruitment of highly qualified scientists on a permanent or a tenurial basis;
- (d) to promote team work and genuine professional collaboration particularly on an inter-disciplinary basis and to eliminate unhealthy rivalry;
- (e) to enable a scientist to advance in his/her career while continuing to work on problems relating to a particular crop, animal or area of agricultural study, for an extended period of time;
- (f) to give explicit recognition to the research management function and to ensure that those desiring and having an aptitude for research management and co-ordination responsibilities are able to concentrate on the task of effective planning and implementation of research programmes and of promoting organised co-operation;
- (g) to develop an effective system of career planning, management and advancement;
- (h) to ensure that interchange of scientists between positions involving research performance and research management responsibilities takes place smoothly and reciprocally;
- (i) to facilitate mobility of scientists from one Institute of the ICAR to another as also from the ICAR to sister organisations like Universities, Council of Scientific and Industrial Research, Bhabha Atomic Research Centre etc.;
- (j) to facilitate specific scientific attention to the problems of such areas of the country whose potential for agricultural growth is

yet to be converted into wealth meaningful to the people.

2. *Unique Feature of the Service*

The Service is designed to replace the current "post-centred" system by a "scientist-centred" system. The most significant feature of the Service is that promotions will be irrespective of occurrence of vacancies, on the basis of rigorous periodic assessment by an external panel of eminent scientists headed by the Chairman, Agricultural Scientists' Recruitment Board. Professional colleagues need not hereafter view each other as potential rivals for a vacancy in a higher salary scale. Apart from providing better opportunities of career advancement, the Service facilitates optimal use of scientific manpower and the desired mobility of scientists.

A scientist may be allowed to have a personnel scale of pay higher than that of his grade, while continuing in the Service, in recognition of outstanding service in research on the basis of a procedure for assessment prescribed by the Controlling Authority in consultation with the Agricultural Scientists' Recruitment Board.

3. *Major Disciplines of the Service*

The Service comprises four major disciplines, namely, agricultural sciences, animal sciences, social sciences and technology.

4. *Composition of the Service*

The Service includes all the posts the incumbents of which are engaged in agricultural research and education (including extension education), whether in physical, biological, statistical, engineering, technological, home or social sciences, or in planning, programming and management of scientific research. All these posts have been grouped under various disciplines, the details of which are given in Appendix I.

5. *Grades of the Service*

The Service consists of the following grades :

<i>Grade</i>	<i>Pay scale</i>
Scientist (S)	Rs 550-25-750-EB-30-900.
Scientist 1 (S-1)	Rs 700-40-900-EB-40-1100-50-1300.
Scientist 2 (S-2)	Rs 1100-50-1600.
Scientist 3 (S-3)	Rs 1500-60-1800-100-2000.

6. *Cadre Strength*

The initial cadre strength was fixed on 1-10-75 at 4,800. This is subject to review every 5 years synchronising with Five-Year Plan periods.

7. Controlling Authority of the Service

The controlling authority of the Service is the President of the ICAR Society assisted by a Committee known as the Committee on Agricultural Research Service. The Committee presided over by the Director-General, ICAR, has, in addition, six members nominated by the President of the Society, of whom three members shall be the Secretary, ICAR, the Director, Indian Agricultural Research Institute and one Director of another Institute of the Council.

8. Appointing Authority

The President of the ICAR is the appointing authority.

9. Initial Constitution

The Service was initially constituted with effect from 1-10-1975 out of the regular employees of the Council who were found eligible and suitable by Agricultural Scientists' Recruitment Board. If the authorised permanent strength of the Service is not filled at the time of initial constitution, the Controlling Authority will decide whether and to what extent recruitment should be made by open advertisement through Agricultural Scientists' Recruitment Board.

10. Future Maintenance

The Service shall be maintained by promotion based on assessment, competitive examination to S-1 grade and lateral entry to higher grades through selection by the A.S.R.B.

Eminent Indian Scientists may also be invited for suitable appointments with the approval of the Controlling Authority.

11. Inter-se Seniority

There will be no inter-se seniority among the members of the Service for the purpose of promotion.

12. Age of Retirement

The age of retirement for members of the Service shall be 60 years but there will be an assessment of suitability for being continued in the Service at 50, 55 and 58 years of age.

13. All-India Service Liability

A member of the Service will be liable to be transferred to any place in India.

Every scientist appointed to the Service may be required to serve for a minimum period of time in a backward or less developed area of the

country as may be decided by the Controlling Authority.

14. Other Conditions of Service

The members of the Service will be governed, as regards their conditions of service..by the rules that are applicable from time to time to the employees of the Council.

3. SERVICE RULES FOR THE AGRICULTURAL RESEARCH SERVICE OF THE INDIAN COUNCIL OF AGRICULTURAL RESEARCH*

IN exercise of the powers conferred by Rule 38 of the Rules of the Indian Council of Agricultural Research (I.C.A.R.), the Governing Body, with the approval of the President, makes the following rules :

1. *Short Title*

These rules shall be called the Agricultural Research Service Rules, 1975 and shall come into force with effect from the 1st October 1975.

2. *Definitions*

In these rules, unless the context otherwise requires—

- (a) "President" means the President of the Indian Council of Agricultural Research;
- (b) "Agriculture" means and includes production, processing, marketing and utilization of crops, livestock and fisheries as also social and economic aspects of agricultural development;
- (c) "Appointing Authority" means the President;
- (d) "Board" means the Agricultural Scientists' Recruitment Board constituted under Rule 25 of the Rules of the I.C.A.R.;
- (e) "Chairman" means the Chairman of the Agricultural Scientists' Recruitment Board;
- (f) "Committee" means the Committee on Agricultural Research Service referred to in Rule 8;
- (g) "Controlling Authority" means the Controlling Authority referred to in Rule 8;
- (h) "Council" means the Indian Council of Agricultural Research;
- (i) "Council's Candidates" mean persons specified in Schedule I on the date of constitution of the Service;
- (j) "Governing Body" means the Governing Body constituted under Rule 35 of the Rules of the I.C.A.R.;
- (k) "Grade" means Grade of the Service;
- (l) "Schedule" means Schedule to these rules;
- (m) "Scheduled Castes" mean such castes, races or tribes or parts of or groups within such castes, races or tribes as are deemed under Article 341 of the Constitution to be Scheduled Castes for the purpose of the Constitution;
- (n) "Scheduled Tribes" mean such tribes or tribal communities or

parts of or groups within such tribes or tribal communities as are deemed under Article 342 of the Constitution to be Scheduled Tribes for the purpose of the Constitution;

- (o) "Service" means the Agricultural Research Service constituted under Rule 5.

3. Objectives

The following overall objectives are intended to govern the constitution and management of the Agricultural Research Service proposed in these rules :

- (a) to attract, recruit and train the most promising graduates and post-graduates from the universities as may have an aptitude for research in various branches of agriculture;
- (b) to induct proven talent and experience into the Council by direct recruitment of highly qualified scientists on a permanent or a tenurial basis;
- (c) to generate a scientific culture and opportunity for continuous professional growth and life-long specialisation without any constraint and to promote individual and collective initiative for improving the productivity of research and application of knowledge in matters relating to all aspects of agriculture;
- (d) to promote team work and genuine professional collaboration particularly on an inter-disciplinary basis and to eliminate unhealthy rivalry;
- (e) to enable a scientist to advance in his career while continuing to work on problems relating to a particular crop, animal or area of agricultural study, for an extended period of time;
- (f) to give explicit recognition to the research management function and to ensure that those desiring and having an aptitude for research management and co-ordination responsibilities are able to concentrate on the task of effective planning and implementation of research programmes and of promoting organised co-operation;
- (g) to develop an effective system of career planning, management and advancement;
- (h) to ensure that interchange of scientists between positions involving research performance and research management responsibilities takes place smoothly and reciprocally;
- (i) to facilitate mobility of scientists from one institute of the ICAR to another as also from the ICAR to sister organizations like universities, C.S.I.R., B.A.R.C. etc.;
- (j) to facilitate scientific attention to the problems of areas of the country whose potential for agricultural growth is yet to be converted into wealth meaningful to the people.

4. *Scope*

All posts in the grades mentioned in Rule 6, except those excluded by a specific order of the Controlling Authority, the incumbents of which are engaged in Agricultural Research and Education (including Extension Education) whether in Physical, Biological, Statistical, Engineering, Technology, Home or Social Sciences, including those engaged in planning, programming and management of scientific research, shall be deemed to be included in the Agricultural Research Service.

5. *Constitution of the Service*

There shall be constituted a service known as Agricultural Research Service (A.R.S) consisting of scientists recruited to the Service under rules 10 and 11.

6. *Grades*

There shall be the following grades in the service with pay scales, subject to revision from time to time, as indicated against each :

<i>Grade*</i>	<i>Pay scale</i>
Scientist (S)	Rs 550-25-750-EB-30-900
Scientist 1 (S-1)	Rs 700-40-900-EB-40-1100-50-1300
Scientist 2 (S-2)	Rs 1100-50-1600
Scientist 3 (S-3)	Rs 1500-60-1800-100-2000

7. *Authorised Strength*

The authorised strength of the Service shall be fixed by the Controlling Authority from time to time in accordance with the provisions of these rules. The permanent strength of the Service will be based on the following principles :

- (1) It will be assumed that 80 per cent of the total number of positions of scientists under the Council are likely to be continued indefinitely in one form or another, and will be provided for in the permanent strength.
- (2) The cadre shall comprise four broad categories of scientific disciplines—agricultural sciences, animal sciences, social sciences, and technology.
- (3) The cadre strength will specify a maximum number for S grade and for the Grades of S-1 to S-3 as a whole.
- (4) To ensure proper manpower planning and avoidance of imbalance, the Controlling Authority shall prescribe a cadre strength of Scientists also for each individual or group of disciplines for each Institute for a period of 5 years at a time, synchronising with Five-Year Plan periods.

- (5) The Controlling Authority shall also prescribe a norm for the ratio of posts among various grades or groups of grades with a view to ensure a proper balance of manpower at various levels.

8. *Controlling Authority*

The President assisted by a Committee known as the Committee on Agricultural Research Service shall be the Controlling Authority. The Committee will be presided over by the Director-General, I.C.A.R. and will, in addition, consist of 6 members nominated by the President, of which 3 members shall be the Secretary, I.C.A.R., the Director, I.A.R.I. and one Director of another Institute of the Council.

9. *Appointing Authority*

The President shall be the Appointing Authority for the Service.

10. *Initial Constitution of the Service*

(1) The Agricultural Scientists' Recruitment Board shall constitute a Selection Committee with the Chairman or his nominee as President with not more than three Scientists as core members and not more than three other Scientists as additional members (to be determined according to the background of the scientists to be assessed) to assess the suitability of the 'Council's Candidates' in the grades included in the cadre.

(2) On receipt of recommendation of the Selection Committee, the Board shall forward its recommendation to the Secretary, I.C.A.R.

(3) Council's candidates who are not absorbed in the initial constitution of the Service will continue to work as at present.

(4) Notwithstanding anything contained in Rule 11, the candidates referred to in Sub-Rule 3 may be considered by the Controlling Authority for appointment to the Service at a subsequent stage or stages in consultation with the Board and suitability of such candidates for appointment to various grades of the Service shall be determined by a Selection Committee in the manner specified in Sub-Rule 1.

(5) To the extent that the authorised permanent strength of various grades is not filled at the time of the initial constitution by the Council's candidates, it shall be open to the Controlling Authority to decide whether, and if so, to what extent recruitment of the candidates from the open market is necessary. If any recruitment is considered necessary after the appointment of Council's candidates is over, the Controlling Authority shall decide the qualifications of candidates and mode of selection of such candidates in consultation with the Board.

(6) Any candidate of the Council referred to in Sub-Rule (1) who does not desire to be absorbed in the Service, may continue to hold the position

already held by him, provided he informs the Council in writing accordingly within a period of 6 months from the date of his selection for inclusion in the Service.

11. *Future Maintenance of the Service*

(1) After the initial constitution of the Service, by appointment of the Council's candidates or otherwise, recruitment to Grade S-1 shall be made by any of the following methods :

- (a) a competitive examination and interview through the A.S.R.B. in accordance with the provisions of Schedule II; and
- (b) promotion from grade 'S'.

The Controlling Authority shall determine the method or methods of recruitment to be employed for the purpose of filling in a particular vacancy in the Service or such vacancies therein as may be required to be filled during any particular period and the number of candidates to be recruited by each method.

(2) Vacancies arising in Grade S, as a result of promotion envisaged in Sub-Rule 11(1)(b), shall be filled by selection, on the basis of performance during the last 5 years by the Board, from amongst persons serving in positions recognised from time to time for this purpose by the Controlling Authority.*

(3) A scientist may be appointed to Grade S-1, S-2 and S-3 on promotion on the basis of merit as determined by appropriate assessment in the manner specified in Rule 19.

(4) The vacancies that cannot be filled up under Sub-Rule (3) shall be filled by direct recruitment through the Board in the manner prescribed in Schedule II. The scientists selected may, if holding permanent posts in other organisations, be initially appointed under the Council on deputation against the ARS posts for a period not exceeding 3 years, without excluding the posts from the purview of the service. [No. 8-5/83-Per. IV dt. 10.6.85]

(5) The Director-General, I.C.A.R., may in consultation with the Board and with the approval of the Controlling Authority, invite any highly qualified Indian Scientist who is not an employee of the Council for an appointment in the Service.

(6) Candidates selected by the A.S.R.B. for posts of S-3 Grade (Project Co-ordinators) shall be initially given charge of the positions of Project Co-ordinators for a period of five years extendable for a further period of five years. On the expiry of the tenure or prior to that, the scientist may be shifted to any suitable matching position under the A.R.S.

[No. 8-15/81-Per IV dt. 5.9.1984]

7. Posts in disciplines which are not on the list of disciplines

*Note : The provisions of Sub-Rule 11 (2) shall be applicable only for a period of 5 years from the date from which these rules are brought into force.

approved for making recruitment to the A.R.S. can be filled on deputation basis by recruiting suitable persons from other scientific organisations and other Departments of the State/Central Government through the A.S.R.B.

[No. 8-14/83-Per IV dt. 11-3-1985]

12. *Scientists of Outstanding Merit*

Notwithstanding anything contained in these rules, a scientist may be allowed to have a personal scale of pay higher than that of Grade S-3 while continuing in the Service, in recognition of outstanding performance in research. For this purpose, an appropriate procedure for assessment shall be prescribed by the Controlling Authority, in consultation with the Board.

13. *Training*

(1) Candidates selected on the basis of the competitive examination shall be required to undergo an intensive course of study and training for a period of one year.

(2) Every trainee shall be required to execute a bond to serve the Council for a minimum period of four years from the date of his appointment including the period of training. Failure to serve the Council for the stipulated period will render the candidate liable to refund 50 per cent of the salary paid to him during the training period.

[No. 8-8/80-Per. IV dt. 2.2.1982]

(3) Any trainee found to be guilty of unbecoming conduct will be liable to be discharged even before completion of the period of training. Such a trainee will be liable to refund full amount of the emoluments paid to him during the period of training.

14. *Probation*

(1) Candidates appointed to the Service either by selection through competitive examination, by promotion or otherwise, shall be on probation for a period of 2 years, provided that the Controlling Authority may, for counting the said period of 2 years, at its discretion, count any period of service in posts of equivalent or higher responsibility.

(2) The Controlling Authority may extend the period of probation specified in Sub-Rule (1).

(3) If on the expiry of the period of probation referred to in Sub-Rule (1) or of the extended period under Sub-Rule (2), as the case may be, the Controlling Authority is of the opinion that a scientist is not fit for permanent appointment, or if at any time during probation or extension, is satisfied that he will not be fit for permanent appointment on the expiry of such period of probation or extension, the scientist may be discharged or reverted to his substantive post or subjected to such orders as may be passed by the Controlling Authority.

15. *Powers of the Controlling Authority*

Without prejudice to the generality of the powers conferred on it, the Controlling Authority shall be competent—

- (1) to exclude a post or posts in any grade mentioned in Rule 6 from the purview of the Service.
- (2) to decide in consultation with the Board that any particular vacancy or vacancies shall be filled by direct recruitment through the Board.
- (3) to prescribe the minimum qualification for induction into the S grade as envisaged in Rule 11 (2) above.
- (4) to make temporary arrangements to fill any vacancy for appointment of a scientist outside the Service for a period not exceeding six months, provided that the Controlling Authority may delegate the power at its discretion to the Director-General, ICAR.
- (5) to fill any vacancy in any grade of the Service by temporary appointment of a qualified scientist from outside the Council for a period not exceeding 2 years at a time, provided that
 - (a) the total number of vacancies so filled shall not exceed at any time 5 per cent of the authorised strength of the Service;
 - (b) no such appointment shall be made except in consultation with the Board.

16. *Deputation*

The Controlling Authority may, in the interest of agricultural research and education and development work, depute from time to time the scientists from the Service to work in posts under the Central or any State Government, Agricultural University or elsewhere (including assignments abroad) for a prescribed period or periods.

17. *Reservation for Scheduled Castes, Scheduled Tribes, etc.*

Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and/ other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

18. *Pay fixation*

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

19. *Merit Promotion and Advance Increments*

There shall be a system of merit promotion from one grade to the

next higher grade and advance increment within the same grade in the manner specified below :

- (1) The number of posts sanctioned shall relate to the total number in the group of grades as a whole, and not to each individual grade. Promotion from one grade to the next higher grade shall be done periodically on assessment of performance by a procedure to be prescribed by A.S.R.B. The promotion of deserving scientists to the next higher scale will be irrespective of the occurrence of vacancies in the higher scale.
- (2) A scientist will be eligible for screening for promotion or advance increment after the expiry of a period of five years' service in the grade. However, in the case of deputations including assignments abroad, any period of overstay without the sanction of the Controlling Authority, shall not count towards the period of five years' service for the purpose of assessment.

[No. 8-25/76 Per-IV dt. 22-9-1983]

- (3) The first screening of scientists for promotion or advance increment shall be made within one year of the introduction of Agricultural Research Service and thereafter, once a year as early as practicable after 1st January in respect of all who have become eligible for consideration for promotion on or before the last day of the previous year ending on 31st December.

[No. 8-1/76 Per-IV dt. 4-4-1982]

- (4) Promotion or grant of advance increments to the successful scientists, who complete five years of service between the 1st of July and 31st December of a year, shall be given with effect from the 1st of July of the following year, and those who complete five years of service between the 1st January and 30th June of a year shall be given with effect from 1st of January of the following year.

[No. 8-1/76-Per. IV dated 4-10-1982]

- (5) Scientists on notional foreign service who opt for the Council's service and are inducted into A. R. S. after 31-12-1975 but within the limit prescribed by the Council under Schedule I to these rules, shall be allowed increments as admissible to the Scientists on notional foreign service inducted into the A. R. S. before 31-12-1975. Their notional foreign service in the respective grades in the Council will be reckoned towards their eligibility for assessment and also in respect of the actual date for the grant of promotion/advance increments as in the case of regular members of the A. R. S. As the date of their induction will be from the date of exercise of option for the Council's service, the

posts held by such scientists shall be excluded from the A. R. S. for the period from 1-10-1975 to the date (s) of their induction in the A. R. S. [8-9/1976-Per IV dt 11-7-1978]

20. *Transfer*

- (1) A scientist shall be liable to transfer to any place in India.
- (2) A scientist may be required to serve a minimum period of time in a backward or comparatively less developed area of the country as may be determined and decided by the Controlling Authority.

21. *Tenurial Appointment*

Any member of the Service, appointed to a post in the Council on a tenure basis, may be given such grade as may be recommended by the A. S. R. B. On completion of the tenure, he will return to a matching position in research work which may be in any area or any Institute depending on the Council's needs.

22. *Other Conditions of Service*

The conditions of service as members of the Service in respect of matters such as classification, control and appeal etc. for which no provision is made in these rules shall be the same as are applicable from time to time to the employees of the Council.

- NOTE : 1. There will be no inter-se-seniority among the scientists of the Service for the purpose of promotion.
2. For the purpose of first screening under Rule 19 (3) above, entire period of service in the grade including the service rendered in the pre-revised scale of pay shall be counted.

22-A. A member of the service appointed to a scientific post under the Council on a regular basis after 31-3-1960 will be eligible to add to his service qualifying for superannuation pension (but not for any other class of pension) the actual period not exceeding one-fourth of the length of the service or the actual period by which his age at the time of recruitment exceeded 25 years or a period of 5 years, whichever is less, on fulfilment of the conditions prescribed in Rule 30 of the CCS (Pension) Rules, 1972 as amended from time to time.

22-B. A scientist who is recruited at the age of 35 years or more may, within a period of three months from the date of his appointment, elect to forego his right to pension whereupon he will be eligible to subscribe to a Contributory Provident Fund.

[No 8-7/1977-Per IV dt 9-5-1979]

23. Relaxation

The Controlling Authority may relax the provisions of these rules to such an extent as may be necessary to ensure satisfactory working or for removing inequitable results.

24. Interpretation

If any question of interpretation of these rules arises, it shall be decided by the President of the Council.

SCHEDULE 1

(See Rule 2)

COUNCIL'S CANDIDATES

The Council's candidates to be considered for initial constitution of the cadre shall be those who are employed on the date of sanction of the Service i.e. 1-10-75 :

- (i) on regular basis;
 - (ii) in supernumerary posts; or
 - (iii) on notional foreign service provided they opt for Council's service within the time limit that may be prescribed by the Council for this purpose. However, they will be considered for induction into the service with effect from the date(s) their options become effective;
- and further if they satisfy the following requirements :—

(1) *Minimum Qualification*

(a) Master's degree or equivalent in any branch of Agriculture, Animal Sciences including Fisheries, Forestry, General Science, Home Science, Social Sciences, Statistics or Mathematics;

OR

(b) Bachelor's degree in any branch of Engineering or Technology.

(2) *Post*

Holding a scientific or technical post in any of the following pay scales :

- | | |
|------------------|------------------|
| (a) Rs 425-700 | (h) Rs 1500-1800 |
| (b) Rs 550-750 | (i) Rs 1500-2000 |
| (c) Rs 550-900 | (j) Rs 1800-2000 |
| (d) Rs 650-1200 | (k) Rs 1800-2250 |
| (e) Rs 700-1300 | (l) Rs 2000-2250 |
| (f) Rs 1100-1600 | (m) Rs 2000-2500 |
| (g) Rs 1300-1700 | |

NOTE : The Council's candidates holding Scientific and Technical posts in any of the aforesaid grades on 1.10.75 who acquire the above mentioned minimum qualifications within a period of five years from the date of introduction of the Service will also be considered for induction with effect from the date(s) of their acquiring the prescribed qualifications in the manner laid down in Rule 10 of these Rules.

[No. 8-25/76-Per IV dt. 16-12-81]

SCHEDULE II

(See Rule 11)

DIRECT RECRUITMENT THROUGH THE
AGRICULTURAL SCIENTISTS' RECRUITMENT BOARD

PART I: GENERAL

1. Direct recruitment to :

- (a) S-1 of the Service shall be made through an open competitive examination in the manner prescribed in Part II of this Schedule; and
- (b) S-2 and S-3 of the Service shall be made in accordance with the provisions of Part III of this Schedule.

2. A candidate must be a citizen of India or he must belong to such categories of persons as may from time to time be notified by the Ministry of Home Affairs for employment in public services.

3. Any attempt on the part of a candidate to obtain support for his candidature by any means may be held by the Board to disqualify him for admission to the examination/selection.

4. Success in the examination/selection confers no right to appointment unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the Service.

5. No candidate shall be appointed to the Service who, after such medical examination as the Council may prescribe, is not found to be in good mental or bodily health and free from any mental or physical defect likely to interfere with the discharge of the duties of the Service.

6. No candidate who has more than one spouse living or who, having a spouse living, marries in any case in which such marriage is void by reasons of its taking place during the lifetime of such spouse, shall be eligible for appointment to the Service.

Provided that the Council may, if satisfied that there are special grounds for so doing, exempt any candidate from the operation of this paragraph.

PART II: RECRUITMENT THROUGH COMPETITIVE
EXAMINATION TO S-1 OF THE SERVICE

1. *Holding of Examination* : An examination (hereinafter referred to in this Schedule as competitive examination) and interview for appointment to S-1 of the Service shall be held at such time and places as may be prescribed in the notice issued by the Board for the purpose. Every such notice

will, when possible, announce the number of vacancies to be filled on the result of the examination.

2. *Conduct of Examination* : Every examination and interview under this part shall be conducted by the Board in such manner as may be notified by the Council from time to time.

3. *Application Form* : A candidate must apply for admission to the examination before such date, in such manner and in such form, as the Board may prescribe.

4. *Age Limit* : A candidate for the competitive examination must have attained the age of 21 years but not have attained the age of 30 years on the (i) 1st day of January of the year in which the examination is held, if the examination is held in the first half of the year and (ii) the 1st day of August of the year in which the examination is held, if the examination is held in the latter half of the year. [No. 8-2/80-Per IV dt. 14-7-1981].

Provided that the upper age limit may be relaxed in respect of such categories as may be notified by the Controlling Authority from time to time and to the extent notified in respect of each category.

Provided further that for the first two examinations to be held under these rules, there will be no age restriction.

Relaxation : In-service employees of the ICAR less than 35 years (Effective from 17-9-85) age are eligible to appear in the ARS Examinations subject to possession of prescribed qualifications.

[No. 8-3/84-Per-IV dt. 17.9.85]

5. *Educational Qualifications* : A candidate must have obtained a Master's degree or equivalent qualification in any of the subjects other than Technology and Engineering to be specified by the Council on the advice of the Board, or Bachelor's degree in Technology and Engineering from a University incorporated by an Act of the Central or State legislature in India or other educational institutes established by an Act of Parliament or declared to be deemed Universities under Section 3 of the University Grants Commission Act, 1956, or a foreign university recognised for this purpose by the Central Government from time to time.*

*NOTE : (i) In exceptional cases, the Board may treat a candidate, who does not possess any of the qualifications prescribed above, as educationally eligible provided that he has passed examination conducted by Institutions, the standard of which, in the opinion of the Board, justifies his admission to the examination.

(ii) A candidate who has appeared at an examination, the passing of which would render him eligible to appear at the examination but has not been informed of the result, may apply for admission to the examination. A candidate who intends to appear at such a qualifying examination may also apply provided that the qualifying examination is completed before the commencement of the examination. Such a candidate will be admitted to the examination, if otherwise eligible, the admission would be deemed to be provisional and subject to cancellation if he does not produce proof of having passed the examination as soon as possible, and in any case not later than two months after the commencement of the examination.

6. *Fee* : A candidate must pay the fee prescribed by the Council unless exempted therefrom or granted concession thereof in accordance with the exemptions and/or concessions in this respect notified from time to time.

7. *Decision of the Board to be Final* : The decision of the Board as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Board, shall be admitted to the examination.

8. *Penalty for Misconduct* : A candidate who is/or has been declared by the Board guilty of impersonation, or of submitting fabricated document or documents which have been tampered with or of making statements which are incorrect or false, of suppressing material information, or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, or of using or attempting to use unfair means in the examination hall, or of misbehaviour in the examination hall, may, in addition to rendering himself liable to criminal prosecution :

- (a) be debarred permanently or for a specified period;
 - (i) by the Board from admission to any examination or appearance at any interview held by the Board for selection of candidates; and
 - (ii) by the Council from employment under them :
- (b) be liable to disciplinary action under the appropriate rules if he is already in Service under the Council.

9. *Preparation of List of Successful Candidates* : After the examination, the successful candidates shall be interviewed by the Board, and merit list prepared in accordance with the number of unreserved and reserved vacancies decided to be filled on the basis of the results of the examination and sent to the Controlling Authority.

Provided that any candidate belonging to the Scheduled Castes and Scheduled Tribes who, though not qualified by the standard prescribed by the Board for the Service, is declared by them to be suitable for selection having due regard to the maintenance of efficiency of the research service, shall be recommended for appointment in consonance with the vacancies reserved for the members of the Scheduled Castes and Scheduled Tribes as the case may be, in the Service.

The Controlling Authority shall then arrange for the training of the selected candidates.

PART III : RECRUITMENT THROUGH SELECTION TO GRADE S-2 AND S-3 OF THE SERVICE

1. A candidate for admission through selection must apply before such date, in such form and in such manner as may be prescribed by the Board.

2. A candidate must pay the fee prescribed by the Board, unless exempted therefrom or granted concession thereof in accordance with the exemption and/or concession in this respect notified from time to time.

3. The scale of pay, qualifications* and age limits for direct recruitment by selection to Grade S-2 and S-3 of the Service will be as follows :

Scientist S-2

(A) Scale of Pay : Rs. 1100-1600

(B) Essential Qualifications :

(i) *Other than Technology and Engineering Group :*

(a) Doctorate in— (relaxable to Master's Degree or an equivalent qualification in case of candidates with exceptionally distinguished record of productive research.

(b) At least 5 years' research/teaching experience at least at Bachelor's degree level for candidates possessing a Doctorate degree (excluding the period spent for obtaining the Doctorate degree) and 8 years for those having a Master's Degree or equivalent qualification.

(ii) *Technology and Engineering Group :*

(a) Master's Degree in any branch of Engineering (relaxable to Bachelors Degree or an equivalent qualification in case of candidates with experience in the relevant field).

(b) At least 3 years' research/teaching experience in the relevant field for candidates possessing a Master's Degree and 5 years for those having a Bachelor's Degree or an equivalent qualification. Experience will count after the attainment of entry qualifications to A.R.S.

(C) Desirable Qualifications :

To be prescribed.

(D) Age :

A candidate must not have attained the age of 45 years on the last date for the receipt of applications by the A.S.R.B. There is no maximum age limit for the serving scientists in I.C.A.R.

Scientist S-3

(A) Scale of Pay : Rs. 1500-2000.

(B) Essential Qualifications :

(i) *Other than Technology and Engineering Group :*

(a) Doctorate in— (relaxable to Master's Degree or an equivalent qualification in the case of candidates with exceptionally distinguished record of productive research and responsible leadership in the relevant field).

*As revised vide Circular No. 8-4/83-Per. IV dt. 16.7.84.

- (b) At least 7 years' research/teaching; at least, at Bachelor's Degree level for candidates possessing a Doctorate Degree (excluding the period spent for obtaining the Doctorate degree and 10 years for those having Master's degree) or equivalent qualifications. Out of the 7/10 years, at least, 2 years experience should be at S-2 or equivalent pay level.
- (ii) *Technology and Engineering Group* :
 - (a) Doctorate in—————Engineering, (relaxable to Master's Degree in case of candidates with distinguished record of productive research).
 - (b) At least 5 years' experience of research/teaching (excluding the period spent for obtaining the Doctorate Degree) for candidates possessing a Doctorate Degree, and 8 years for those having a Master's Degree or an equivalent qualification. Experience will count after the attainment of entry qualifications to A.R.S.
- (C) Desirable Qualifications :
To be prescribed.
- (D) Age :
The candidate must not have attained the age of 50 years on the last date for the receipt of applications by the A.S.R.B. There is no maximum age limit for the employees of the I.C.A.R.

**Relaxation of Qualifications for Engineering and Technology
Group in Grades S-2 and S-3**

- (i) In exceptional cases, the qualifications may be relaxed at the discretion of the A.S.R.B.
- (ii) The posts of Engineering and Technology Group may be filled on contract basis on the recommendations of the A.S.R.B. since candidates possessing Doctorate Degree in Naval Architect are not normally available and in such cases there may not be any regular pay scale for these posts but instead it may be left to the discretion of the A.S.R.B. to recommend a specific lump-sum pay to be allowed.
- (iii) For ICAR employees recruited to the posts in this discipline with B.E./B. Tech. Degree who obtain M.Sc./M. Tech. Degree, the experience acquired by them as B.E./B. Tech. in service would be counted for the purpose of recruitment to higher posts.

4. CONSTITUTION AND MAINTENANCE OF THE SERVICE

1. *Eligibles*

The existing employees of the Council holding Scientific and Technical posts on the date of the constitution of the Service i.e. October 1, 1975 :

- (a) on regular basis; or
- (b) in supernumerary capacity; or
- (c) on notional foreign service provided they opted for the Council's service by 31-3-1977;

and satisfying the conditions given below were eligible for induction;

- (i) Minimum qualification of a Master's Degree or equivalent in any branch of Agriculture, Animal Sciences including Fisheries, Forestry, General Science, Home Science, Social Sciences, statistics or Mathematics.

or

Bachelor's Degree in any branch of Engineering or Technology; and

- (ii) Holding posts in any of the scales of pay ranging from Rs 425-700 to Rs 2000-2500.

The Council's candidates holding Scientific and Technical posts in any of the aforesaid grades on 1.10.75, who acquired the minimum qualifications within a period of five years from the date of introduction of the Service were also considered for induction, with effect from the date (s) of their acquiring the prescribed qualifications in the manner laid down in Rule 10 of these Rules. [No. 8-25/76-Per IV dt. 1.2.1982]

2. *Screening for Induction*

All eligible persons were duly screened by the Agricultural Scientists' Recruitment Board on the basis of the information contained in their bio-data forms and other relevant documents. For this purpose, the Board had set up selection committees with the Chairman or his nominee as President with not more than three scientists as core members and not more than three other scientists as additional members (determined according to the background of the scientists to be assessed).

3. *Mode of Induction*

The induction has been done in equivalent grades with effect from 1-10-1975, the date of initial constitution of the Service, i.e. the grade of induction of a person has been determined having regard to the grade of

post held by him prior to his induction. An exception has, however, been made in the case of scientists who were holding posts in the pay scales of Rs 425-700 and Rs 650-1200. In their cases, the induction has been done in grade S (Rs 550-900) and S-1 (Rs 700-1300) respectively.

Persons who were not absorbed at the time of initial constitution of the Service will be considered again for appointment to the Service at a subsequent stage or stages.

Any person who does not desire to be absorbed in the Service can continue to hold the position already held by him provided that he informs the Council accordingly within a period of six months from the date of his selection for induction into the Service.

4. Probation

Persons appointed to the Service shall be on probation for a period of two years. Employees of the Council, however, on induction into the Service will be given credit of their service rendered in the posts corresponding to the grades of their induction.

5. Terms and Conditions

The detailed terms and conditions of appointment to the Service are given in Appendix II.

6. Mode of Recruitment

(1) The future maintenance of the Service will be :

- (a) through an all India Competitive Examination and interview by the Agricultural Scientists' Recruitment Board to grade S-1 only followed by an intensive period of orientation and training;
- (b) promotion from grade 'S';
- (c) direct recruitment through advertisement to all grades by the Agricultural Scientists' Recruitment Board;

Eminent Indian Scientists may also be invited for appointment with the approval of the Controlling Authority.

(2) Grades (Rs 550-900)

This grade is meant to provide initial induction opportunities to qualified employees of the Council in the pay scales of Rs 425-700, Rs 550-750 and Rs 550-900. Those who do not possess the minimum educational qualifications for entry into the Service will be assisted to improve their qualifications through appropriate study leave and fellowship facilities. A suitable proportion of positions in the grade 'S' of the Service will be kept vacant for them for a period of five years. There will be no further recruitment to this grade.

(3) *Grade S-1 (Rs 700-1300)*

Vacancies in this grade shall be filled by (i) promotion on the basis of assessment of scientists from grade 'S'; and (ii) appointment of candidates selected on the basis of a competitive examination and interview held by the A.S.R.B.

The assessment of Grade 'S' scientists for promotion to grade S-1 will be made irrespective of their length of Service in the grade. The cases of scientists who are not found suitable for promotion as a result of this assessment may be reviewed every year.

(4) *Grades S-2 and S-3 (Rs 1100-50-1600 and Rs 1500-60-1800-100-2000 respectively)*

The positions in these grades will normally be filled by the Scientists promoted on the basis of merit as determined by appropriate assessment. No direct recruitment is required to be made to positions in these grades except to correct certain imbalances. The persons holding regular posts in other organisations when selected to grades S-2 and S-3 of the Service will be allowed to remain on deputation for a period not exceeding three years before their absorption in the Service. For this purpose, the following procedure has been laid down :

- (i) The Scientists selected for S-2 and S-3 posts may, if they are holding permanent posts in other organisations, initially be appointed under the Council on deputation by excluding their posts from the purview of Agricultural Research Service for a period not exceeding three years.
- (ii) On completion of probation, the concerned Scientists may, with their consent and the approval of their parent Departments/ Organisations, be absorbed permanently into the corresponding grades of the Agricultural Research Service. Where such scientists are recruited through the Agricultural Scientists' Recruitment Board, their permanent absorption into the A.R.S. will be done without any further screening by the Board.
- (iii) When the Scientists are absorbed into the Agricultural Research Service, the posts previously excluded from the cadre would revert to the cadre.

The above procedure for absorption in the service will also be applicable in the case of Scientists who are already working with the Council on deputation from Central/State Governments, Agricultural Universities and other Organisations. Such scientists will first give their consent for permanent absorption and if their parent organisations have no objection to their doing so, their cases for absorption would be considered in the manner indicated in the above procedure. Where their initial selection on deputation was made through the Agricultural Scientists' Recruitment Board, they

would not be subjected to any further screening. Other cases for absorption in the service would be considered in consultation with the Board.

7. Assessment of Scientists for Merit Promotion or Advance Increments

(a) The Scientists in grade S-1 to S-3 who have completed five years in their respective grades will be assessed for promotion or for advance increments.

(b) COMPUTATION OF THE FIVE-YEAR PERIOD FOR ASSESSMENT : For the purpose of computing the period of five years for assessment, the following service will be taken into account :

- (i) the service rendered in scientific and technical posts in the pay scale corresponding to the grade in which a person is inducted;
- (ii) the service rendered in a deputation post in another organisation in an equivalent or higher post, whether he is appointed to the particular grade before or after his deputation in an equivalent or higher post;
- (iii) the entire service of a scientist in a particular grade whether rendered in one spell or more;
- (iv) the service rendered in an *ad hoc* capacity in the same grade;
- (v) in the case of technical personnel who have been inducted in grade S-3 of the Service, the service rendered by them in the scale of pay of Rs 1300-1700 may be equated with the service in the grade of Rs 1500-2000;
- (vi) the service rendered by the Research Assistants in the scale of pay of Rs 425-700 will be equated with service rendered in Grade S and the service rendered in the scale of pay of Rs 650-1200 will be taken as having been rendered in Grade S-1 (Rs 700-1300);
- (vii) all periods of leave including extra-ordinary leave and the periods spent on deputation during the currency of the appointment.

(c) PERIODICITY AND EFFECTIVE DATE OF PROMOTION : The first five yearly assessment commenced in April, 1977 and periodicity of the assessment was once a year till 30th June, 1982.

With effect from the 1st July, 1982 the periodicity of assessment has been changed to twice a year and consequently the promotion or advance increment(s) to successful candidates shall be effective from 1st of January or 1st of July of the year in which the assessment was due, as applicable to the assessee scientist.

[8-1/76-Per.-IV dated 4.10.1982]

(d) CRITERIA AND METHOD OF ASSESSMENT : The criteria and method of Five-Yearly Assessment for Scientists in the Service are based on the Peer Review System. An Assessment Committee of not more than five scientists shall be constituted by the ASRB. As in the Peer Review System,

this Committee will be constituted for each professional subject/discipline and/or related field and eminent scientists belonging to that particular discipline only will be its members. The Committee will deal with all scientists/assesseees belonging to that discipline though working in different Research Institutes. The Assessment Committee, which would have Chairman, ASRB as its Chairman, would consist of external members only. The criteria for the assessment will be as under :

- (a) Professional performance in relation to the duties and tasks assigned. It would be essential to lay emphasis on *quality* rather than *quantity* of the research work done in case of scientists in grade S-3 and above.
- (b) Spirit of co-operation and team work.
- (c) Managerial/organisational abilities/attributes.
- (d) Personal/behavioural abilities/attributes.

Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited. The following factors will be taken into consideration :

- (a) The material furnished in the Five-Yearly Assessment proforma;
- (b) Research Project Files maintained by the Scientists;
- (c) Bio-data and career information (various posts held etc.);
- (d) Confidential Character Rolls for the past five years; and
- (e) Personal discussion, if so desired by the scientists concerned.

The details of the criteria and methods are given in Appendix IV.

5. POSTINGS, TRANSFERS, TRAINING AND DEPUTATION

POSTINGS

1. *Heads of Divisions in the Institutes*

The posts of Heads of Divisions in the institutes shall be filled by rotation from amongst the Professors in the Divisions or other senior scientists in the scale of pay of Rs 1500-2000 or Rs 1800-2000. The guidelines are given below :

1. If an S-3 Scientist or above is available in any particular discipline at an Institute, only such scientists should become Heads of Divisions. However, if an S-3 Scientist in a particular discipline is not available in the Institute, the post would be filled up by transfer of a suitable scientist from these grades working in other Institutes. However, if no scientist in the particular discipline is available either in the Institute where the post exists or in other Institutes, the position would be filled up from amongst S-2 scientists working in that Institute. The filling up of the vacancy by transfer would be made only in public interest and kept to the minimum on consideration of merits alone. In case any S-2 Scientist is on the verge of promotion and is likely to be promoted to the higher position in about next six months or so, the vacancy would not be filled up from outside the Institute and the concerned scientist would be made the Head of Division, subject to his performance being adjudged as excellent. The appointment of an S-3 will be subject to his record being found at least very good.

[No. 8-21/80-Per. IV dated 16-6-84.]

2. The positions of Heads of Divisions will normally be filled in for a period of three years from amongst the eligible scientists.

3. If in any Division/Department no scientist is considered for the position of the Head of that Division/Department a suitable scientist from any other Institute may be transferred and posted as Head of that Division/Department by the ICAR in consultation with the Directors concerned. When under such circumstances a Head of Division is transferred from one Institute to another in the same position, his appointment as Head of Division in the new Institute will be treated as a fresh tenure.

4. When the position of the Head of a Division is vacant or when the Head is by reason of illness, absence or any other cause unable to perform his duties, another suitable scientist will be appointed to act as the Head of the Division/Department as a stop-gap arrangement for a period not

exceeding 3 months. A proposal for this will be sent to the ICAR by the Director of the concerned Institute.

5. The Heads of Divisions/Departments shall be responsible for the work relating to organisation and management of teaching and research work and extension education in their Divisions/Departments. They shall exercise such other powers as may be necessary to discharge the functions of the position of a Head of Division/Department and perform such other functions and duties as may be assigned to them by the Director.

6. The eligible scientist may exercise his option not to accept the position of a Head of Division/Department in an Institute if offered to him by the Director. A Head of Division/Department may relinquish his position during his tenure of 3 years' period by giving 3 months' notice to the Director of the Institute, but in the case of Institutes which are engaged in teaching programmes, the relinquishment shall take effect only at the beginning of the next semester.

7. The Project Coordinators of All India Research Projects should not be entrusted with the responsibility of Head of Division/Department.

8. The proposals for Headship would be formulated by the Directors of the Institute and sent to the Council for consideration. It should contain a report on the performance and professional ability of each of the eligible Scientists. Recommendations of the Directors for appointment may also be made.

9. In the case of second tenure the Directors should submit to the Council their definite recommendations for the present incumbent and/also submit a list of eligible candidates with specific comments on the work and professional ability of each candidate.

10. The proposals received from the Directors will be examined by the concerned Deputy Director-General in the Council who will submit his recommendation to the Director-General for his consideration. After considering the recommendations of the Director and the Deputy Director General, the Director General will take a final decision. He would also decide whether a second tenure should be given to the existing Head of the Division or whether another candidate out of the list submitted by the Director should be appointed as Head of the Division.

11. In case the candidate recommended for fresh appointment is not the senior-most, approval of the President, ICAR will be taken for his appointment as Head of the Division.

12. In case no Scientist in a Division is considered suitable for appointment as Head of the Division, a Scientist from any other Institute may be transferred and posted as Head of the Division by the Council in consultation with the Director concerned.

[No 8-21/80-Per. IV dated 30-12-82.]

2. *Local Arrangements during the Absence of Directors/Heads of Divisions on Leave or on Deputation*

If the period of absence of the Director either on leave or on deputation is likely to be more than a month, full officiating arrangement for his post will be made or the current duties of the post entrusted to another scientist by the ICAR.

For a shorter period, the Directors of the Institute have been authorised to make arrangements keeping in view the following guidelines :

(i) The Director of the Institute may identify the next two scientists who could be entrusted with the responsibility of holding charge of the Institute during his absence on leave/deputation. For identifying these scientists, the length of service in the grade next to that of the Director should be the principal criterion. Project Coordinators/Project Directors may not be entrusted with the responsibility to look after the duties of the Director in the latter's absence. If however, the Chief Scientist is the Head of a Regional Research Centre of the Institute he should also be considered while making local arrangements during the absence of the Director. For any deviation in the matter, the Council should be approached.

(ii) However, when the absence of the Director on leave/deputation etc. does not exceed one month, one of the senior-most officers of the Institute Headquarters only should be entrusted with the current duties of the Director. It is not necessary to get the incharge of the sub-station etc. transferred to the Headquarters just because he happens to be the senior-most in the entire Institute as it will involve dislocation of work.

[No. 8-9/77-Per. IV dated 27-12-1979]

3. *Posting in Backward, Comparatively Less Developed Areas of the Country*

Under the provisions of Rule 20(2) of Agricultural Research Service Rules, a Scientist is required to serve a minimum period of time in a backward or comparatively less developed area of the country as determined vide ICAR letter No. 8-18/76-Per. IV dt. 10-1-80.

(APPENDIX)

- (a) *Areas in group 'A'*—the scheduled areas having a population of 1 lakh and above.
- (b) *Areas in group 'B'*—the scheduled areas with a population of 50,000 and more, but less than 1 lakh.
- (c) *Areas in group 'C' and 'D'*—the criterion adopted for the classification of areas in these groups would be the extent of availability of normal amenities of life in the scheduled areas as may be assessed on the basis of the following weightages :

(i) Communication facilities	20
(ii) Living conditions	
(a) accommodation	10
(b) nearness to market place	10
(c) electricity, water and sanitation	10
(iii) Education facilities	20
(iv) Medical facilities	10
(v) Working conditions	20
	100

Areas which receive less than 50 marks are to be classified as category 'D' areas and those with more than 50 marks as category 'C' areas.

The Scheduled Areas in the different stages of India will be as specified in Part A of the first schedule to the Constitution of India. The Institutes are required to apply the above criteria for the classification of the scheduled areas falling within their jurisdiction and forward their proposals for such classification for approval by the Council.

Special Allowance

The rate of special allowance to be granted to scientists posted in categories 'C', 'D' and 'E' stations is Rs. 100, Rs. 150 and Rs. 200 per month respectively. In addition to the special allowance, the scientists would also be entitled to the following types of compensatory benefits :

(i) **LUMP SUM ALLOWANCE** : A lump sum allowance of Rs. 200 for learning the local dialect. This allowance will be admissible only when a scientist acquires adequate proficiency and passes a written or oral test as may be prescribed.

(ii) **HOUSE RENT ALLOWANCE**

- (a) In areas where the Central Government employees get free residential accommodation as in the Andamans, the scientists will be entitled to free accommodation.
- (b) In other places, the Council will hire accommodation at market rent from State/Central Government Authorities and allot to the scientists. For this purpose, they will be required to pay 10 per cent of their pay towards the rent, for the accommodation.
- (c) Where accommodation cannot be hired from Central/State Government authorities, and where it is necessary to hire private accommodation, the case may be referred to headquarters for consideration on the merits of the individual case. At headquarters these cases will be decided in consultation with Member (Finance).

(d) Residential accommodation should be constructed on a priority basis in such remote areas and suitable proposals may be forwarded to the Council for consideration.

(iii) MEDICAL FACILITIES : The Scientists will be entitled to free medical facilities from the nearest State Government Hospital whether managed by District Board or Municipality.

(iv) CHILDREN'S EDUCATION : The scientists will be entitled to hostel subsidy and reimbursement of tuition fees as allowed to Central Government servants.

(v) PROVISION OF TRANSPORT/COMMUNICATION FACILITIES : Keeping in view the poor economic and social development and the difficulty of transport/communication in these areas, the concerned State Governments may be approached for extending to ICAR scientists the transport/communication facilities provided to their own employees.

It has also been decided that the duration of posting in such areas will be for a period of not more than 5 years which could be covered in not more than 2 separate spells of duty. Willing officers may be allowed to continue for longer period in such places.

TRANSFERS

All-India Service Liability

A member of the A.R.S. is liable to transfer to any place in India. He is also required to serve a minimum period of time in a backward or comparatively less developed area of the country.

The transfers will be made in the following circumstances :

- (i) to correct imbalance in the cadre strength of scientists in various disciplines at different institutes and also within an Institute including regional stations,
- (ii) to fill positions in high priority projects, direct recruitment to which through the Agricultural Scientists Recruitment Board may result in delay, in the implementation of programmes,
- (iii) to utilize the experience of scientists in appropriate fields,
- (iv) to post scientists in backward or comparatively less developed areas in accordance with the provisions of Rule 20 (2) of the A.R.S. Rules and
- (v) for administrative reasons.

TEUNRE OF POSTING

The tenure of posting will normally be 5 years in the first group, 4 years in the second group and 3 years in the third group. The scientist on completion of his tenure of 5 years in the first group will be transferred to the third group and on completion of three years tenure in that group to

the second group and then to the first group and so on. If any scientist working in second or third group i.e. category C, D and E stations does not want to be disturbed, he may be allowed to continue in those stations. A scientist is required to spend at least a minimum of three years in group three stations i.e. category D or E Station during his entire career.

Scientists over 55 years in age may not be disturbed from their existing places of work without their consent as far as possible.

TIME OF TRANSFER

As far as possible transfers should normally be made by the end of March when the academic session of the schools and colleges will come to a close so as not to disturb the education of the children.

MODE OF TRANSFER

Transfer will be made in the order of length of stay at a particular place, i.e. the scientists who have served longest in a station will be transferred first. The scientists who have served for long period in stations included in the second and the third groups will be considered first for transfer. While computing the length of service for transfer the period already rendered in B,C and other areas should be taken into account. In case of inter-institutional transfer, Directors should be consulted/informed in advance. While transferring the scientists, consideration should be given to its effect on research programmes so that no programme is disrupted. Transfer not of a routine nature according to pattern but on administrative/disciplinary groups should be ordered by the Directors in the Centres/stations under them after getting the prior approval of the D.G., ICAR.

DISCIPLINE OF THE SCIENTIST ON TRANSFER

The discipline of the scientist transferred shall be the same. Transfer of scientists engaged in extension work will be made having regard to their knowledge of the local language.

TRANSFER COMMITTEE

A Transfer Committee will be set-up at the Headquarters of the Council with Director-General as Chairman, Secretary/one D.D.G. nominated by the Director-General and Director (P) as members to consider the question of transfers according to the above-mentioned pattern and on the recommendations of the Committee, the orders of transfer will be issued at least two months in advance to enable the scientists to make preparations for their movement. Representations received from the scientists or from the Directors on this matter will be considered by the Council. For

considering cases of transfers from Institute to Regional stations and vice-versa, a similar committee will be set up by the Director of each Institute. Representations against transfers received from the scientists will be considered by the Institute.

LIST OF SCIENTISTS ELIGIBLE FOR TRANSFER

By the 31st March every year, the Directors of the Institute shall forward to the Headquarters a list of scientists who have become eligible for transfer. The list need not contain the names of the Scientists who can be transferred according to this pattern by the Directors themselves from the Regional Station/Centres to the Headquarters of the Institutes and vice-versa. There should, however, be uniformity in intra-institutional transfers.

[No. 8-16/76-Per-IV dt. 17-11-80.]

TRAINING

(1) Candidates selected on the basis of the competitive examination shall be required to undergo an intensive course of study and training for a period of one year.

(2) Every trainee shall be required to execute a bond to serve the Council for a minimum period of four years* (from the date of his appointment including the period of training. Failure to serve the Council for the stipulated period will render the candidate liable to refund Rs 12000** together with interest thereon.

(3) Any trainee found to be guilty of an unbecoming conduct will be liable to be discharged even before completion of the period of training. Such a trainee will be liable to refund full amount of the emoluments paid to him during the period of training.

DEPUTATION

The Controlling Authority may, in the interest of agricultural research and education and development work, depute from time to time the scientists from the Service to work in posts under the Central or any State Government, Agricultural University or elsewhere (including assignments abroad) for a prescribed period or periods.

*Vide Circular No. 8-8/80-Per.-IV dated 2.2.82

**Vide Circular No. 8-8/85-Per.-IV dated 18.7.85

(Effective for the period from 1.4.85 to 31.3.1987)

6. RESEARCH MANAGEMENT POSITIONS

1. For the research management positions, the following grades have been provided :

Scientist-4 (S-4)	Rs. 1800-100-2000-125/2-2250.
Scientist-5 (S-5)	Rs. 2000-125/2-2500.
Scientist-6 (S-6)	Rs. 2500-125/2-3000.
Scientist-7 (S-7)	Rs. 3000/-(fixed).
Scientist-8 (S-8)	Rs. 3500/-(fixed).

Such positions in the above grades will comprise the following :

- (i) Director-General
- (ii) Dy. Directors-General
- (iii) Directors of the Institutes
- (iv) Project Directors
- (v) Joint Directors
- (vi) Asstt. Directors-General

2. With the introduction of Recruitment Rules for the Research Management Positions, the maximum number of posts shall be fixed for each grade irrespective for their designations.

3. The posts of Deputy Directors-General and the Directors of I.A.R.I., I.V.R.I., N.D.R.I. and C.I.A.E. will have the scale of Rs. 2500-3000. A higher pay of Rs. 3000 (fixed) could be given on the recommendation of the A.S.R.B. Similarly, the posts of Directors of other Institutes will be in the scales of Rs. 2000-2500 or Rs. 1800-2250 but selected candidates may, on the recommendation of the A.S.R.B., be offered the next higher scale viz. Rs. 2500-3000 or Rs. 2000-2500 respectively, depending on their qualifications and experience. For the posts of A.D.G. in the scale of Rs. 1800-2250 also, selected candidates may on the recommendation of the ASRB, be offered the next higher scale viz. Rs. 2000-2500 depending on their qualifications and experience, up to 50 per cent of the total number of posts in the grade of A.D.G. Other posts will be filled up on the scales of pay prescribed for them. The possibility of granting the next higher scale, where considered appropriate, will be mentioned in the advertisement for the post. [8-24/81-Per.—IV dt. 23.12.82]

4. The existing Directors of the Institutes in pay scales of Rs. 1500-2000 and Rs. 2000-2250 will be screened by the Agricultural Scientists' Recruitment Board for the purpose of allowing them the higher scales of Rs. 1800-2250 and Rs. 2000-2500, respectively provided for in these rules.

5. The posts in grades S-4, S-5 and S-6 shall ordinarily be filled by advertisement and selection, on a tenure of 5 years, subject to renewal by

another term not exceeding 5 years. If a Scientist of the Council is selected to any of these posts, he will, after the expiry of the tenure, return to a suitable position under the Council which may be in any area or in any Institute depending on the Council's needs retaining the pay scale as personal to him/her. This tenurial system will not apply to those who were already confirmed in such posts before 1.4.1976, i.e. the date of introduction of the Rules.

6. After the introduction of these rules, any scientist in the employment of the Council in any grade may be transferred from one post to another, in which case he/she will carry his/her own grade irrespective of the grade earlier assigned to the post.

7. The following qualifications* may be prescribed for each grade which may be relaxed in exceptional cases by the appointing authority on the recommendation of the Agricultural Scientists' Recruitment Board :

Scientist S-4 (Both Groups) (ADGs/Directors/Project Directors/Joint Directors).

(A) Scale of pay : Rs. 1800-2250.

(B) Essential qualifications :

(a) Doctorate in the area to be specified.

(b) At least 10 years' Research/Teaching experience at post-graduate level, of which at least 5 years' experience should be at S-3 level or equivalent pay (the experience in research/training is to be reckoned from the date the candidate has completed his Master's Degree and will include the period, not exceeding 3 years, spent to obtain Doctorate Degree).

(c) Managerial experience of at least 3 years as Head of Division/Research Project Coordinator/Head of Regional Station/Joint Director/Research Project Leader in S-3 level or Head of Department in a University in the grade of Professor/Associate Professor.

(C) Desirable qualifications :

An established position of leadership and scientific reputation in the relevant field.

(D) Age :

The candidate must not have attained the age of 50 years on the last date for receipt of applications by the ASRB. There is no maximum age limit for the employees of the ICAR.

Scientist S-5 (Directors)

(Both groups)

(A) Scale of pay : Rs. 2000-2500.

(B) Essential qualifications :

(a) Doctorate in the area (to be specified).

*As revised vide letter No. 8-4/83-Per. IV dt. 16-7-84.

- (b) At least 12 years' Research/Teaching experience at post-graduate level, of which 7 years' experience should be at least at S-3 level or equivalent pay including at least 3 years as Director/Head of Division/Research Project Co-ordinator/Joint Director/ADG/Head of the Deptt. or an equivalent post in a University in the Professor's scale. (The experience in research/teaching is to be reckoned from the date the candidate has completed his Master's Degree and will include the period, not exceeding 3 years, spent to obtain Doctorate Degree).
- (c) A record of productive research as evidenced by published work.
- (C) Desirable qualifications :
An established position of leadership and scientific reputation or a demonstrated capacity of leadership in any field of agricultural science.
- (D) Age :
The candidate must not have attained the age of 55 years on the last date for receipt of applications by the ASRB. There is no maximum age limit for the employees of the ICAR.
- Scientist S-6 (Directors/Dy. Director-General)
(Both groups)
- (A) Scale of pay : Rs. 2500-3000.
- (B) Essential qualifications :
- (a) Doctorate in the area (to be specified).
- (b) At least 15 years' research/teaching experience at post-graduate level, of which 10 years should be at least at S-3 level or an equivalent pay scale including 6 years as Dean/Director/Head of Division/Project Director/Joint Director/ADG/Head of Deptt. or in an equivalent post in a University in the Professor's scale. (The experience in research/teaching is to be reckoned from the date the candidate has completed his Master's Degree and will include the period, not exceeding 3 years, spent to obtain Doctorate Degree).
- (b) A record of productive research as evidenced by published work.
- (C) Desirable qualifications :
An established position of leadership and scientific reputation or a demonstrated capacity in any field of agricultural science.
- (D) Age :
The candidate must not have attained the age of 55 years on the last date for receipt of applications by the ASRB. There is no maximum age limit for the Council's employees.

8. There shall be a system of grant of promotion from one grade to the next higher grade on the basis of five-yearly assessment of performance for scientists in any of the grades specified in para 1 above who are not

members of the Agricultural Research Service but who were in regular service of the Indian Council of Agricultural Research *on or* before 1.10.1975. For this purpose, the criteria and method of Five-yearly Assessment have been laid down. These are based on the Peer Review System and are similar to that for scientists in the Agricultural Research Service except that Research Management Scientists are not required to produce Research Project Files and that they cannot have personal discussion with the Assessment Committee. The detailed criteria and methods are given in Appendix IV.

9. A scientist appointed to any scientific post under the Council after 31st March, 1960 on a regular basis and holding a post in any of the grades covered under these rules, will be eligible to add to his service qualifying for superannuation pension (but not for any other class of pension), the actual period not exceeding one-fourth of the length of his service or the actual period by which his age at the time of recruitment exceeded 25 years or a period of 5 years, whichever is less, on fulfilment of the conditions prescribed under rule 30 of the CCS (Pension) Rules, 1972.

10. A scientist who is recruited at the age of 35 years or more may, within a period of three months from the date of appointment, elect to forego his right to pension whereupon he will be eligible to subscribe to a contributory Provident Fund.

APPENDIX I

LIST OF APPROVED DISCIPLINES FOR PURPOSES OF
RECRUITMENT TO THE AGRICULTURAL RESEARCH
SERVICE

Group—A

Plant Sciences

1. Agronomy
2. Plant Breeding
3. Genetics and Cytogenetics
4. Agricultural Entomology
5. Plant Pathology
6. Plant Physiology
7. Nematology
8. Soil Chemistry/Fertility/Microbiology
9. Pedology
10. Soil Physics and Soil and Water Conservation
11. Agricultural Chemistry
12. Horticulture
13. Economic Botany
14. Bio-chemistry
15. Microbiology
16. Forestry
17. Seed Technology
18. Agricultural Meteorology

Animal Sciences

19. Veterinary Bacteriology and Virology
20. Animal Reproduction
21. Veterinary Pathology
22. Veterinary Parasitology
23. Animal Genetics and Breeding
24. Animal Nutrition
25. Animal Physiology
26. Dairy Chemistry
27. Fish and Fishery Science
28. Fish Processing Technology

29. Poultry Science
30. Livestock Production and Management
31. Livestock Products Technology
32. Bio-chemistry
33. Veterinary Public Health
34. Dairy Bacteriology
35. Dairy Technology
36. Microbiology
37. Pharmacology
38. Veterinary Surgery
39. Veterinary Medicine

Physical Sciences

40. Physics
41. Organic Chemistry
42. Bio-physics
43. Physical Chemistry
44. Geography

Economics, Statistics and Extension etc.

45. Agricultural Economics
46. Agricultural Statistics
47. Agricultural Extension
48. Home Science

Group—B

Technology and Engineering

49. Textile Manufacture
50. Textile Chemistry
51. Electronics and Instrumentation
52. Electrical Engineering
53. Chemical Engineering
54. Farm Machinery and Power
55. Agricultural Structures and Process Engineering
56. Soil and Water Conservation Engineering
57. Mechanical Engineering.

APPENDIX II

TERMS AND CONDITIONS OF APPOINTMENT TO GRADES S-2 AND S-3 OF THE A.R.S. BY OPEN ADVERTISEMENT

1. The appointment is subject to the rules of the Agricultural Research Service and the Rules, Bye-laws and regulations of the Indian Council of Agricultural Research Society.

2. He/She will be on probation for a period of 2 years from the date of appointment which may be extended or curtailed at the discretion of the competent authority. Failure to complete the period of probation to the satisfaction of the competent authority will render him/her liable to be discharged from service/reversion to his/her substantive post on which his/her lien may have been retained.

3. The scale of pay of the Grade is Rs. _____ and his/her initial pay will be fixed in accordance with the rules applicable to the Indian Council of Agricultural Research scientists.

4. He/She will be initially posted to work as _____ at _____ but as a member of the service, he/she will be liable to be posted to any grade S- assignment anywhere in India.

5. He/She may be required to serve in a backward or less developed area of the country for such period as may be decided by the Controlling Authority.

6. It will be open to the Indian Council of Agricultural Research to depute him/her to work in a post under the Central or a State Government, Agricultural University or elsewhere (including assignment abroad) for specific periods.

7. He/She will be required to produce medical certificate of fitness from the Medical Board if he/she has not been already examined by such a Board while serving in his/her present post or in any other post held earlier under the Council or the Government of India.

8. On appointment he/she will submit a declaration regarding his/her marital status in the prescribed form, if not already done. In the event of his having more than one wife living/her having contracted another marriage during the life time of her spouse by the first marriage/her having contracted marriage with a person who has already a wife or more living, his/her appointment will be subject to his/her being exempted from the enforcement of the requirement in this behalf.

9. On appointment he/she will be required to take an oath of allegiance/faithfulness to the Constitution of India or make a solemn affirmation to this effect in the prescribed form if he/she has not already done so.

10. If he/she is a permanent or provisionally permanent or quasi-permanent employee of Government of India/ICAR/State Govts. or Agricultural Universities/Scientific Organisations which are wholly or substantially financed by the Central/State Governments, he/she will be entitled to joining time, joining time pay and travelling allowances as admissible under C.C.S. (joining time) Rules, 1979 and Supplementary Rules 114 and 116 for joining the appointment.

11. Other conditions of service will be governed by the relevant rules/orders/staff regulations which may be issued by the Indian Council of Agricultural Research from time to time.

12. If any declaration given or information furnished by him/her proves to be false or he/she is found to have wilfully suppressed any material information, he/she will be liable to removal from service and such other action as may be deemed necessary.

13. He/she shall have to give an undertaking in the attached proforma to the effect that patent rights in respect of the discoveries and inventions that he/she makes and the technical and engineering 'know-how' of processes that he/she may develop during the course of his/her service with the Indian Council of Agricultural Research, shall vest in Indian Council of Agricultural Research.

ANNEXURE

**UNDERTAKING BY EMPLOYEES OF THE I.C.A.R. ENGAGED
IN THE CONDUCT OF SUPERVISION OF RESEARCH**

By virtue of my employment as _____ at the _____, a constituent of the Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110001 (a society registered under the Societies Registration Act XXI of 1860) hereinafter referred to as "The Council" and also in consideration of the financial and other assistance provided or to be provided to me by the said Council, I _____ son/daughter/wife of _____, agree and declare as follows:

1. I shall from time to time disclose fully to the Council or to any person as the Council may direct, the progress of any investigations (hereinafter referred to as "the said investigation") undertaken by me while in the employment of the Council and, if within a period of three years after the termination of such employment I shall make any invention arising out of or in connection with the said investigation, I shall hold the same in trust on behalf of the Council and forthwith disclose to the said Council, or to any person the Council may direct, a full and complete description and the nature of the said invention and the mode of performing the same.

2. The Council will have the sole right to publish the results of the said investigation in its own journals before these are published elsewhere. I shall not publish the results of these investigations without the prior approval of the Council.

3. The said inventions and all improvements thereon, discovered or invented by me during the course of my employment under the Council or within a period of three years after the termination of such employment or assistance, as aforesaid, shall, subject to such reservations (if any) in respect of the said invention or the proceeds thereof as the Council may in its creation permit for my benefit, be the sole and absolute property of the Council.

4. I shall, whenever required by the Council, and at the expense of the Council, join the Council, or as the Council may direct in applying for Letters Patent in India and other countries in respect of the said invention or its subsequent improvements and shall on request by and at the cost of the Council, execute and do all such instruments and things necessary to vest in the Council, or any person appointed by the Council in that behalf,

the said inventions and improvements and any Letters Patent that may be obtained in respect thereof.

Particulars of my appointment and birth are given below:

(a) Date of appointment _____ and particulars of letter.

(b) Date of birth _____

Signed this day the _____ of _____ 19 _____

at _____ .

(Signature of the candidate employed)

APPENDIX III

A. R. S. AND RESEARCH MANAGEMENT POSITIONS— DISCIPLINARY/APPELLATE AUTHORITIES IN ICAR

INDIAN Council of Agricultural Research is a Society registered under the Societies Registration Act, 1860. As per Bye-Law 30 of the Bye-Laws of the Council, the rules and regulations framed by the Government of India are followed by ICAR *mutatis-mutandis*. According to Bye-Law 31, the Central Civil Services (Classification, Control and Appeal) Rules, 1965 of the Government of India for the time being in force, have been made applicable to the employees of the Society, subject to the modification that any reference to the 'President' and 'Government Servants' in the CCS (CCA) Rules is to be construed as reference to the 'President of the Society' and 'Officers and employees of the Society', respectively.

2. The various penalties which can be imposed on the ICAR employees are mentioned in Rule 11 of the said Rules. An important requirement of these rules is that the penalties cannot be imposed by any officer on any employee but only by the officers so authorised by Rules, technically termed as the 'Disciplinary Authority'. The disciplinary authority, therefore, means any authority competent under CCS (CCA) Rules to impose on the officers and employees of the ICAR any of the penalties specified under Rule 11 of these Rules.

3. As per provision of Rule 12 of CCS (CCA) Rules, 1965 the attached schedule of Disciplinary/Appellate Authorities for imposition of penalties etc. has been drawn up with the approval of President, ICAR in respect of various posts covered under A. R. S. and Research Management Positions.

[No. 1-9/79-Vig. dt. 28-3-81].

**SCHEDULE OF DISCIPLINARY AND APPELLATE AUTHORITIES FOR
IMPOSITION OF PENALTIES IN RESPECT OF OFFICERS COVERED
UNDER A. R. S. AND RESEARCH MANAGEMENT POSITIONS**

S. No.	Description of Service/Grade	Appointing Authority	Authority competent to impose penalties		Appellate Authority	Reviewing Authority*			
			Authority	Penalties					
<i>Headquarters/Institutes</i>									
1.	Scientist-8 (S-8)	President, ICAR	President, ICAR	All	—				
2.	Scientist-7 (S-7)								
3.	Scientist-6 (S-6)								
4.	Scientist-5 (S-5)								
5.	Scientist-4 (S-4)								
6.	Scientist-3 (S-3)	President, ICAR	President, ICAR	All					
7.	Scientist-2 (S-2)								
8.	Scientist-1 (S-1)						D. G., ICAR	(i) to (iv)	President, ICAR
9.	Scientist-S								

*As per provision of Rule 29A of CCS (CCA) Rules, 1965 the President (ICAR) may, at any time, either on his own motion, or otherwise, review any order passed under these Rules, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come or has been brought to his notice.

APPENDIX IV

PART A

CRITERIA AND METHODS OF FIVE-YEARLY ASSESSMENT FOR SCIENTISTS OF THE A.R.S.*

Criteria and methods of five-yearly assessment

I. Scientists in Grades S, S-1 and S-2

1. The following criteria will be adopted for five-yearly assessment of scientists in the Agricultural Research Service :

- (i) Professional performance in relation to the duties and tasks assigned;
- (ii) Spirit of co-operation and team work;
- (iii) Managerial/organisational abilities/attributes; and
- (iv) Personal/behavioural abilities/attributes.

2. Emphasis in the assessment will be on the contributions and achievements of the individuals in relation to the requirements of the job and duties assigned to the scientists during the period of assessment. An assessment system serves more than the obvious function of rewarding scientists by promotion or advance increments. It helps the individuals to identify and develop those aspects of their personality and performance on which the organisation they work for lays emphasis. This in turn helps the organisation to evolve a working culture appropriate to its mandate and acquire expertise which would be best suited to meet its goals. An appropriate assessment and career advancement system can thus act as a catalyst for achieving the results for which the organisation is supported from public funds.

PROCEDURE FOR FIVE-YEARLY ASSESSMENT

3. Assessment of the scientists shall take into consideration :

- (i) The material furnished in the Five-Yearly Assessment proforma
- (ii) Research project files maintained by the Scientist
- (iii) Bio-data and career information (various posts held etc.) of the scientist throughout his service in the ICAR
- (iv) CCRs for the past 5 years
- (v) Personal discussion, if so desired by the concerned scientist.

4. The scientist being assessed should carefully fill in parts II and III of the enclosed proforma keeping in mind his activities in the past five

*As revised vide circular No. 8-31/78-Per IV dated 21st March, 1985.

years. After the proforma has been filled by the assessee, he will pass it on to the reviewer.

5. The reviewer shall be the Head of the Division/Head of the Research Station/Project Co-ordinator for Grades S, S-1 and S-2 Scientists. In case any of these positions is held by S-1 and S-2 scientists, the Directors of the Institutes will specify the reviewer for scientists working under them. In cases where the reviewer has supervised the work of the reviewee for a very short period of time, say less than six months, he shall be required to consult other scientists of corresponding status who may have also supervised or worked with the reviewee for the correspondingly long periods. Directors will issue separate orders indicating clearly the reviewer for each post.

6. The reviewer shall then carefully go through the information provided by the reviewee. On the basis of that information *the reviewer shall record his critical evaluation in part IV of the proforma.*

7. Such a completed proforma will then be sent to the Director/DDG, ICAR where Part V of the proforma shall be filled in by the concerned authorities. *In cases where a Director has left the ICAR system through retirement or otherwise, and in cases where the reviewee is an existing or ex-Head of Division and his Director has left the ICAR system, Part V or Part IV of the proforma, as the case may be, shall be filled in by the concerned DDG at the ICAR Headquarters.*

8. The Director/DDG/Director-General, ICAR, as the case may be shall then carefully go through the proforma and in case the Director/DDG/Director-General, ICAR notices marked discrepancies between the reviewer and the reviewee's evaluation, he may give his comments on the discrepancies. In case the Director/DDG/Director-General, ICAR disagrees with the assessment of both the reviewer and the reviewee, he may give his reasons for disagreement. He shall then countersign the proforma with his specific recommendations giving proper justification.

9. *In cases where a scientist has worked at more than one Institute/Organisation during the past five years on account of transfer or deputation, he may complete requisite number of copies of assessment proformae in respect of each such Institute/Organisation where he has worked for one year or more. The Institute etc. where the scientist is posted currently will coordinate all such proformae duly completed by the concerned authorities of the previous Institute/Organisation and forward them to the concerned DDG/Director General who will give an over-all assessment based on the information available in the proformae for the entire period of five years before the assessment proformae in respect of such scientists are passed on to the ASRB.*

10. Directors will forward directly to ASRB the proformae relating to all scientists excepting those who have to be examined by the concerned

DDG/Director-General. One copy of the proforma will however be sent to the Personnel Division of ICAR for record.

11. The ASRB shall call through the concerned Institutes/ICAR Hqs., who indicate their desire for personal discussion, to appear before the Assessment Committee, except in cases where it is not possible to do so as in the case of scientists on foreign deputation or on long study leave etc.

REER REVIEW SYSTEM

12. The Assessment Committee will have not more than five members excluding the Chairman ASRB or his nominee. As in the Peer Review System this Committee will be constituted for each professional subject/discipline and/or related field and eminent scientists belonging to that particular discipline will be its members. The Committee will deal with all scientists (assesseees) belonging to that discipline though working in different Research Institutes. *The scientists of one grade belonging to a particular discipline will be taken up for assessment as far as possible in one lot instead of inter-mixing scientists of different grades. More than one Assessment Committee may be constituted for different grades in a particular discipline, if considered desirable. The Assessment Committee would consist of external members (including retired ICAR scientists) only with Chairman, ASRB or his nominee as its Chairman. Before the meeting of the Assessment Committee the Chairman, ASRB may, as far as possible, have a meeting with the Members of each Assessment*

Committee(s) for briefing and giving guidelines to them for judging the achievements of an individual scientist in his/her respective discipline.

13. The Committee shall then decide on the performance of the scientists by taking into consideration the documents mentioned in para 3 above. The personal discussion with the scientist will not be a routine or formal type of interview to judge the theoretical knowledge or academic calibre of the scientist but will provide an opportunity to him to project his work and achievements during the period under assessment as well as to clarify and elaborate any specific aspect of work. The scientist will be free to add to or augment his record of work and may also bring to the notice of the Committee any bottlenecks that proved a constraint in his research output and functioning.

14. On the basis of their assessment the scientists will be recommended merit promotion or advance increment(s) or *nothing* as the case may be. The total number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

15. *As far as possible, the recommendations of the Assessment Committee may be finalised under the guidance of the Chairman, ASRB.*

II. Scientists in Grade S-3 of the Agricultural Research Service

1. The provisions relating to merit promotion and advance increments for scientists in Grades S, S-1 and S-2 are contained in Rule 19 of the Rules for the Agricultural Research Service. The detailed procedure and the proforma for making Five-Yearly Assessment for this purpose have separately been finalised and circulated.

2. Rule 12 of the Agricultural Research Service Rules provides that a scientist may be allowed to have a personal scale of pay higher than that of Grade S-3 while continuing in the service, in recognition of outstanding performance in research. This Rule also requires that an appropriate procedure for assessment shall be prescribed by the Controlling Authority in consultation with the Agricultural Scientists' Recruitment Board. The scientists in Grade S-3 are also eligible for grant of advance increments in terms of Rule 19 of the Agricultural Research Service Rules.

3. In pursuance of the above provisions the following procedure has been laid down for five-yearly assessment of scientists in Grade S-3 for grant of advance increments to them or for grant of S-4 scale of pay as personal to them :

(i) The criteria for the five-yearly assessment will be as under :

- (a) Professional performance in relation to the duties and tasks assigned. It would be essential to lay emphasis on quality rather than on quantity of the research work done.
- (b) Spirit of co-operation and team work.
- (c) Managerial/organisational abilities/attributes.
- (d) Personal/behavioural abilities/attributes.

Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the scientist during the period of assessment.

(ii) The assessment of the scientists will take into consideration the following :

- (a) The material furnished in the five-yearly assessment proforma;
- (b) Research project files maintained by the scientist;
- (c) Bio-data and career information (various posts held etc.) of the scientist throughout his service in the ICAR;
- (d) CCRs for the past five years;
- (e) Personal discussion, if so desired by the concerned scientist.

4. The scientist being assessed should carefully fill in *Parts II and III* of the enclosed proforma keeping in mind his activities in the past five years. *Part IV of the proforma* is to be filled in by the reviewer only. The reviewer shall be a scientist not below the rank of a grade S-4 scientist

supervising the work of the reviewee. In cases where the reviewer has supervised the work of the reviewee for a very short period of time, say less than six months, he shall be required to consult the other officers of the corresponding level who may have also supervised the work of the reviewee for a correspondingly long period. The competent authority will issue separate orders indicating clearly the reviewer for each post.

5. After the proforma has been completed by the scientist being assessed (reviewee), he will pass it on to the reviewer. The reviewer shall then carefully go through the information provided by the reviewee and the evaluation done by him. He shall *fill part IV of the proforma*.

6. Such a completed proforma will then be sent to Director/DDG/Director-General, ICAR where Part V of the proforma shall be filled in by the concerned authorities. In the case of Project Co-ordinators and other scientists who are in independent charge of their projects, the Director will have the completed proforma sent to DDG/DG, ICAR. *The Director will enclose his comments in a separate sheet for critical evaluation of the performance of the reviewee by the concerned authorities at the ICAR Headquarters. In cases where a Director has left the ICAR system through retirement or otherwise, and in cases where the reviewee is an existing or ex-Head of Division and his Director has left the ICAR system, Part V or Part IV of the proforma, as the case may be, shall be filled in by the concerned DDG at the ICAR Headquarters.*

7. The Director/DDG/ICAR, as the case may be, shall then carefully go through the proforma and in case the Director/DDG/DG, ICAR notices marked discrepancies between the reviewer's and the reviewee's evaluation, he may give his comments on the discrepancies. In case the Director/DDG/DG, ICAR disagrees with the assessment of both the reviewer and the reviewee, he may give his reasons for disagreement. He shall then countersign the proforma with his specific recommendations giving proper justification.

8. The Directors will then forward directly to ASRB the proformae relating to all scientists excepting those which have to be examined by the concerned DDG/DG. One copy of the proforma will, however, be sent to the Personnel Division of ICAR for record.

9. In cases where a scientist has worked at more than one Institute/Organisation during the past five years on account of transfer or deputation, he may complete requisite number of copies of assessment proformae in respect of each such Institute/Organisation where he has worked for one year or more. The Institute etc. where the scientist is posted currently will co-ordinate all such proformae duly completed by the concerned authorities of the previous Institute/Organisation and forward them to the concerned DDG/DG who will give an over-all assessment based on the information available in the proformae for the entire period of five years

before the assessment proforma in respect of such scientists are passed on to the ASRB.

10. The ASRB shall call through the concerned Institute/ICAR Headquarters all the scientists, who indicate their desire for personal discussion, to appear before the Assessment Committee, except in cases where it is not possible to do so as in the case of scientists on foreign deputation or on long study leave etc.

PEER REVIEW SYSTEM

11. The ASRB shall constitute an Assessment Committee consisting of not more than five *members excluding the Chairman, ASRB or his nominee*. As in the Peer Review System this Committee will be constituted for each professional subject/discipline and/or related field and eminent scientists belonging to that particular discipline will be its members. The Committee will deal with all scientists/assesseees belonging to that discipline through working in different research Institutes. All the *scientists of one grade belonging to a particular discipline will be taken up for assessment as far as possible in one lot instead of intermixing scientists of different grades. More than one assessment committee may be constituted for different grades in a particular discipline, if considered desirable*. The Assessment Committee would consist of external members (*including retired ICAR scientists*) only, with Chairman, ASRB or his nominee as its Chairman. *Before the meeting of the Assessment Committee, the Chairman, ASRB may, as far as possible, have a meeting with the Members of each Assessment Committee(s) for briefing and giving guidelines to them for judging the achievements of an individual scientist in his/her respective discipline. While doing so the distinction between merit promotion upto S-3 covered by Rule 19 on the one hand and "promotion based on outstanding performance" under Rule 12 of the Rules of the ARS on the other hand shall be given due attention on the recommendations of the Committee/guidance of Chairman, ASRB as far as possible.*

12. The Committee shall then decide on the performance of the scientists by taking into consideration the documents mentioned in para 3(ii) above. The personal discussion with the scientist will not be a routine or formal type of interview to judge the theoretical knowledge and academic calibre of the scientist, but will provide an opportunity to him to project his work and achievements during the period under assessment as well as to clarify and elaborate any specific aspect of work. The scientist will be free to add to or augment his record of work and may also bring to the notice of the Committee any bottlenecks that proved a constraint in his research output *and functioning*.

13. On the basis of their assessment the scientists will be recommended advance increment(s) or the Grade S-4 scale of pay as personal to

them or nothing as the case may be. The total number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

14. *The assessment of scientists should be more rigorous and their suitability for grant of next higher pay-scale shall be adjudged by the Committee on the basis of whether their performance has been outstanding or not rather than on the basis of long and meritorious service.*

15. As far as possible, the recommendations of the Assessment Committee may be finalised under the guidance of the Chairman, ASRB.

III. S-3 Scientists of ARS holding higher pay scale personal to them or research management position in Grade S-4 and above

1. The following criteria will be adopted for the five-yearly assessment of (i) S-3 Scientists of ARS holding higher pay scale personal to them or research management position in grade S-4 and above.

- (i) Professional performance in relation to the duties and tasks assigned.
- (ii) Spirit of co-operation and team work.
- (iii) Managerial/organization abilities/attributes.
- (iv) Personal/behavioural abilities/attributes.

2. Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and duties assigned to the scientists during the period of assessment. *More consideration shall be given to the qualitative achievements of a scientist rather than to his quantitative achievements.* An assessment system serves more than the obvious function of rewarding scientists by promotion or advance increments. It helps the individuals to identify and develop those aspects of their personality and performance, on which the organisation, they work for, lays emphasis. This in turn helps the organisation to evolve a working culture appropriate to its mandate and acquire expertise which would be best suited to meet its goals. An appropriate assessment in career advancement system can, thus, act as a catalyst for achieving the results for which the organisation is supported from public funds.

PROCEDURE FOR FIVE-YEARLY ASSESSMENT

3. Assessment of the scientists shall take into consideration :

- (i) The material and achievements as furnished in the Five-Yearly Assessment proforma;
- (ii) Bio-data and career information (various posts held etc.) of the scientist throughout his service in the ICAR.
- (iii) File containing yearly record of the work done by the scientist;
- (iv) CCR for the past 5 years;
- (v) *Personal discussion, if so desired by the ARS scientists.*

4. The scientists being assessed shall carefully fill in *Parts II and III* of the enclosed proforma keeping in mind his performance in the past five years. *Part IV* of the proforma is to be filled by the Reviewer only.

5. The reviewer shall be the DG/DDG/Director of the Institute. In cases where the reviewer has supervised the work of the reviewees for a very short period of time say less than six months, he shall be required to consult other scientists of *corresponding level* who may have also supervised or worked with the reviewee for a correspondingly long period. The competent authority will issue separate orders indicating clearly the reviewer for each post.

6. After the proforma has been completed by the scientist being assessed (reviewee), he will pass it on to the reviewer. The reviewer shall then carefully go through the information provided by the reviewee. On the basis of that information the reviewer shall record *his critical evaluation in Part IV of the proforma*.

7. Such a completed proforma will then be sent to the Director/DDG/DG, ICAR as the case may be where Part V of the proforma shall be filled in by the concerned authorities. *In the case of Project Co-ordinators and other scientists who are in independent charge of the projects located at the Institute, completed proforma will be sent to the D.G. through the Director of the Institute where the Project is located. The Director will enclose his comments in a separate sheet for critical evaluation of the performance of the reviewee by the concerned authorities at the ICAR Headquarters.* In the case of the Project Co-ordinators located at the Agricultural Universities the completed proforma will be sent to the concerned Additional Secretary in the Council direct. *The Additional Secretary will get Part IV and V completed by DDG and DG respectively and thereafter pass on the same to the ASRB.*

8. The Director/DDG/DG, ICAR, as the case may be, shall then carefully go through the proforma and in case Director/DDG/DG, ICAR notices marked discrepancies between the reviewer's and reviewee's evaluation, he may give his comments on the discrepancies. In case the Director/DDG/DG, ICAR disagrees with the assessment of both the reviewer and the reviewee he may give reasons for disagreement. He shall then countersign the proforma with his specific recommendations giving full justification.

9. Director will forward directly to Agricultural Scientists' Recruitment Board the proformae relating to all scientists excepting those which have to be examined by the DDG concerned or by the Director-General. The proforma received at the ICAR Headquarters for examining and completing Part IV/V thereof by the DDG concerned or by DG will be forwarded to the ASRB after getting the needful done, through concerned

administrative Section at the ICAR Headquarters. One copy of the proforma will, however, be sent to the Personnel Division for record.

10. *In cases where a scientist has worked at more than one Institute/Organisation during the past five years on account of transfer or deputation, he may complete requisite number of copies of assessment proformae in respect of each such Institute/Organisation where he has worked for one year or more. The Institute etc. where the scientist is posted currently will co-ordinate all such proformae duly completed by the concerned authorities of the previous Institute/Organisation and forward them to the concerned DDG/DG who will give an over-all assessment based on the information available in the proformae for the entire period of five years before the assessment proformae in respect of such Scientists are passed on to the ASRB.*

PEER REVIEW SYSTEM

11. The Assessment Committee will consist of five members of whom two would be nominated by the Chairman A. S. R. B. and two by the President, I. C. A. R. from a Panel of names to be put up by the Director-General. However, the quorum for the Assessment Committee to function would be only three. As in the Peer Review System, this committee constituted for each professional subject/discipline and/or related field and eminent scientists, belonging to that particular discipline only will be its members. The Committee will deal with all scientists/assessees belonging to that discipline though working in different research institutes. The Assessment Committee would consist of external members (including retired ICAR scientists) only, with Chairman, ASRB or his nominee as its Chairman. Before the meeting of the Assessment Committee the Chairman, ASRB may, as far as possible, have a meeting with the members of each Committee (s) for briefing and giving guidelines to them for judging the achievements of an individual scientist in his/her respective discipline. While doing so, the distinction between merit promotion up to S-3 covered by Rule 19 on the one hand and promotion based on outstanding performance covered by Rule 12 of the Rules of the ARS on the other shall be given due attention.

12. The Committee shall then decide on the performance of the scientists by taking into consideration the documents mentioned in para 3 above. The ARS scientists who have indicated their desire for personal discussion will be invited to appear before the Assessment Committee. The personal discussion with the scientist will not be routine or formal type of interview to judge theoretical knowledge and academic calibre of the scientist but will provide an opportunity to him to project his work and achievements during the period under assessment as well as to clarify and elaborate any specific aspect of work. The scientist will be free to add or augment his record of work and may also bring to the notice of the

Committee any bottlenecks that proved a constraint in his research output *and functioning*.

13. *The assessment of such scientists shall be very rigorous and their suitability for grant of next higher pay-scale shall be adjudged by the Committee on the basis of whether their performance has been outstanding or not rather than on the basis of long and meritorious service alone.*

14. On the basis of their assessment the scientists considered suitable may be recommended the next higher pay-scale. In this manner, a scientist can rise upto Grade S-8 (Rs. 3500/- fixed).

**FIVE-YEARLY ASSESSMENT PROFORMA FOR THE SCIENTIFIC
PERSONNEL (I. C. A. R.)**

PART—I

(To be filled initially in Director/DG's Office)

1. Reported period :
2. (a) Name :
- (b) Father's Name :
3. Date of birth/age :
4. Field of Specialisation (It should be the one in which the candidate has done work for the period of assessment) :
5. Date of induction into A. R. S. and Grade :
6. Date of entry into Council's Service :
7. Present position and scale of pay :
8. Duties assigned to the post for which the person has been recruited :
9. Duration of service, if any, in difficult areas neglected, backward etc. (to be indicated with period of service) :
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the time of five-yearly assessment all the information relevant to a scientists' career before and after entry into the I. C. A. R.)

PART II

(To be filled in by the Reviewee)

1. Educational career

Degree/Diploma/Certificate	Class/Grade	University/Board/ Institute	Year
Doctorate			
Master's Degree or equivalent			
Bachelor's Degree			
Matriculation/School Leaving Certificate/ Hr. Secondary/P.U.C.			

2. (a) Major field of the highest degree and the one lower to that.
- (b) Highest degree specialisation and subjects along with title of thesis, if any.
3. Additional qualifications/training acquired in India and/or abroad; (List of all part-time and short-term training, not included in educational career). Give dates, duties and duration of course.
4. Employment record of last five years ending———starting with your present post, list in **REVERSE ORDER** every employment you have had.

Institute & places of work	Designa- tion	Basic pay/ pay-scale	Date of joining	Date of leaving	Nature of duties actually performed (to be indicating teaching/ res./admn./ management etc.	Duration of service in difficult areas (to be indicated, if any)

5. Membership of Societies

6. Awards/Recognition received

7. Publications :
- (a) Research journals :
 - (b) Technical journals :
 - (c) Popular articles :
 - (d) Reports/Reviews :
 - (e) Technical Bulletins/Books :
 - (f) Papers presented in Conferences/Symposia:
8. Any other relevant information :
9. Indicate whether you would like to be assessed by the ASRB through a personal discussion with the Assessment Committee or considered in absentia.

Signature _____

Name _____

Grade _____

PART III

(To be filled in by the Reviewee)

A. Time allotment for various activities

Activities	Percentage of total time
(a) Research	
(b) Teaching	
(c) Training	
(d) Extension activities	
(e) Production activities	
(f) Administration	
(g) Research Management and Co-ordination	
(h) Others (specify)	

B. Research

DETAILS OF EACH RESEARCH PROJECT

- (a) Title of the project
- (b) Research objectives (about 100 words)
- (c) Relevance and practical utility of project
- (d) Results and conclusions of scientific/extension/industrial value as shown

- (e) Scientist's own contribution to research project
- (f) Time originally envisaged and actually taken to complete the Project

C. Teaching

- (a) Courses taught (i) Ph.D.
(Indicate whether (ii) M.Sc.
taught jointly or (iii) B.Sc.
independently) (iv) Others
- (b) Guidance (No. of (i) Ph.D.
students) (ii) M.Sc.
- (c) New courses developed and taught
- (d) Teaching innovations devised and adopted
- (e) Teaching materials prepared and used

D. Training

- (a) Give details of training programme including objectives subject-wise, target group and duration etc.
- (b) Training material prepared and used

6. Extension

- (a) Details of extension and development activities carried out indicating clearly the research findings taken up for transfer
- (b) Results of surveys conducted with regard to problems and progress in respect of transfer for technology, if any
- (c) Extent to which new methods adopted

F. Production activities

- (a) Details of production of biological products, seed production etc.
- (b) Management responsibilities shouldered in clear terms
- (c) Targets set, if any and achievements in quantitative terms

G. Research Co-Ordination and Management*(Only for scientists engaged wholly on this work)*

- (a) Indicate contribution made in planning new research programmes or modifying/improvement of on-going programmes.
- (b) The exact role played in supervising the implementation of research projects, the specific problems identified and solutions suggested, if any, for solving such problems.
- (c) Contribution made in monitoring and evaluating the progress of the projects.
- (d) Details of Projects/Centres visited.
- (e) Contribution made in compilation and documentation of research results of the projects in the form of reports, review papers, brochures etc., including comprehensive review of problems of research management, constraints in programme and contribution by the research scientists.
- (f) Contribution to institutional/infrastructural development (Physical, Plant and Professional)

Signature of the

Reviewee _____

Name _____

Grade _____

PART IV*(To be filled in by Head of the Division or other officer concerned)*

Critical evaluation by the Head of the Division/ADG with reference to the candidate's contribution as listed above in the field of research, teaching, training, extension etc. (to be written in consultation with the Project Leader).

Signature _____

Name _____

Date _____

Designation _____

PART V

Overall assessment of the scientist by the Director/D.D.G./D.G. (The Director etc. should keep in view the self-assessment by the candidate as listed above and the analysis of his achievements by the Head of the Division in consultation with the Project Leader in Part IV).

Signature _____

Name _____

Date _____

Designation _____

ANNEXURE II

PROFORMA FOR SUPPLEMENTARY INFORMATION TO BE
FURNISHED BY SCIENTISTS FOR THEIR SUBSEQUENT
ASSESSMENT FOR GRANT OF MERIT PROMOTION

PART I

(To be filled initially in Director/Headquarters Office)

1. Period for which supplementary information is given
2. Name
3. Field of specialisation/area of work and present posting
4. Date of induction into ARS and the grade
5. Present pay
6. Duties assigned (highlight specifically any change)
7. Any other information

PART II

(To be filled in by the Reviewee only in respect of the period for which supplementary information is being given—indicate specifically changes/additions)

1. Post held and nature of duties (indicate specifically change of addition) :
2. Recommendations/Awards :
3. Publications :
 - (a) Research journals :
 - (b) Technical journals :
 - (c) Popular articles :
 - (d) Reports/Reviews :
 - (e) Technical Bulletins/Books

(f) Papers presented in conferences/symposia

Signature of the

Reviewee _____

Name _____

Grade _____

PART III

(To be filled in by the Reviewee for the period for which the supplementary information is being given—give only additional information for the relevant period)

1. Research work :
2. Guidance of student research :
3. Post-Graduate teaching :
4. Training :
5. Extension :
6. Production activities :
7. Research co-ordination and management (only in respect of those wholly engaged in this work) :
8. Do you wish to have a personal discussion with the Assessment Committee ? (Please indicate 'Yes' or 'No')

Signature of the Reviewee _____

Name _____

Grade _____

PART IV

(To be filled in by the Reviewer—Head of the Division or other Officer concerned)

1. Is the supplementary material furnished by the reviewee correct to the best of your knowledge ?

2. Do you generally agree with the assessment and projections made by the reviewee in the supplementary material? Please give your critical appraisal in consultation with Project Leader.

Signature of the Reviewer

Name _____

Designation _____

Date :

PART V

*Recommendations of the Director (In case of employees of Institute)
D.G., ICAR or D.D.G., ICAR (in the case of the employees of the
Headquarters and/or the centrally administered programme)*

Signature _____

Name _____

Designation _____

Date :

PART-B

IMPROVEMENTS IN THE CRITERIA AND METHODS OF FIVE-YEARLY ASSESSMENT FOR SCIENTISTS OF AGRICULTURAL RESEARCH SERVICE

(Effective for assessments/re-assessments for the period ending 31-12-1984 and onwards)

1. Every scientist should keep a personal file apart from the Research Project file. The personal file shall consist of parts (I), (II), (III). In part I of the personal file, the details of the scientific work assigned to the scientist and targets set for him will be furnished. In part II of the file scientific responsibilities of the concerned scientists would be clearly shown in clear and precise terms. That file will show :

- (a) research work assigned to the scientist. The name of the projects, his specific contribution to the work of each project as an Associate or as a Project Leader, percentage of time devoted by him to each project. This will not include projects which are assigned to students. Only those projects where a scientist is doing research himself assisted by technical staff only and not by other scientists or students will be included,
- (b) teaching functions performed by the scientist will also be reflected by the scientist in his personal file. The details in this regard will include the courses taught, the number of students in each course, number of PG students guided/taught, innovations made in teaching methods, time spent on teaching and its percentage of the total time of the scientist etc.,
- (c) details of extension functions performed by the scientists and percentage of his time devoted to them, indicating clearly in quantitative terms the impact created through the extension activities,
- (d) in case a scientist is assigned non-scientific work which should be only in exceptional circumstances and only for a short time, the details of such work and percentage of time devoted to such work may be indicated and
- (e) the personal file should carry the observations of the Head of Division and Director as given in RPFs.

At the end of the year, the Head of the Division and Director or any other scientist designated by him for the purpose will evaluate the perfor-

mance of the scientist with reference to the set targets and give his comments. A copy of the personal file will be enclosed with the Annual Assessment Report for evaluation of the performance. The above functions in respect of the scientists at the ICAR headquarters will be carried out by the concerned ADG/DDG or any other scientist nominated by the DDG in respect of the scientists working in his Division.

2. The maintenance of Research Project Files by the scientists needs improvement. The Research Project File maintained by a scientist should clearly indicate :

- (a) name of the Principal Investigator of the Project and the Associate in the Project,
- (b) tasks and responsibilities assigned to each scientist in the project and percentage of his time devoted, and
- (c) targets set for each scientist in the project at the beginning of the year and remarks of Project Leader, Head of Division and Director in regard to his accomplishments at the end of the year.

3. No scientist should have more than three projects as Project Leader or Associate.

4. The actual place of work and various difficulties/bottlenecks faced by the scientist in carrying out his/her work should be clearly indicated in the five yearly assessment proforma and research project files.

5. The evaluation of each scientist in the Annual Assessment Report and five-yearly assessment proforma by the Head of Division and Director should clearly bring out the research projects and other work assigned to the scientist, his quality performance in regard to the achievement of the set targets.

The recommendations in part V of the five-yearly assessment proforma/supplementary information in regard to the grant of assessment benefit should be specific with adequate justifications.

6. The proforma for five-yearly assessment of ARS scientists has been further revised. A copy of the revised proforma is enclosed (Annexure I and II).

7. The Peer Review System for assessment of ARS scientists as incorporated in the criteria and methods for five-yearly assessment provides for the constitution of Assessment Committee for each professional subject/discipline and/or related field and eminent scientists belonging to that particular discipline are to be its members. Since the scientists posted at NAARM, Hyderabad and the I.C.A.R. Hqs. are drawn from different disciplines included in Agricultural Research Service but their job requirements pertain to training and co-ordination which is different from the field of their specialisation at M. Sc/Ph. D. level, exception may, therefore, be made in the constitution of Assessment Committee in their case by associating scientists connected with the behavioural scientists, research

coordination/monitoring, training programmes etc. rather than specialists belonging to the disciplines of ARS to which the assessee scientist belongs.

8. The criteria and methods of five-yearly assessment for the scientists of ARS *inter-alia* provide that the assessment of the scientist will take into consideration Research Project Files maintained by the scientists. In the case of the scientists at the I.C.A.R. Hqs and the NAARM Hyderabad the duties assigned to them involve work relating to research management and coordination which is difficult to reflect effectively in the research project files already in use in the Council/Res. Institutes. Since the work done by the Scientist/Research Management Scientist forms an integral part of his output for the purpose of his five-yearly assessment, it is of paramount importance that the concerned scientist should keep proper records of the work/project work done by him for presentation before the Assessment Committee. It would, therefore, follow that the Research Management scientists at the Headquarters should for the present keep a record of the work done by them in a *presentable form* devised by themselves. In the meantime, the NAARM is already engaged in an exercise for designing a suitable proforma for the purpose, which can be used by such scientists after finalization in the place of the form they will use till then as indicated above. The record of work done by the scientist as maintained by him may be put up before the Assessment Committee at the time of assessment/re-assessment.

9. Proper weightage shall be assigned to each of the major items being considered for assessment by allotting marks. The details in regard to weightage assigned to different items as also the grant of assessment benefit based on such weightage are given in Annexure III.

PROFORMA

FIVE-YEARLY ASSESSMENT FORM FOR THE
SCIENTIFIC PERSONNEL (ICAR)

PART I

(To be filled initially in Director/DG's Office)

1. Reported period :
2. (a) Name :
- (b) Father's name :
3. Date of Birth/Age :
4. Field of Specialisation
 (It should be the one in which the candidate
 has done work for the period of assessment) :
5. Date of induction into ARS and Grade :
6. Date of entry into Council's service :
7. Present position and scale of pay :
8. Duties assigned to the post for which
 the person has been recruited :
9. Duration of service, if any, in difficult
 areas neglected, backward etc. (to be
 indicated with period of service) :
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the time of five yearly assessment all the information relevant to a scientist's career before and after entry into the ICAR).

PART II*(To be filled in by the Reviewee)***1. Educational Career**

Degree/Diploma/Certificate	Class/Grade	University/Board/ Institute	Year
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Doctorate

Master's Degree or equivalent

Bachelor's Degree

Matriculation/School
Leaving Certificate/
Hr. Secondary/P. U C.

2. (a) Major field of the highest degree and the one lower to that.
(b) Highest degree specialisation and subjects along with title of thesis; if any.
3. Additional qualifications/training acquired in India and/or abroad; (List of all part-time and short-term training, not included in educational career). Give dates, duties and duration of course.
4. Career information (various posts held by the scientists etc.) for the entire service period starting with your present post, list in REVERSE ORDER every employment you have had.

Institute & places of work	Designation	Basic pay/ Pay-scale	Date of joining	Date of leaving	Nature of duties actually performed specifying teaching/ res./adm./ management etc.	Duration of service in difficult areas (to be indicated if any)
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5. Membership of Societies :
6. Awards/Recognition received.
7. Publications :
 - (a) Research journals :
 - (b) Technical journals :
 - (c) Popular articles :
 - (d) Reports/Reviews :
 - (e) Technical Bulletins/Books :
 - (f) Papers presented in Conferences/Symposia. :
8. Any other relevant information :
9. Indicate whether you would like to be assessed by the ASRB through a personal discussion with the Assessment Committee or considered in Absentia.

Signature _____

Name _____

Grade _____

PART III

(To be filled in by the Reviewee)

A. Time allotment for various activities :

Activities	Percentage of total time
(a) Research	
(b) Teaching	
(c) Training	
(d) Extension Activities	

- (e) Production Activities
- (f) Administration
- (g) Research Management and Co-ordination.
- (h) Others (specify)

B. Details regarding Projects and Publications

- (a) the projects undertaken during the period of review (based on RPF-I)
- (b) accomplishments in terms of results achieved in relation to the projects (based on R.P.F. II and III).
- (c) publications in terms of reports and papers made based on the research projects, publications involving research/review, conceptual papers and the manuscripts related to project files should be listed separately.

C. Research

Details of each research project :

- (a) Title of the project
- (b) Research objectives (about 100 words)
- (c) Relevance and practical utility of project
- (d) Results and conclusions of scientific/extension/industrial value as shown.
- (e) Scientist's own contribution to research project.
- (f) Time originally envisaged and actually taken to complete the project.

D. Teaching

- (a) Courses taught (i) Ph. D.
(indicate whether (ii) M.Sc.
taught jointly or (iii) B.Sc.
independently) (iv) Others.
- (b) Guidance (No. of (i) Ph.D.
students). (ii) M.Sc.
- (c) New courses developed and taught
- (d) Teaching innovations devised and adopted.
- (e) Teaching materials prepared and used.

E. Training

- (a) Give details of training programme including objectives-wise, target group and duration etc.
- (b) Training material prepared and used.

F. Extension

- (a) Details of extension and development activities carried out indicating clearly the research findings taken up for transfer.
- (b) Results of surveys conducted with regard to problems in respect of transfer for technology, if any.
- (c) Extent to which new methods adopted.

G. Production Activities

- (a) Details of production of biological products, seed production etc.
- (b) Management responsibilities shouldered in clear terms.
- (c) Targets set, if any and achievements in quantitative terms.

H. Research Co-ordination and Management

(Only for scientists engaged wholly on this work)

- (a) Indicate contribution made in planning new research programme or modifying/improvement of on-going programmes.
- (b) The exact role played in supervising the implementation of research projects, the specific problems identified and solutions suggested, if any, for solving such problems.
- (c) Contribution made in monitoring and evaluating the progress of the projects.
- (d) Details of Projects/Centres visited.
- (e) Contribution made in compilation and documentation of research results of the projects in the form of reports, review papers, brochures

etc., including comprehensive review of problems of research management, constraints in programme and contribution by the Research Scientists.

- (f) Contribution to institutional/infra-structural development (Physical, Plant and Professional)
- I. Furnish a write-up not exceeding 250 words bringing out self-assessment by the reviewee scientist.

Signature of the

Reviewee _____

Name _____

Grade _____

PART IV

(To be filled in by Head of the Division or other officer concerned)

Critical evaluation by the Head of the Division/A. D. G. with reference to the candidate's contribution as listed above in the field of research, teaching, training, extension etc., (to be written in consultation with the Project Leader).

Signature _____

Name _____

Date _____

Designation _____

PART V

Overall assessment of the scientist by the Director/D. D. G./D. G. (The Director etc. should keep in view the self-assessment by the candidate as listed above and the analysis of his achievements by the Head of the Division in consultation with the Project Leader in Part. IV).

Signature _____

Name _____

Date _____

Designation _____

ANNEXURE II

PROFORMA FOR SUPPLEMENTARY INFORMATION TO BE
FURNISHED BY SCIENTISTS FOR THEIR SUBSEQUENT
ASSESSMENT FOR GRANT OF MERIT PROMOTION

PART I

(To be filled initially in Director/Headquarter Office)

1. Period for which supplementary information is given
2. Name
3. Field of specialisation/area of work and present posting :
4. Date of induction into ARS and the grade :
5. Present pay :
6. Duties assigned (highlight specifically any change) :
7. Any other information :

PART II

(To be filled in by the Reviewee only in respect of the period for which supplementary information is being given—indicate specifically changes/additions).

1. Post held and nature of duties (indicate specifically change of addition) :
2. Recommendations/Awards :
3. Publications :
 - (a) Research Journals :
 - (b) Technical Journals :
 - (c) Popular Articles :
 - (d) Reports/Reviews :
 - (e) Technical Bulletins/Books :
 - (f) Papers presented in Conferences/symposia :

4. Details regarding projects and publications :

- (a) the projects undertaken during the period of review (based on RPF I)
- (b) accomplishments in terms of results achieved in relation to the projects (based on RPF II and III)
- (c) publications in terms of reports and papers made based on the research projects, publications involving research/review, conceptual papers and the manuscripts related to project files should be listed separately.

Signature of the Reviewee.....
 Name.....
 Grade.....

PART III

(To be filled in by the Reviewee for the period for which the supplementary information is being given—give only additional information for the relevant period)

- 1. Research work
- 2. Guidance of student research
- 3. Post-graduate teaching
- 4. Training
- 5. Extension
- 6. Production activities
- 7. Research co-ordination and management (only in respect of those wholly engaged in this work)
- 8. Do you wish to have a personal discussion with the Assessment Committee ? (Please indicate 'Yes' or 'No')
- 9. Furnish a write-up not exceeding 250 words bringing out self-assessment by the reviewee scientist :

Signature of the Reviewee
 Name.....
 Grade.....

PART IV

(To be filled in by the Reviewee—Head of the Division or other officer concerned)

1. Is the supplementary material furnished by the reviewee correct to the best of your knowledge ?
2. Do you generally agree with the assessment and projections made by the reviewee in the supplementary material ? Please give your critical appraisal in consultation with Project Leader.

Signature of the Reviewer.....

Name

Designation

Date.....

PART V

Recommendations of the Director (in case of employees of Institute) DG, ICAR or DDG, ICAR (in the case of the employees of the Headquarters and/or the centrally administered programme)

Signature.....

Name.....

Designation.....

Date.....

ANNEXURE III

Details regarding the weightage assigned to the items for assessment and regulation of assessment benefit.

Weightage shall be assigned to each of the major items being considered for assessment by allotting the following marks :

20 per cent marks to annual assessment reports to be based on the final categorisation of the scientists.

15 per cent marks to the recommendations of the Head of Division and Director in the five yearly assessment proforma.

65 per cent marks to job accomplishment with respect to the goals assigned including the research papers/reports/brochures issued on the basis of the work done during the period of assessment. While evaluating and awarding marks, due consideration will be given to the constraints faced by scientists :

- (a) posted in remote and difficult areas;
- (b) posted at places with meagre facilities;
- (c) posted at newly started Institutes, etc.
- (d) frequently transferred other than on the requests of the concerned scientists themselves.

On the other hand, relatively less credit will be given while awarding marks for :

- (a) appointment on deputation outside ICAR system where the functions performed by the scientists reflected by publications in recognised scientific/professional journals as are *not* related to job requirement at ICAR Institutes;
- (b) higher studies such as completion of Ph. D degree in areas unrelated to the job requirement of the scientist at the Institute.

2. While giving credit for publications due weightage will be given to the achievements of the scientist. Publications of the scientists should specifically mention those which have been submitted for publication as also those which have been published. *Only such of the publications as relate to the period of assessment/re-assessment should be included.*

3. Since direct recruitment to grade S-1 of ARS is made on the basis of a competitive examination, such scientists take some time for training and adaptation to the system with the result that their research output may not match with that of the scientists appointed by induction/promotion. (This will gradually get reduced as there will be no induction from existing employees in due course). Suitable credit may be given to direct recruits while awarding marks on the basis of evaluation of their work.

4. The evaluation of the performance of the scientist will be carried out by the Members of the Assessment Committee in a proforma to be devised by the ASRB with the weightages as given above. The marks awarded by all the Members of the Assessment Committee including its Chairman will be pooled and their average will be the score of the assessee scientist. The grant of assessment benefit to the assessee scientist will be regulated on the basis of the following score :

<i>Scientist grade 'S' (Rs.550-900)</i>	<i>Total marks : 100</i>
(i) Promotion	51 marks and above
(ii) Three advance increments	45-50 marks
(iii) Two advance increments	41-44 marks
(iv) One advance increment	31-40 marks
(v) Neither promotion nor advance increments.	30 marks or below

<i>Scientist grade S-1 (Rs. 700-1300)</i>	<i>Total marks : 100</i>
(i) Promotion	61 marks and above
(ii) Three advance increments	51-60 marks
(ii) Two advance increments	41-50 marks
(iv) One advance increment	31-40 marks
(v) Neither promotion nor advance increments.	30 marks or below

<i>Scientist grade S-2 (Rs. 1100-1600)</i>	<i>Total marks : 100</i>
(i) Promotion	71 marks and above
(ii) Three advance increments	61-70 marks
(iii) Two advance increments	55-60 marks
(iv) One advance increment	50-54 marks
(v) Neither promotion nor advance increments.	49 marks and below

<i>Scientist S-3 (Rs. 1500-2000)</i>	<i>Total marks : 100</i>
(i) Promotion	75 marks and above
(ii) Three advance increments	70-74 marks
(iii) Two advance increments	65-69 marks
(iv) One advance increment	60-64 marks
(v) Neither promotion nor advance increments.	59 marks and below

Scientist holding pay scale of Rs. 1800-2500 and above as personal
Promotion on the basis of 81 and above marks out of a total of 100 marks.

PART C

MECHANISM FOR REVIEW OF ASSESSMENT RESULT*

1. In order further to meet the demand for a suitable mechanism for review of assessment results where a candidate is not satisfied it has been decided with the approval of the Controlling Authority of the Service, that in a case where a scientist has not been found suitable for promotion from the *due date*, he may, if he so desires submit a note of not more than 500 words in support of his claim for promotion retrospectively from the *due date*. Six copies of the note alongwith the recommendations of the Director, DDG/DG, ICAR, as the case may be, in the sealed cover, keeping in view the material which was furnished by the concerned scientist earlier in his five yearly assessment proforma or in the proforma containing supplementary information will be furnished to the Agricultural Scientists' Recruitment Board. The Board will consider whether there is any strength in the representation to justify grant of promotion retrospectively from *due date*. The recommendations of the Board on such a representation will be treated as final and no further representations in the matter will be entertained.

2. As stated above, the benefit of review with a view to granting assessment benefit retrospectively from the *due date* to a scientist will be admissible to a scientist only *once* in the course of his assessment/re-assessment *in a grade*.

3. The above decision will apply in the case of assessment/re-assessment carried out by the Agricultural Scientists' Recruitment Board for the period(s) ending 31-12-80,31-12-81 and 31-12-82 in the last phase in response to the ICAR circular letter No.4-1/83-AU dated the 19th March, 1983. The results of the assessment carried out in the earlier phases will not, however, be reopened. This will also be applicable in the case of future assessments/reassessments.

*[No. 8—14/85-Per. IV dt. 25.7.85].