

# ICAR HANDBOOK OF TECHNICAL SERVICES



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## Preface to the Fourth Edition

The Indian Council of Agricultural Research, as the apex organization in the field of agricultural research at the national level, has its principal mandate to promote agricultural research, education, extension and other allied disciplines of agriculture. To achieve its mandate, taking into consideration the national priorities, the scientific, technical, administrative and supporting categories of staff have always been working hand in hand.

With the objective to attract the best talents under the various functional groups, identified for recruitment of technical personnel, the ICAR had launched its Technical Services in 1975 for technical personnel, similar to Agricultural Research Service for assisting scientists. The Technical Service Rules for the management of the Technical Services were framed and were brought out as the first edition of the *Handbook of Technical Services of the ICAR* in March 1978. Its second and third editions were revised and printed in November 1985 and March 1995, respectively.

With the passage of time, certain anomalies were experienced in the operation of the technical services; which came up as the result of the overlapping pay scales and their merger by the Central Pay Commission from time to time. Also, a need was felt to revise model qualifications for all categories of technical personnel as the talented and qualified technical persons are available for direct recruitment. Thus, the revision exercise by the ICAR in technical service rules will provide better prospects not only for existing technical personnel but will also enable ICAR to attract qualified and experienced personnel through direct recruitment.

I am sure that the present edition of the Compendium would be helpful to the technical staff of the ICAR as well as to the ICAR management, to manage technical services.

I feel happy to place on record my appreciation to the efforts made by Shri A S Sethi, Under-Secretary (Tech.) in compiling and updating the Compendium in a record time for reference and use in the Council.



(R S PARODA)

*Director-General*

Indian Council of Agricultural Research

New Delhi  
March 2000

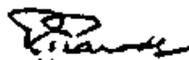
## **Preface to the Third Edition**

The contribution of research towards overall development of national agricultural sector has widely been acknowledged. In this endeavour, every ICAR employee (scientific, technical, administrative and supporting) has made valuable contributions. In order to derive their best, it is essential for the management of any organization to create a healthy work-environment especially by formulating suitable personnel policies. Fortunately, the ICAR pursues these policies through well-planned technical service rules.

The technical personnel of the system have rendered a very important service in translating the ideas of scientists into realities. The technical personnel provide crucial support to the scientists and in the process serve as an important link between the researchers and the end-users. In the past, the technical personnel have fully justified their role in achieving desired goals.

The third edition of the ICAR Technical Services incorporates various additions and amendments which have been made in the recent past, with the sole idea of improving the cadres' efficiency. I am sure, this updated compendium will prove useful as ready reference to the technical personnel and also to those who are associated with the management of our technical services.

Services rendered by Shri Rajiv Mangotra, Shri Sodhi Singh and Shri K K Bajpai in updating this document in record time are praiseworthy.



(R. S. PARODA)

*Director-General*

New Delhi  
8 March 1995

Indian Council of Agricultural Research

## **Preface to the Second Edition**

I am very happy to associate myself with the publication of second edition of the *Handbook of Technical Services*. With the introduction of new Personnel Policies, the Council launched Technical Service in support of its research and educational activities. The technical personnel have served the cause of agricultural sciences side by side with the scientists. Looking back at a decade of the performance of this Service, it has fully vindicated its formation.

Over a period of time some changes have had to be introduced. The second edition incorporates these changes. I earnestly hope that this will be useful to all concerned.

New Delhi  
2 October 1985

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

## **Preface to the First Edition**

The principal mandate of the Indian Council of Agricultural Research is the promotion of research and education in all fields of relevance to agricultural progress in our country. Science is a creative activity and therefore the personnel policies of a research organization should be such as to attract, retain and stimulate good scientists to apply their minds to the complex problems in improving terrestrial and aquatic productivity. For this purpose, the ICAR introduced an Agricultural Research Service (ARS) for its scientists from 1 October 1975. A handbook describing the rules of ARS was published by the ICAR last year.

Scientists are supported in their work by a large number of technical staff members as well as by administrative and other supporting staff. Members of the Technical Services provide the kind of support that can enhance the per caput output of research scientists. They also undertake activities like dissemination of research results through publications and help to organize field and laboratory facilities in an efficient manner. Hence, they play an important role in assisting the organization to discharge its mandate effectively.

In order to enable members of the Technical Services to give their best to the organization, the ICAR introduced from 1 October 1975 new personnel policies for its Technical Services. The present handbook contains information on the rules and procedures relating to the recruitment, assessment and promotion of the staff belonging to the Technical Services. It is hoped that the attractive service conditions introduced for Technical Services will stimulate everyone belonging to these Services to discharge the work assigned to each in a dedicated manner.

The human body is the best teacher of successful organization. Every part of the body performs a specific function and yet at the same time the whole body functions in a coordinated manner. When any particular part of the body does not function well, then the body becomes sick to varying degrees. It is hence that the ICAR considers it important that every section of its staff has conditions of service which can help them to concentrate on their work and practise the percept that "all rights accrue from a duty well done".

New Delhi  
6 March 1978

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

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## TECHNICAL SERVICES OF THE ICAR

(Technical Service Rules, 1975, as modified on 3 February 2000)

### Scope and Nature of the Services

1. All posts, the incumbents of which are engaged in performing technical services in support of research and education, whether in laboratory, workshop or in field, in areas like library, documentation, publications and agricultural communication, constitute the Technical Services. There will be no common cadre. The posts will be borne on the strength of the respective Institutes or the Headquarters of the Council, as the case may be.

### Date of Coming into Force of the Service Rules

2. The Technical Service Rules came into force w.e.f. 1.10.1975. The anomalies arisen in the implementation of these Rules were identified and their solutions, as modifications to the existing Technical Service Rules, were notified on 3 February 2000 with prospective effect.

### Categories and Grades of the Services

3.1 The Technical Services are grouped into three Categories, consisting of the following grades with scales of pay as adopted by the ICAR on the basis of the recommendations made by IV and V Central Pay Commissions.

Category	Grade	Pay scale	
		Pre-revised Scales	Revised Scales
Category I	T-1	Rs 975-25-1,150-EB-30-1,540	(T-1) Rs 3,200-85-4,900
	T-2	Rs 1,200-30-1,560-EB-40-2,040	(T-2) Rs 4,000-100-6,000
	T-I-3	Rs 1,400-40-1,800-EB-50-2,300	(T-I-3) Rs 4,500-125-7,000
Category II	T-II-3	Rs 1,400-40-1,800-EB-50-2,300	(T-II-3) Rs 4,500-125-7,000
	T-4	Rs 1,640-60-2,600-EB-75-2,900	(T-4) Rs 5,500-175-9,000
	T-5	Rs 2,000-60-2,300-EB-75-3,200-100-3,500	(T-5) Rs 6,500-200-10,500
Category III	T-6	Rs 2,200-75-2,800-EB-100-4,000	(T-6) Rs 8,000-275-13,500
	T-7	Rs 3,000-100-3,500-125-4,500	(T-7) Rs 10,000-325-15,200
	T-8	Rs 3,000-100-3,500-125-5,000	(T-8) Rs 10,000-325-15,200
	T-9	Rs 3,700-125-4,700-150-5,000	(T-9) Rs 12,000-375-16,500

3.2 Appendix I indicates the pre-revised pay scales in Categories I to III, as recommended by the IV Central Pay Commission w.e.f. I.I.1986, and the revised pay scales, as recommended by the V Central Pay Commission and effective from I.I.1996. Grades of T-I-3 and T-II-3, being the overlapping grades, have been merged into one grade i.e. T-3. Similarly, T-7 and T-8, overlapping grades, have been merged into T(7-8) and their movement into T-9 grade has been specified.

3.3 The modifications, as set out under para 2 of the Notification dated 3 February 2000, would take place with immediate effect from the date of issue of this Notification. However, any existing technical employees who may like to be governed only as per the existing technical service rules may do so by specifically exercising an individual option in writing to the Director of the Institute within 30 days from the date of issue of this Notification. Option once exercised shall be irrevocable and final.

### Functional Classification

4.1 Within each Category, the posts have been functionally classified as follows:

Group I	Field/Farm Technicians
Group II	Laboratory Technicians
Group III	Workshop Staff including Engineering Workshop Staff
Group IV	Library/Information/Documentation Staff
Group V	Photography Staff
Group VI	Artist
Group VII	Press and Editorial Staff
Group VIII	Medical and Paramedical Staff
Group IX	House-keeping Staff

4.2 The details of the functional classification of the existing posts in the Council are given at Appendix II. This includes also the posts which have been reclassified into Technical Service from Auxiliary category of posts by Dr Kirti Singh Committee, constituted by the ICAR.

(ICAR letter No.17-12/95-Estt IV dated 20 August 1996)

4.3 All technical posts under the Council with different designations will be known by their grade numbers. However, for the purpose of identification of duties performed by different functionaries, the grades of the persons will be appropriately distinguished to reflect the duties attached to the posts. For example, a post of Laboratory Technician in Grade T-2 may be denoted as '*T-2 (Lab. Technician)*'

### Initial Adjustment of the then Existing Employees

5.1 The existing permanent and temporary employees appointed through regularly constituted DPC/Selection Committees were fitted into the grades specified in para 3.1 on point-to-point basis without any further screening, irrespective of their qualifications. However, persons holding positions in the merged grade of Rs 425-700 and possessing qualifications prescribed for Category-II were fitted in grade T-II-3 (Rs 425-700).

(ICAR letter No.7-16/78-Per.III dated 18 April 1979)

5.2 The existing employees in grade T-5, on the advice of the Agricultural Scientists' Recruitment Board, were considered for appointment to grade T-6,

Category III, in the initial constitution of the service, if they possessed the minimum qualifications prescribed for this category. For this purpose, the approved persons were adjusted against the then existing vacancies in the respective fields. Where, however, no such vacancies existed, the existing posts in Grade T-5 held by the approved incumbents were upgraded to Grade T-6 till the time regular vacancies in the latter grade become available. On the absorption of the persons against the regular vacancies in Grade T-6, the upgraded posts were downgraded to Grade T-5 and reverted to the cadre strength of Category II.

5.3 Government servants, who were on notional foreign service and were holding technical posts under the Council, were not eligible for appointment to the technical services until such time as they opted and were absorbed in the Council's service on a regular basis.

Note: These rules are applicable to Council's employees only and such of the Government servants who held the posts on notional foreign service with the Council, and were allowed to exercise their options for Council's service by 31 March 1978, which was further extended to 30 September 1980. The optees were allowed the benefit of technical service rules from the dates their options became effective.

(ICAR letter No.7-30/77-Per.III dated 2 January 1978, and No.7-30/77-Per.III dated 2 April 1981).

Note: Such of those technical personnel on notional foreign service and had exercised option for the Council's service from 31 December 1975 but before the prescribed date, i.e. 31 March 1978, were treated at a par with those who exercised options before 31 December 1975.

(ICAR letter No.7(10).78-Per.III dated 27 January 1979).

### Career Advancement

6. Career advancement of technical personnel in their respective categories will be done in the following manner.

6.1 There shall be a system of merit promotion from one grade to the next higher grade irrespective of the occurrence of the vacancies in the higher grade or grant of advance increment(s) in the same grade, on the basis of the assessment of performance. The persons concerned will be eligible for consideration for such promotion or for grant of advance increment(s) after the expiry of the number of prescribed years of service in the grade, as detailed in the succeeding paras.

6.2 On account of the two overlapping grades of T-I-3 and T-II-3, the assessment promotion had become redundant and, therefore, grade structures in Categories I and II have been modified as follows.

Existing	Revised
Category I	Category I
(T-1) Rs 3,200-85-4,900	(T-1) Rs 3,200-85-4,900
(T-2) Rs 4,000-100-6000	(T-2) Rs 4,000-100-6,000
(T-I-3) Rs 4,500-125-7000	

<b>Existing</b>	<b>Revised</b>
<i>Category II</i>	<i>Category II</i>
(T-II-3) Rs 4,500-125-7,000	(T-3) Rs 4,500-125-7,000
(T-4) Rs 5,500-175-9,000	(T-4) Rs 5,500-175-9,000
(T-5) Rs 6,500-200-10,500	(T-5) Rs 6,500-200-10,500

6.3 As per the revised grade structure, the entrants of Category I at T-1 grade would continue to be regulated for assessment from T-1 to T-2 after five years of service, as at present. However, the T-2 grade personnel, possessing the qualifications, as prescribed hereinfurther under the Notification of 3 February 2000 for Category II for direct recruitment, would be eligible for assessment promotion to T-3 grade after five years of service, while those not possessing such qualifications shall become eligible for assessment promotion to T-3 grade only after 10 years of service in T-2 grade. The assessment promotions from T-3 to T-4 and T-4 to T-5 shall continue to be regulated at five years interval, as at present.

6.4 The provisions relating to Category barrier for assessment promotions from T-5 grade of Category II to T-6 grade of Category III have been revised as in the following paras:

- (a) The technical personnel in T-5 grade (Rs 6,500-10,500) and possessing essential qualifications, prescribed as herein further under the Notification of 3 February 2000 for Category III for direct recruitment, shall be eligible for assessment promotion to T-6 (Rs 8,000-13,500) grade after completing five years of service in T-5 grade
- (b) The T-5 technical personnel who do not possess the essential qualifications as for direct recruitment prescribed herein further under the Notification of 3 February 2000 for Category III shall be eligible for assessment promotion to T-6 grade after completing 10 years of service in T-5 grade provided such technical personnel possess qualifications prescribed under the Notification dated 3 February 2000 for direct recruitment to Category II (T-3). However, such technical personnel in T-5 grade who do not possess the qualifications prescribed under the Notification dated 3 February 2000 for direct recruitment to Category II (T-3) shall not be eligible for further assessment promotion to Category III of the Technical Services.

6.5 Since a revised single pay scale of Rs 10,000-15,200, by way of replacement of their erstwhile pre-revised pay scales as per the V Central Pay Commission, has been attached to the existing technical grades of T-7 and T-8, these two grades have been redesignated as uniform and single grade as T(7-8) in the given pay scale of Rs 10,000-15,200, and the movement of technical personnel existing in these grades has been approved to be regulated under the assessment system to the next higher grade of T-9 of Technical Service (Pay scale of Rs 12,000-16,500)

in the following manner.

- (a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.
- (b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in grade T-8.

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

6.6 Direct recruitments in grades T-1, T-3 and T-6 will be made as per the Technical Service Rules 1975, as amended from time to time.

6.7 The first screening of eligible persons for promotion or advance increment(s) in all the categories was made within one year of the introduction of the technical service rules i.e. 1.10.1975, and thereafter, once a year as early as practicable, after 1 January, in respect of all those who have become eligible for consideration for promotion on or before the last date of the previous year ending 31 December.

6.8 Merit promotion or grant of advance increment(s) to the successful personnel will be given with effect from the date following the date of completion of the five years of service in the grade.

This amendment was made effective from 1.1.1995.

(ICAR letter No.14(4)/94-Estt IV dated 1 February 1995).

6.9 For determining the eligibility of a person for the grant of merit promotion or advance increments, the entire period of the service in the grade including the service rendered in the pre-revised scale of pay will be counted.

- (i) The service rendered by an individual in another Institute from where he comes on transfer on compassionate ground will be taken into account for computing the eligibility period of 5 years.

(ICAR letter No.7-5/83-Per.III dated 27 August 1984).

- (ii) For the purpose of computing the prescribed period for assessment, the period of *ad-hoc* service in the same grade and also the period of leave, including study leave/EOL, and period spent on deputation, will also be counted.
- (iii) However, it may be added that the following periods are not to be counted for computing the prescribed period of eligibility for assessment/promotion to the next higher grade.

- (a) Period of suspension treated as dies-non for all purposes inclusive of assessment under Technical Service Rules;
- (b) Period of reduction to lower grade as measure of penalty.

(ICAR letter No.7-34/80-Per.III dated 19 May 1982).

6.10 The assessment of eligible persons for merit promotion/grant of advance increment(s) in Categories I and II will be done by a Selection Committee, to be constituted by the Appointing Authority. The Chairman of the Committee will be a person from outside the Institute/Headquarters, to be nominated by the Chairman of the Agricultural Scientists' Recruitment Board.

6.11 For persons in Category III, the assessment will be done by an Assessment Committee to be constituted in consultation with the Chairman, Agricultural Scientists' Recruitment Board.

6.12 A person who is not found fit for merit promotion or for grant of advance increment(s) may be considered again at a subsequent stage or stages.

Note: Such persons will be considered every year till such time as they are adjudged suitable for promotion to the next higher grade. The technical personnel once promoted will, however, be eligible for promotion to the next higher grade/grant of advance increment(s) only after they have put in prescribed period of service in that grade and not earlier.

(ICAR letter No.7-4/79-Per.III dated 10 September 1979).

6.13 The procedure for assessment of persons for grant of merit promotion or advance increments has been detailed in Appendix III.

Note: Proforma for special information to be furnished by technical personnel for their subsequent assessment for grant of merit promotion is given in Appendix VII.

### Promotion

7.1 In accordance with the provisions of the Notification dated 3 February 2000, with the introduction of modifications in the technical service rules, the 33.3% promotion quota will be operative only in Category I at the level of T-1. It is clarified that promotions to Grade T-1 under the Technical Service Rules are to be made on the basis of the selection(s).

Note: Alternative qualifications required for promotion (by selection) against the 33.3% vacancies are contained in Council's letter No.7(10)/78-Per.III dated 27 January 1979 and 7(11)/83-Per.III dated 22 August 1984.

7.2 As under the existing procedure in force, the vacancy in the event of retirement/death/resignation of the technical personnel, carrying whatever personal

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

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

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

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

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

### **Direct Recruitment**

8.1 Normally, there will be direct recruitment only in the lowest grade in each of the three categories. However, direct recruitment to the other grades in the three categories may also be done to correct imbalances in the staff composition in those grades.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Appointing Authority

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

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

**Pay Fixation**

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

**Probation**

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

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

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

**Seniority**

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

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

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

**Annual Assessment**

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

**Study Leave**

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

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

**Reclassification of Left-over Posts**

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

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

## APPENDICES

### APPENDIX I

#### Pay Scales of Technical Services as Approved by the IV Central Pay Commission and V Central Pay Commission

Category/Grade	Pay scale as recommended by the 4th Pay Commission (Rs)	Pay scale as recommended by the 5th Pay Commission (Rs)
<b>Category I</b>		
T-1	975-25-1,150-EB-30-1,540	3,200-85-4,900
T-2	1,200-30-1,560-EB-40-2040	4,000-100-6,000
T-1-3*	1,400-40-1,800-EB-50-2,300	4,500-125-7,000
<b>Category II</b>		
T-II-3*	1,400-40-1,800-EB-50-2,300	4,500-125-7,000
T-4	1,640-60-2,600-EB-75-2,900	5,500-175-9,000
T-5	2,000-60-2,300-EB-75-3,200- 100-3,500	6,500-200-10,500
<b>Category III</b>		
T-6	2,200-75-2,800-EB-100-4,000	8,000-275-13,500
T-7#	3,000-100-3,500-125-4,500	10,000-325-15,200
T-8#	3,000-100-3,500-125-5,000	10,000-325-15,200
T-9	3,700-125-4,700-150-5,000	12,000-375-16,500

\*Grades T-1-3 (Category I) and T-II-3 (Category II), being overlapping scales, have been renamed as a single grade T-3 in the pay scale of Rs 4,500-125-7,000.

#Grade T-7 and T-8, both in Category III, being the similar scales, have been regrouped into a single grade of T(7-8) in the pay scale of Rs 10,000-325-15,200.

## APPENDIX II

**Classification of Technical Posts into Various Groups****GROUP I - FIELD / FARM TECHNICIANS**

- |                                       |   |
|---------------------------------------|---|
| 1. Farm Superintendent                | 37. Senior Veterinary Assistant             |
| 2. Superintendent (Dairy)             | 38. Veterinary Assistant                    |
| 3. Dairy Farm Superintendent          | 39. Veterinary Compounder                   |
| 4. Farm Manager                       | 40. Fishing Mate                            |
| 5. Dairy Manager                      | 41. Senior Technical Assistant              |
| 6. Dairy Cattle Manager               | 42. Technical Assistant                     |
| 7. Assistant Farm Superintendent      | 43. Junior Technical Assistant              |
| 8. Assistant Superintendent (Dairy)   | 44. Rice Production Training Assistant      |
| 9. Junior Farm Manager                | 45. Agricultural Assistant                  |
| 10. Junior Garden Superintendent      | 46. Botanical Assistant                     |
| 11. Junior Manager                    | 47. Extension Assistant                     |
| 12. Junior Superintendent             | 48. Entomological Assistant                 |
| 13. Assistant Farm Management Officer | 49. Horticultural Assistant                 |
| 14. Assistant Manager                 | 50. Livestock Assistant                     |
| 15. Field Officer                     | 51. Meteorological Assistant                |
| 16. Field Supervisor                  | 52. Physiological Assistant                 |
| 17. Assistant Field Assistant         | 53. Plant-Protection Assistant              |
| 18. Field Assistant                   | 54. Seed Exchange Assistant                 |
| 19. Junior Field Assistant            | 55. Assistant (Seed Production)             |
| 20. Junior Field Asstt-cum-Curer      | 56. Senior Soil Assistant                   |
| 21. Curer                             | 57. Stock Assistant                         |
| 22. Fieldman                          | 58. Senior Block Assistant                  |
| 23. Senior Farm Assistant             | 59. Field Plantation and Store Assistant    |
| 24. Senior Assistant (Farm)           | 60. Junior Survey Assistant                 |
| 25. Farm Assistant                    | 61. Meteorological Observer                 |
| 26. Junior Assistant (Farm)           | 62. Observer                                |
| 27. Herbarium Keeper                  | 63. Junior Observer                         |
| 28. Herbarium Assistant               | 64. Abstractor                              |
| 29. Nursery Assistant                 | 65. Potato Inspector                        |
| 30. Senior Cattle Supervisor          | 66. Taxidermist                             |
| 31. Animal House Keeper               | 67. Agricultural Assistant-cum-Investigator |
| 32. Horticultural Supervisor          | 68. Artificial Insemination Technician      |
| 33. Forester                          | 69. Field Investigator                      |
| 34. Senior Stockman                   | 70. Inspector                               |
| 35. Stockman                          |   |
| 36. Veterinary Officer                |   |

- |                                 |  |
|---------------------------------|--|
| 71. Junior Soil Surveyor        | 90. Garden Superintendent                  |
| 72. Land Surveyor               | 91. Field Inspector                        |
| 73. Media Surveyor              | 92. Senior Veterinary Assistant Surgeon    |
| 74. Area Supervisor             | 93. Research Technical Assistant           |
| 75. Bee-keeper                  | 94. Bosun                                  |
| 76. Insect Collector and Setter | 95. Cock-Swain                             |
| 77. Insect Collector            | 96. Serang                                 |
| 78. Insect Collector Tender     | 97. Mate                                   |
| 79. Net-Making Supervisor       | 98. Chick-Sexer                            |
| 80. Surveyor                    | 99. Head of Farm Operations and Management |
| 81. Agricultural Inspector      | 100. Tindal                                |
| 82. Deputy Ranger               | 101. Tailor                                |
| 83. Butcher                     | 102. Village Extension Officer             |
| 84. Village Level Worker        | 103. Senior Training Assistant             |
| 85. Enumerator                  | 104. Training Assistant                    |
| 86. Stock-cum-Compounder        | 105. Skin Diver                            |
| 87. Sample Sorter               | 106. Milk Recorder                         |
| 88. Junior Farm Superintendent  | 107. Senior Officer (Survey)               |
| 89. Research Assistant          |  |

### GROUP II - LABORATORY TECHNICIANS

- |                                   |  |
|-----------------------------------|--|
| 1. Laboratory Technician          | 23. Biochemical Assistant                  |
| 2. Senior Operator                | 24. Cartographic Assistant                 |
| 3. Senior Equipment Operator      | 25. Junior Cartographic Assistant          |
| 4. Equipment Operator             | 26. Senior Chemical Assistant              |
| 5. Operator                       | 27. Chemical Assistant                     |
| 6. Projector Operator             | 28. Junior Chemical Assistant              |
| 7. —                              | 29. Microbiological Assistant              |
| 8. —                              | 30. Mycological Assistant                  |
| 9. —                              | 31. Weaving Assistant                      |
| 10. Machine Operator              | 32. Senior Tester                          |
| 11. Plant Attendant               | 33. Junior Tester                          |
| 12. Sprayer Technician            | 34. Operator (Electrical)                  |
| 13. Senior Laboratory Assistant   | 35. Setter and Spinner                     |
| 14. Laboratory Assistant          | 36. Spinner                                |
| 15. Clinical Laboratory Assistant | 37. Senior Attendant                       |
| 16. Junior Laboratory Assistant   | 38. Computer Operator                      |
| 17. Anaesthesia Assistant         | 39. Electronic Computer Operator           |
| 18. Technological Assistant       | 40. Assistant Electronic Computer Operator |
| 19. X-Ray Assistant               | 41. Senior Computer Operator               |
| 20. Appraising Assistant          | 42. Computer Operator                      |
| 21. Analytical Assistant          | 43. Junior Computer Operator               |
| 22. Agronomical Assistant         | 44. Senior Key Punch Operator              |

- |                                   |   |
|-----------------------------------|---|
| 45. Key Punch Operator            | 55. Demonstrator  |
| 46. Punching Machine Operator     | 56. Cytological Assistant   |
| 47. Punch Card Operator           | 57. FSR Operator/Junior Equipment Operator/EP Operator/LNP Operator |
| 48. Punch Supervisor              |   |
| 49. Computer (Assistant)          | 58. Milk Tester   |
| 50. Tracer Computer               | 59. Tester  |
| 51. Curator                       | 60. Wool Crater   |
| 52. Museum Curator                |   |
| 53. Museum Assistant              |   |
| 54. Mechanical Tabulating Officer |   |

**GROUP III - WORKSHOP STAFF  
(INCLUDING ENGINEERING WORKING STAFF)**

- |   |  |
|---|--|
| 1. Manager (Experimental) Spinning and Weaving Mill | 31. Mechanic                           |
| 2. Senior Engineer (Electronics) Engineer           | 32. Driller-cum-Mechanic               |
| 3. Engineer   | 33. Junior Mechanic                    |
| 4. Engineer (Instruments)                           | 34. Boiler Mechanic                    |
| 5. Maintenance Engineer                             | 35. Senior Machinist                   |
| 6. Refrigerator Engineer                            | 36. Machinist                          |
| 7. Workshop Engineer                                | 37. Agricultural Mechanic              |
| 8. Mechanical Engineer                              | 38. Farm Mechanic                      |
| 9. Electrical Engineer                              | 39. Tube-well Mechanic                 |
| 10. Farm Engineer                                   | 40. Electrician-cum-Tube-well Mechanic |
| 11. Senior Instruments Physicist                    | 41. Senior Mill Mechanic               |
| 12. Instrument Physicist                            | 42. Machine man                        |
| 13. Junior Instrumentalist                          | 43. Skilled-Mechanic                   |
| 14. Junior Engineer                                 | 44. Refrigeration Mechanic             |
| 15. Assistant Engineer                              | 45. Assistant Mechanic                 |
| 16. Workshop Superintendent                         | 46. Driller                            |
| 17. Senior Engineering Supervisor                   | 47. Senior Technician                  |
| 18. Engineering Supervisor                          | 48. Technician                         |
| 19. Mechanical Supervisor                           | 49. Instrument                         |
| 20. Electrical Supervisor                           | 50. Foundry Assistant                  |
| 21. Maintenance Supervisor                          | 51. Senior Fitter                      |
| 22. Supervisor                                      | 52. Fitter                             |
| 23. Overseer  | 53. Boiler Attendant                   |
| 24. Assistant Overseer                              | 54. Technical Mistry                   |
| 25. Superintendent (Electrical and Mechanical)      | 55. Boilerman                          |
| 26. Superintendent (Instruments)                    | 56. Moulder                            |
| 27. Engineering Assistant                           | 57. Pattern Maker                      |
| 28. Chief Mechanic                                  | 58. Plumber                            |
| 29. Senior Mechanic                                 | 59. Refrigerator Assistant             |
| 30. Head Mechanic                                   | 60. Workshop Fitter                    |
|   | 61. Welder                             |

- |  |   |
|--|---|
| 62. Air Cooler/Air Conditioner<br>Mechanic | 93. Greaser   |
| 63. Junior Mechanical Assistant            | 94. Architect   |
| 64. Latheman                               | 95. Glass Blower  |
| 65. Metal Maker                            | 96. Skipper   |
| 66. Projectionist                          | 97. Chief Engineer  |
| 67. Head Gas Man                           | 98. Wireless Operator   |
| 68. Gas Mistry                             | 99. Launch Driver   |
| 69. Instrument Maker                       | 100. Cage Repairer  |
| 70. Mill Wright                            | 101. Wireman  |
| 71. Pump Man                               | 102. Senior Aero-Draftsman  |
| 72. Pump Driver                            | 103. Senior Draftsman   |
| 73. Senior Operator Driver                 | 104. Head Draftsman   |
| 74. Mistry                                 | 105. Draftsman  |
| 75. Tin Smith                              | 106. Tube-well Operator/Pump<br>Operator/Pumpset Driver/<br>Pump Driver/Pump Man/<br>Pump House Operator/<br>Generator Operator |
| 76. Senior Carpenter                       | 107. Senior Workshop Physicist  |
| 77. Head Carpenter                         | 108. Driver (Light and Heavy<br>Vehicles)   |
| 78. Carpenter                              | 109. Tracer   |
| 79. Black Smith                            | 110. Maintenance Assembly<br>Assistant  |
| 80. Mason                                  | 111. Transport Officer  |
| 81. Turner                                 | 112. Mike Operator  |
| 82. Foreman                                | 113. Printing Incharge  |
| 83. Electrical Foreman                     | 114. Offset Machine Operator  |
| 84. Fabric Production Foreman              | 115. Engine Driver/Assistant<br>Engine Driver/Additional<br>Engine Driver   |
| 85. Assistant Foreman                      | 116. Executive Engineer (Civil)   |
| 86. Senior Electrician                     |   |
| 87. Electrician                            |   |
| 88. Junior Electrician                     |   |
| 89. Chageman                               |   |
| 90. Air-conditioning Supervisor            |   |
| 91. Senior Glass Blower                    |   |
| 92. Composer                               |   |

#### GROUP IV - LIBRARY/INFORMATION/DOCUMENTATION STAFF

- |   |   |
|---|---|
| 1. Head of Library Service                      | 10. Technical Librarian                               |
| 2. Librarian                                    | 11. Assistant Librarian                               |
| 3. Photo-Librarian                              | 12. Senior Library Assistant                          |
| 4. Documentation Officer                        | 13. Library Assistant                                 |
| 5. Documentationist                             | 14. Senior Librarian-cum-Docu-<br>mentation Assistant |
| 6. Junior Librarian                             | 15. Junior Assistant Librarian                        |
| 7. Library-cum-Technical<br>Information Officer | 16. Junior Library Assistant                          |
| 8. Reference Librarian                          | 17. Card Librarian                                    |
| 9. Senior Acquisition Librarian                 | 18. Cataloguer  |

- |                                |  |
|--------------------------------|--|
| 19. Junior Technical Officer   | 23. Technical Assistant  |
| 20. Visitor Guide              | 24. Senior Information Systems Officer/Information Systems Officer |
| 21. Statistical Assistant      |  |
| 22. Senior Technical Assistant |  |

#### GROUP V – PHOTOGRAPHY STAFF

- |                                   |  |
|-----------------------------------|--|
| 1. Senior Photo-Officer           | 11. Junior Artist-cum-Photographer       |
| 2. Reprography Officer            | 12. Assistant Photographer               |
| 3. Photo-Officer                  | 13. Photo-Assistant and Duplicator       |
| 4. Photographer-cum-Artist        | 14. Dark Room Assistant                  |
| 5. Photostat Officer              | 15. Dark Room Assistant-cum-Photographer |
| 6. Photographer                   | 16. Bromide Printer                      |
| 7. Reprographist                  | 17. Sub-Assistant (Photo)                |
| 8. Senior Artist-cum-Photographer | 18. Head, Photo Laboratory               |
| 9. Photo-Assistant                |  |
| 10. Photographic Assistant        |  |

#### GROUP VI – ARTIST

- |                         |                                |
|-------------------------|--------------------------------|
| 1. Chief Artist         | 7. Head Artist                 |
| 2. Deputy Chief Artist  | 8. Junior Artist-cum-Draftsman |
| 3. Senior Artist        | 9. Painter-cum-Caligraphist    |
| 4. Artist               | 10. Painter-cum-Polisher       |
| 5. Assistant Artist     | 11. Painter                    |
| 6. Artist-cum-Draftsman |                                |

#### GROUP VII – PRESS AND EDITORIAL STAFF

- |   |  |
|---|--|
| 1. Director (P&I)                               | 12. Information and Publications Officer             |
| 2. Chief Editor                                 | 13. Junior Editor                                    |
| 3. Chief Publicity and Public Relations Officer | 14. Publicity Officer                                |
| 4. Chief Production Officer                     | 15. Assistant Publicity and Public Relations Officer |
| 5. Production Officer                           | 16. Assistant Production Officer                     |
| 6. Business Manager                             | 17. Publicity Assistant                              |
| 7. Assistant Business Manager                   | 18. Technical Information Officer                    |
| 8. Communication Specialist (Extension)         | 19. Sales Promotion Officer                          |
| 9. Editor                                       | 20. Proof Reader-cum-Supervisor                      |
| 10. Assistant Editor                            | 21. Publication Assistant                            |
| 11. Editor-cum-Information Officer              | 22. Senior Publicity Assistant                       |
|   | 23. Sub-Editor                                       |

- |                                   |   |
|-----------------------------------|---|
| 24. Language Assistant            | 34. Grapho type Operator<br>(Embosser)                          |
| 25. Translator                    | 35. Sr Hindi Translator/Jr Hindi<br>Translator/Hindi Translator |
| 26. Printing Officer              | 36. Kardex Operator   |
| 27. Assistant Professor (English) | 37. Copy Holder   |
| 28. Senior Binder                 | 38. Press Supervisor Exhibition<br>Officer                      |
| 29. Binder                        | 39. Exhibition Assistant  |
| 30. Media Assistant               | 40. Public Relations Officer                                    |
| 31. Media Operator                |   |
| 32. Compositor                    |   |
| 33. Junior Compositor             |   |

#### **GROUP VIII – MEDICAL AND PARAMEDICAL POSTS**

- |                           |                 |
|---------------------------|-----------------|
| 1. Senior Medical Officer | 5. Midwife      |
| 2. Medical Officer        | 6. Pharmacist   |
| 3. Nursing Sister         | 7. Radiographer |
| 4. Staff Nurse/Nurse      |                 |

#### **GROUP IX – HOUSE-KEEPING POSTS**

1. Manager (Hostel Services)
2. Chief Cook
3. Catering Incharge

**APPENDIX III****Assessment Procedure for Grant of Merit Promotion or Advance Increment(s) to Technical Personnel****CATEGORY I**

1. The following criteria will be adopted for the assessment of the technical personnel of the Indian Council of Agricultural Research.
  - Professional performance in relation to the duties and tasks assigned.
  - Spirit of co-operation and team-work and support to scientific work.
  - Personal/behavioural abilities/attributes.
  
2. Emphasis in the assessment will be on the contributions of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

**Procedure for Assessment**

3. Assessment of the technical personnel shall take into consideration the followings:
  - The material furnished in the Assessment Proforma (enclosed).
  - CCRs for the last 5/10 years as the case may be.
  
4. The technical personnel being assessed shall carefully fill in the enclosed proforma keeping in mind their activities in the past 5/7/10 years, as the case may be.
  
5. The Reviewers shall be the immediate supervisors of the technical personnel concerned. 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/technical personnel who may have also supervised or worked with the Reviewee for longer periods. Directors will issue separate orders indicating clearly the Reviewer for each post.
  
6. After the proformas have been completed by the technical personnel being assessed (Reviewees), they will be passed on to the Reviewer. The Reviewer shall then carefully go through the information provided by the Reviewee and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Head of Division/Research Station/Project for his remarks.
  
7. The Head of Division/Research Station/Project shall then carefully look through the proforma and in case he notices marked discrepancies between the Reviewer and the Reviewee's evaluation on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Head of Division/

Research Station/Project disagrees with the assessment of both the Reviewer and the Reviewee, he/she may give his/her reasons for disagreement. He shall then countersign the proforma with his recommendations.

8. The Director will then place the proformas relating to all technical personnel before the Assessment Committee and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### Assessment System

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members including the Chairman. The Chairman of the Committee would be a person from outside the Institute and would be nominated by the Chairman of the ASRB. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Head of Division/ Research Station/Project concerned in the Institute.

10. The Committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in para No.3 above. The technical personnel will be given merit promotion or Advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Proforma I****ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL  
(CATEGORY I) OF THE ICAR***(To be completed by the concerned Estt. Division)*

1. Reported period
2. Name
3. Date of birth
4. Designation
5. Present grade and scale of pay
6. Date of entry into service
7. Date of continuous appointment to the present grade
8. Period of absence from duty, on leave, training, health, etc. during the period under report
9. Academic / Professional qualifications (underline any qualifications obtained during the period under report)

**PART I***(To be filled in by the Reviewee)*

Please furnish the following information.

10. Educational career:

Certificate/Diploma/Degree	Class/Grade	University/ Board/Institute
(i)		
(ii)		
(iii)		
(iv)		
(v)		

10. Additional qualifications / training acquired during the period under review:

11. Employment record for last five/ten years ending \_\_\_\_\_ starting with your present post, list in reverse order every employment you have had.

Name of employing organization	Designation	Salary/Scale of pay	Date of joining	Date of leaving
--------------------------------	-------------	---------------------	-----------------	-----------------

Signature of Reviewee \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation \_\_\_\_\_

## PART II

*(To be filled in by the Reviewer)*

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by the reviewee during the last five/ten years ending on ..... in relation to tasks assigned to him/her.
3. Please comment on reviewee's:
  - (a) Amenability to discipline
  - (b) Punctuality
  - (c) Integrity
4. Recommendations of the reviewer

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

**PART III**

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

---

**PART IV**

Recommendations of the Director (in case of employees of the Institute)/Secretary, ICAR (in case of employees of the ICAR headquarters and/or the centrally administered programmes).

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

---

## CATEGORY II

1. The following criteria will be adopted for the five/ten-yearly assessment of technical personnel (Category II) of the Indian Council of Agricultural Research.

- Professional performance in relation to the duties and tasks assigned
- Spirit of co-operation and team-work and support to the scientific work
- Personal behaviour /abilities/attributes
- Organizational 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 the duties assigned to the post for which he was recruited.

### Procedure for Assessment

3. Assessment of the technical personnel (Category II) shall take into consideration the followings:

- The material furnished in the five/ten-yearly assessment proforma (enclosed)
- CCRs for the past five/ten years

4. The technical personnel being assessed shall carefully fill in the enclosed proforma mentioning their activities in the past five/ten years.

5. The reviewer shall be the immediate supervisor of the technical personnel concerned. In cases where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists who may have also supervised or worked with the reviewee for a longer period.

6. After the proforma has been completed by the technical personnel being assessed (reviewees), they will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by reviewees and the evaluation done by them and shall fill in items intended for them. Such a completed proforma will then be sent to the Head of Division/Research Station/Project for his/her remarks.

7. The Head of Division/Research Station/Project shall then carefully look through the proforma, and in case, he/she notices marked discrepancies between the reviewer and the reviewee's evaluation, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee., he/she may give his/her reasons for disagreement. He /she shall then countersign the proforma with his/her recommendations.

8. The Director will then place the proformae relating to all technical personnel before the Assessment Committee and obtain its recommendations for the grant of promotion or advance increment(s), as the case may be.

#### **Assessment System**

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members, including the Chairman. The Chairman of the Committee would be a person from outside the Institute and would be nominated by the Chairman of the ASRB. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Heads of Division/Research Station/Project concerned in the Institute.

10. The Committees shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in para 3 above. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Proforma II****ASSESSMENT FORM FOR THE TECHNICAL  
PERSONNEL (CATEGORY II) OF THE ICAR**

*(To be filled in by the Concerned Estt Section at Institute/ICAR hqrs)*

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree/diploma and the institution (the degree was obtained from) :
6. Date of entry into the Council's service :
7. Present grade and scale of pay :
8. Duties assigned to the post for which the person has been recruited :
9. Date of continuous appointment to the present grade :
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the assessment all the information relevant to the employee's career before and after entry into the ICAR).

**PART I***(To be filled in by the Reviewee)*

Please furnish the following information:

## 1. Educational career

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

Master's degree or equivalent or any higher degree			
--	--	--	--

Bachelor's degree/ Diploma			
-------------------------------	--	--	--

Matriculation /school leaving certificate/higher secondary/ PUC			
---	--	--	--

## 2. (a) Subjects of specialization at the highest degree/diploma

## (b) Subjects of specialization at the lower degree /diploma

3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).

4. Employment record of last five/ten years ending on ..... starting with your present post. list in **reverse order** every employment you have had.

Name of employing organization	Designation	Salary/ pay scale	Date of joining	Date of leaving	Nature of duties actually performed
--------------------------------	-------------	----------------------	-----------------------	-----------------------	--

5. (a) Honours/awards etc.
    - (b) (i) Membership of professional societies
    - (ii) Offices and committees assignments held in professional societies
  - (c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/ conduct a seminar)
  - (d) Special assignments covered (list each one giving dates) and briefly describe the work done
  - (e) Duration of absence from the institute for foreign visits, etc. during the 5-10 years period (the number of months may be specified)
6. Is there any other type of work than your present job/ assignment that you would rather do in the institute or outside? If yes, please indicate
  7. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the reviewee during 5/10 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e) please indicate the numbers only.)

(The items included in the statement are only illustrative and not exhaustive)

Productivity

Past 5/10 years

- (a) Technical support for scientific work, such as:
  - number of animals managed
  - area of land/fish ponds managed
  - number of projects served
  - others (please specify)

## Productivity

Past 5/10 years

- (b) Training work such as:
- course (to be) taught
  - special lectures/talks given by member
  - Chairman/student advisory committees
  - Others (please specify)
- (c) Extension education work such as:
- radio/television talks
  - field trips
  - exhibitions
  - farmers/cultivators (to be)
  - contacted
  - others (please specify)
- (d) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved
- (e) Institution /building activities, such as:
- Membership in special committees/task-force
  - organizing seminars/symposia in the institution
  - any other (please specify)
- (f) unpublished reports, papers, etc.
- (g) published work, if applicable, such as:
- books/monographs
  - professional papers/articles
  - popular articles
  - book-reviews
  - professional communication to journals/magazines
  - professional abstracts
  - technical reports
- (h) Papers (to be) presented at professional meetings
- (i) Participation in professional meetings
- (j) Relationship with his/her professional colleagues:
- (i) Guidance received
  - (ii) Guidance given
  - (iii) Participation in co-operative research programmes

8. Please append a precise resume of the work done during the period ending on ..... with full supporting evidence, if any.
9. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....  
-----**PART II***(To be filled in by the Reviewer)*

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you generally agree, with the position indicated by the reviewee against items 7,8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
  - (a) Amenability to discipline
  - (b) Punctuality
  - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you
5. Recommendations

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....  
-----

**PART III**

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature of Reviewer .....

Name.....

(In Block letters)

Designation.....

Date.....

---

**PART IV**

Recommendations of the Director(in case of employees of the institutes)/DG, ICAR or Secretary, ICAR (in case of employees of the headquarters and/or the centrally administered programmes).

Signature of Reviewer .....

Name.....

(In Block letters)

Designation.....

Date.....

---

### CATEGORY III

1. The following criteria will be adopted for the five/seven-yearly assessment of technical personnel (Category III) of the Indian Council of Agricultural Research:

- Professional performance in relation to the duties and tasks assigned
- Spirit of co-operation and team-work and support to scientific work
- Personal/behavioral abilities/attributes
- Managerial/organizational abilities /attributes

2. Emphasis in the assessment will be on the contribution 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.

#### Procedure for Assessment

3. Assessment of the technical personnel shall take into consideration the followings:

- The material furnished in the five/seven-yearly assessment proforma (enclosed)
- Performance record files maintained by the technical personnel (for this purpose, a suitable proforma shall be devised by the Director/Secretary, ICAR).
- Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the ICAR.
- CCRs for the past 5/7 years.

4. The technical personnel being assessed shall carefully fill in the enclosed proforma, mentioning their activities in the past 5/7 years.

5. The reviewer shall be the Head of Division/Research Station/Project for Grades T-6, T-7 and T-8 of technical personnel in Category III. In case any of these positions is held by scientist/technical personnel in grades lower than Grade T-9, the Director of the Institute will specify the reviewer for the technical personnel working under him/her. The reviewer for Grade T-9 personnel will be the Director of the Institute. In cases, where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists / technical personnel who may have also supervised or worked with the reviewee for longer periods. Directors will issue separate orders indicating clearly the reviewer for each post.

6. After the proforma have been completed by the technical personnel being assessed (reviewees), they will be passed on to the Reviewer. The reviewer shall then carefully go through the information provided by the reviewees and the evalu-

ation done by them and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director for his/her remarks.

7. The Director shall carefully look through the proforma and in case the Director notices marked discrepancies between the reviewer and the reviewee's evaluation, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he / she may give his/her comments on the discrepancies and may give his/her reasons for disagreement. He/she shall then countersign the proforma with his /her recommendations.

8. Director will then place the proforma relating to all technical personnel before the Assessment Committees and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

#### **Assessment System**

9. The Assessment Committees will comprise not more than five members but not less than two, excluding the Chairman. These Committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The Assessment Committee would be constituted by the concerned Directors in consultation with Chairman, ASRB, as provided in rule 6(12) of the Rules for the Technical Services.

10. The Committees shall decide on the performance of the technical personnel by taking into consideration the document mentioned in para 3 above. The Committee may also give an opportunity to assessee for a personal discussion, if so desired by him in writing to project his/her work and achievements during the period under assessment. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Proforma III****ASSESSMENT FORM FOR TECHNICAL PERSONNEL  
(CATEGORY III) OF THE ICAR**

*(To be filled in by the concerned Estt Section at the Institute/ICAR hqrs.)*

1. Reported period
2. Name
3. Date of birth/age
4. Field of specialization
5. Basic degree and the institution the degree was obtained from
6. Date of entry into the Council's service
7. Present grade and scale of pay
8. Duties assigned to the post for which the person has been recruited
9. Date of continuous appointment to the present grade
10. Any other basic information

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

**PART I***(To be filled in by the Reviewee)*

Please furnish the following information.

## 1. Educational career :

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

Doctorate			
-----------	--	--	--

Master's degree or equivalent or any higher degree			
---	--	--	--

Bachelor's degree / Diploma			
-----------------------------	--	--	--

Matriculation/school leaving certificate/ higher secondary/PUC			
--	--	--	--

- |   |  |  |  |
|---|--|--|--|
| 2. (a) Subjects of specialization at the<br>highest degree / diploma  |  |  |  |
| (b) Subjects of specialization at the<br>next lower degree / diploma  |  |  |  |
| 3. Additional qualification/training acquired in India and/or abroad (List of all<br>part-time or short-term trainings, not included in educational career. Give<br>dates, duties and duration of course) |  |  |  |

4. Employment record of last five/seven years ending on .....starting with your present post, list in Reverse Order every employment you have had.

Name of employing organization	Designation	Salary/pay scale	Date of joining	Date of leaving	Nature of duties actually performed
--------------------------------	-------------	------------------	-----------------	-----------------	-------------------------------------

5. What were the priority areas of work during the past five/seven years of your service ending on..... Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

Area	Priority	Time allocation
Technical support for scientific work		
Teaching/guiding		
Extension		
Management/Co-Ordination		
Administration		
Any other area (Please specify the area)		

6. (a) Honours/awards etc:
- (b) (i) Membership of professional societies:  
(ii) Offices and committee assignment held in professional societies:
- (c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar):
- (d) Special assignments (list each one giving dates and briefly describe the work done):
- (e) Duration of absence from the institute, for foreign visits, etc. during the five/seven year period (the number of months may be specified):
7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3=average; 4=above average; and 5=outstanding). Please indicate appropriate score for each area.
- | Priority area | Assigned score |
|---------------|----------------|
| 1             |                |
| 2             |                |
| 3             |                |
| 4             |                |
| Total score   | 5              |
8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes, please indicate.
9. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

(The items included in the statement are only illustrative and not exhaustive).

	Past 5/7 years	Proposed to do next year
1. Technical support for Scientific work such as:		
– number of animals managed		
– area of land/fish ponds managed		
– number of projects served		
– others (please specify)		
2. Training and teaching work such as:		
– course (to be ) taught		
– special lectures/talks given by member/chairman/student advisory committees		
– others (please specify)		
3. Extension education work, such as:		
– radio/television talks		
– field trips		
– exhibitions		
– farmers/cultivators(to be) contacted		
– others (please specify)		
4. Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved		
5. Institution building activities such as:		
– membership in the institutional committees		
– membership in special committees/task-force		
– organizing seminars/symposia in the institution		
– any others (please specify)		

(Continued)

	Past 5/7 years	Proposed to do next year
6. Unpublished reports, papers, etc.		
7. Published work, if applicable, such as:		
– books/monographs		
– professional papers/articles		
– popular articles		
– book reviews		
– professional communication to journals/magazines		
– professional abstracts		
– technical reports		
8. Papers (to be) presented at professional meetings		
9. Participation in professional meetings		
10. Relationship with his professional colleagues:		
(a) Guidance received		
(b) Guidance given		
(c) Participation in co-operative research programmes		
11. Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points: (A) description of project(s)/assignment(s); (B) objectives of the stated project(s) /assignment(s); (C) any major progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence).		
Priority Area 1:		
Priority Area 2:		
Priority Area 3:		
12. Please append a precise resume of the work done during the period ending .....with full supporting evidence, if any.		

13. If some or all of your professional work remained incomplete or fell below your expectations, please furnish reasons for that, and suggest improvement, if any.
14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

#### FOR THE USE OF THE REVIEWER(S) ONLY

1. Is the information provided by the Reviewee is correct to the best of your knowledge?
2. Do you generally agree with the assessment and the projections provided by the Reviewee? Please give your critical appraisal.

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

3. Recommendation of the Director ( in case of employees of the Institutes)/ Director-General, ICAR, or Dy Director-General, ICAR (in case of employees of the headquarters and/or centrally administered programmes).

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

## APPENDIX IV

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

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

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

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

## APPENDIX V

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

**I. Direct recruitment**

**I.** For T (7-8) (Rs 10,000-325-15,200) and T-9(Rs 12,000-375-16,500) direct recruitment through the ASRB on all-India basis. To be made on an all-India basis by the ASRB through appropriate Selection Committees.

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

**(i) ICAR headquarters**

<b>(a) T-1 to T-3 post</b>	1. Secretary, ICAR, or his nominee	Chairman
	2. One senior officer not lower in status than Under-Secretary nominated by Secretary, ICAR	Member
	3. An officer not lower in status than Under-Secretary, belonging to SC/ST community nominated by Secretary, ICAR	Member
	4. Outside expert nominated by Secretary, ICAR	Member
	5. Under-Secretary	Member-Secretary

(b) <i>T-4 to T-6</i>	1. Secretary, ICAR	Chairman
	2. Director(P)/ Director (F) (as per the category of posts)	Member
	3. One senior officer not lower in status than Deputy-Secretary to Govt of India/ Deputy-Secretary, ICAR, nominated by Secretary, ICAR	Member
	4. An outside expert nominated by Secretary, ICAR	Member
	5. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary, ICAR	Member
	6. Deputy-Secretary (A)/ Under-Secretary, nominated by Secretary, ICAR	Member-Secretary
(ii) ICAR research institutes		
<i>T-1 to T-6 posts</i>	1. Director	Chairman
	2. Joint Director/ Head of Division/ Senior Officer not lower in status than S-3, nominated by Director	Member
	3. CAO/SAO/ any other officer of equivalent status, nominated by Director	Member
	4. An outside expert, nominated by Director	Member

- |  |   |                  |
|--|---|------------------|
|  | 5. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Director | Member           |
|  | 6. AO/AAO(in the absence of these officers, an officer of equivalent status, nominated by Director)                     | Member-Secretary |
| 2. (a) <b>Promotion</b> (for filling up 33.3%) of vacancies in Grade T-1 of Category I.                    |   |                  |
| (b) <b>Absorption /probationary period/efficiency bar/confirmation etc.</b> for posts in T-1 to T-3 grades |   |                  |
| (i) ICAR headquarters  | 1. Deputy-Secretary ICAR  | Chairman         |
|  | 2. One Sr Officer not lower in status than Under-Secretary, nominated by Deputy Secretary(A)                            | Member           |
|  | 3. An officer not lower in status than Under-Secretary, belonging to SC/ST community, nominated by Deputy-Secretary (A) | Member           |
|  | 4. Outside expert, nominated by Deputy-Secretary (A)  | Member           |
|  | 5. Under-Secretary (Tech)   | Member-Secretary |
| (ii) ICAR research institutes  | 1. Joint Director/Head of Division/Senior Officer, not lower in status than S-3, nominated by Director                  | Chairman         |

- |  |  |                  |
|--|--|------------------|
|  | 2. CAO/SAO/any other officer of equivalent status nominated by Director  | Member           |
|  | 3. An outside expert, nominated by Director  | Member           |
|  | 4. An Officer not lower in status than officers under consideration, belonging to SC/ST community, nominated by Director | Member           |
|  | 5. AO/AAO (in the absence of these officers, an officer of equivalent status, nominated by Director)                     | Member-Secretary |
3. **Absorption /probationary period/efficiency bar/confirmation** for post in T-4 to T-6 grades.
- |                       |  |          |
|-----------------------|--|----------|
| (i) ICAR headquarters | 1. Director(P)/Director(F) (as per the category of post)   | Chairman |
|                       | 2. One Sr Officer not lower in status than Deputy-Secretary to Govt of India/ Dy Secretary, ICAR, nominated by Secretary, ICAR | Member   |
|                       | 3. An outside expert, nominated by Secretary, ICAR   | Member   |
|                       | 4. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary, ICAR | Member   |

- |   |   |                  |
|---|---|------------------|
|   | 5. Deputy-Secretary(A)/<br>Under-Secretary(Tech),<br>nominated by<br>Secretary, ICAR  | Member-Secretary |
| (ii) ICAR research<br>institutes  | 1. Joint Director/Head of<br>Division/Senior Officer<br>not lower in status<br>than S-3, nominated<br>by Director                     | Chairman         |
|   | 2. CAO/SAO/any other<br>officer of equivalent<br>status, nominated by<br>Director.  | Member           |
|   | 3. An outside expert,<br>nominated by Director  | Member           |
|   | 4. An officer not lower<br>in status than officer<br>under consideration<br>belonging to SC/ST<br>community, nominated<br>by Director | Member           |
|   | 5. AO/AAO in the<br>absence of these officers<br>an officer of equivalent<br>status, nominated by<br>Director                         | Member-Secretary |
| <br>  |   |                  |
| 4. <b>Absorption /probationary period/efficiency bar/ confirmation etc.</b><br>for grades T-7, T-8 and T-9. |   |                  |
| (i) ICAR<br>headquarters  | 1. Secretary, ICAR, or<br>his nominee   | Chairman         |
|   | 2. Director(P)/Dir (Fin) as<br>per category of post)  | Member           |
|   | 3. An outside expert,<br>nominated by<br>Secretary, ICAR  | Member           |

- |                               |  |                  |
|-------------------------------|--|------------------|
|                               | 4. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Secretary, ICAR | Member           |
|                               | 5. Deputy- Secretary/ Under-Secretary concerned, nominated by the Secretary, ICAR  | Member-Secretary |
| (ii) ICAR research institutes | 1. Director or his/her nominee   | Chairman         |
|                               | 2. One senior officer not lower in status than S-3, nominated by Director  | Member           |
|                               | 3. An outside expert, nominated by Director  | Member           |
|                               | 4. An officer not lower in status than officers under consideration belonging to SC/ST community, nominated by Director        | Member           |
|                               | 5. CAO/SAO/AO (in the absence of these officers, any officer of equivalent status)   | Member-Secretary |

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

**APPENDIX VI****Proforma for Annual Assessment Report for  
Technical Personnel  
FORM III  
CATEGORY I**

REPORT FOR THE YEAR/PERIOD .....

**PART I***(Particulars to be filled in by the administrative branch)*

1. Name
2. Date of birth
3. Designation
4. Scale of pay
5. Qualifications
  - (i) Academic
  - (ii) Professional
6. Date of entry into service
7. Date of continuous appointment to the present post and grade
8. Date of posting to the present division/unit
9. Period of absence from duty on leave, training etc. during the period under report

**PART II***(To be filled in by the official reported upon)*

1. Give a résumé of your performance for the period under report in not more than 100 words in areas of tasks assigned to you.
2. Any difficulty in terms of facilities etc, experienced by the officer.

Signature of the Officer

**PART III****ASSESSMENT OF THE REPORTING OFFICER**

*(To be done by the head of division/section  
note for the guidance of reporting officer)*

The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as well as in the interest of the smooth and efficient working of the institution, reports should be carefully and critically made.

1. What are the tasks assigned to the officer during the period under report?
2. What is your assessment of the Officer's performance of the task assigned to him, and his technical competence?
3. Has he adequate sense of responsibility?
4. Is he fit to be placed in-charge of members of the staff?
5. Has he/she made any significant contribution during the year?
6. Has he/she shown any professional/ supervisory ability of organizing capacity.
7. General Assessment:
  - (i) Initiative .....
  - (ii) Industry and Conscientiousness .....
  - (iii) Physical capacity for duty .....
  - (iv) Promptness in disposal of work .....
  - (v) Punctuality and regularity .....
  - (vi) Amenability to discipline .....
  - (vii) Relations with
    - (a) Subordinates .....

- (b) Colleagues .....
- (c) Public .....
- (viii) Co-operative and team spirit  
and work .....
8. Has the Officer been reprimanded for indifferent work or for other reasons during the period under review ? If so, please give brief particulars
9. Integrity
10. Overall grading (outstanding/very good/good/average/below average

Signature of the Reporting  
Officer.....

Name.....  
(In Block letters)  
Designation.....  
(During the period of report)

Date.....

---

**PART IV**  
**REMARKS OF THE REVIEWING OFFICER**

1. Length of service of the Officer under the Reviewing Officer
2. Please state whether you accept the assessment recorded by the Reporting Officer. If you differ from the Reporting Officer in any respect, the fact should be clearly stated

3. Has the Officer any special characteristics and/or any outstanding merit/contribution which would justify his career advancement?

Signature of the Reviewing  
Officer.....

Name.....

(In Block letters)

Designation.....

Date.....

---

**Proforma for Annual Assessment Report for  
Technical Personnel (Category III)**

REPORT FOR THE YEAR /PERIOD.....

**PART I**

**PERSONAL DATA**

*(To be filled in by the administrative section concerned of the ICAR head-quarters/institutes/national research centres/project directorates/all-India co-ordinated research projects etc.)*

1. Name of officer
2. Date of birth
3. Academic qualifications
4. Date of joining the ICAR service and the post to which appointed
5. Present grade and date of continuous appointment thereto  
Grade  
Date
6. Present post and date of appointment thereto  
Post  
Date
7. Present salary
8. Period of absence from duty  
(on leave, training, etc. during the year. If he has undergone training, please specify).
9. Duration of service in difficult areas e.g. hilly, tribal, neglected, backward, rural, etc. as defined by Government of India/ ICAR

**PART II****SELF ASSESSMENT***(To be filled in by the officer reported upon)*

1. Brief description of duties
2. Resume of performance for the period under report

*Targets fixed**Achievements*

3. Constraints experienced in achieving the targets
4. Additional qualifications acquired/  
Training programmes attended during the year

Signature of the Officer Reported  
upon.....

Name.....

(In Block letters)

Designation.....

Date.....  
-----**PART III****ASSESSMENT OF THE REPORTING AUTHORITY***(To be filled in by the reporting authority)***(A) Nature and Quality of Work**

1. Please comment on Part II as filled in by the Officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving objectives.

**2. Quality of output**

Please comment on the Officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

**3. Knowledge of sphere of work**

Please comment specifically on the level of knowledge

- (i) Functions
- (ii) Related instructions and their application

**(B) Quality of Technical Achievements****(C) Attributes****1. Attitude to work**

Please comment on the extent to which the Officer is dedicated and motivated and on his/her willingness and initiative and systematize his/her work.

**2. Initiative**

Please comment on the capacity and resourcefulness in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work

**3. Ability to inspire and motivate**

Please comment on the ability of the Officer to motivate to obtain willing support by own conduct and to inspire confidence

**4. Inter-personal relations and team-work**

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and to optimize the output of the team.

**5. Relations with the public**

Please comment on the Officer's accessibility to the public and responsiveness to their needs.

---

## GENERAL

## PART IV

1. State of health  
(Physical and mental)
2. Integrity
3. General assessment

Please give an overall assessment of the Officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.

4. Grading

Outstanding/very good/good/average/below average (An Officer should not be graded outstanding unless exceptional qualities and performances have been noticed; Justification/reasons for giving such grading should be clearly brought out).

Signature of the Reporting  
Authority .....

Name.....  
(In Block letters)

Place:.....

Designation.....

Date:.....

(During the period of report)

---

## PART V

## REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Officer
2. Is the Reviewing Officer satisfied that Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Officer given by the Reporting Officer?

4. **General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the officer including the grading**
  
5. **Has the Officer any special characteristics, and/or any abilities or aptitude which would justify his/her selection for special assignment or/out-of-turn promotion? If so, specify**

**Signature of the Reporting  
Authority .....**

**Name.....  
(In Block letters)**

**Designation.....  
(During the period of report)**

**Place:.....**

**Date:.....**

---

**APPENDIX VII****Proforma for Supplementary Information to be Furnished  
by the Technical Personnel for their Subsequent  
Assessment for Grant of Merit Promotion**

*(To be filled initially by Estt Section of the concerned institute /ICAR hqrs)*

**PART I**

1. Name
2. Field of specialization and present posting
3. Date of appointment in Technical Service and category and grade.

**PART II**

*(To be filled in by the reviewee)*

1. Do you wish to add any supplementary material to the material already furnished to the Assessment Committee for Five-Yearly Assessment? If so, please indicate the details thereof alongwith any additional qualifications/ training acquired.
2. Do you wish to have a personal discussion with the Assessment Committee

(Please indicate 'Yes' or 'No').

In the absence of any indication, it will be presumed that the Technical Personnel does not want to come for personal discussion.

(For use of Reviewers only)

3. Is the supplementary material furnished by the Reviewee correct to the best of your knowledge?

4. Do you generally agree with the assessment and projections made by the Reviewee in the supplementary material?

Signature of the  
Reviewer(s).....

Name.....  
(In Block letters)

Date:.....

Designation.....

5. Recommendations of the Director (in the case of employees of Institutes)/Secretary, ICAR (in the case of the employees of the Headquarters and/or the Centrally Administered Programme).

Signature.....

Name.....  
(In Block letters)

Date:.....

Designation.....

(Introduced vide ICAR letter No.7-4/79-Per.III dated 6 June 1979)

**APPENDIX VIII****Merit Promotion on the Basis of Assessment in  
Technical Service—Proforma for Submission of the  
Recommendations of the Assessment Committee for  
Approval of the Appointing Authority**

1. Name of the officer
2. Service particulars of the Assessee :
  - (a) Date of entry into ICAR service
  - (b) Present post/grade held and since when.
  - (c) Scale of pay
  - (d) Present pay with date of next increment
  - (e) Whether temporary/quasi-permanent /permanent
3. Whether medical examination was conducted at the time of entry into ICAR service?
4. Has the character and antecedents of the officer been verified?
5. Has the officer been reprimanded or awarded any punishment under conduct rules during the period for which the assessment is being made?
6. If so, the extent of the penalty awarded?
7. Whether the officer is cleared from vigilance angle?
8. Whether the period treated as "Dies non" If any, has been taken into account while computing 5 years period for assessment?

9. The designation and the scale of pay in the next higher grade for which the officer is being considered/assessed
10. Whether the officer fulfills the educational and other requirements prescribed for the post for which the officer is being assessed?
11. Period of assessment and the date from which the assessment benefit is to be given
12. Whether the officer has been assessed previously, if so, the results of assessment may be indicated
13. Whether Assessment Committee has been constituted in accordance with the prescribed procedure and its composition conformed to the principles laid down for the purpose?
14. Has the case been considered by DPC/ Assessment Committee duly constituted for the purpose?
15. Recommendation of the DPC/assessment committee
16. Appointing authority.

(ICAR letter No.2(1)/84-WS/Per.III dated 25 October 1984)

**APPENDIX IX****Technical Services of the ICAR—Disciplinary / Appellate Authorities at the ICAR Headquarters and at the Research Institutes**

The Indian Council of Agricultural is a Society registered under the Societies Registration Act, 1860. As per the Bye-Law 30 of the Bye-Laws of the Council, the rules and regulations framed by the Government of India are followed by the 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 Servant' 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 authorized 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 the President, ICAR, in respect of various posts covered under the Technical Service of the ICAR both at the ICAR headquarters and at the research institutes.

(Circulated vide letter No.1(9)/79-Vig dated 28 March 1981).

**Schedule of Disciplinary and Appellate Authorities for Imposition of Penalties in Respect of Officers Covered Under Technical Services of the ICAR**

Sl. No.	Description of Service/Grade	Appointing Authority	Authority Competent to Impose Penalties		Appellate Authority	Appointing Authority	Authority Competent to Impose Penalties		Appellate Authority
			Authority	Penalties			Authority	Penalties	
			<b>Headquarters</b>				<b>Institutes</b>		
1.	Posts carrying a pay scale the maximum of which exceeds Rs 16,500 p.m.	President	President	All	-	President	President	All	-
2.	Posts in grade T-9 Rs 12,000-16,500) T(7-8) Rs 10,000-15,200	DG, ICAR	(a) DG, ICAR (b) Secy, ICAR	All (i) to (iv)	President	DG, ICAR	(a) DG, ICAR (b) Secy, ICAR	All (i) to (iv)	President DG, ICAR
3.	Posts in grade T-4 to T-6	Secy, ICAR	Secy, ICAR	All	DG, ICAR	Director	Director	All	(i) (DG, ICAR, in the case of National Institutes viz. IARI, IVRI, NDRI, NAARM & CIFE  (ii) Secy, ICAR in all other cases
4.	Posts in grade T-1 to T-3	Deputy Secy	Deputy Secy	All	Secy, ICAR	Director	Director	All	-

## APPENDIX X

**Important Letters/Circulars Issued from Time to Time  
Regarding Amendments Made in the Technical Service  
Rules of the ICAR**

**Indian Council of Agricultural Research  
Krishi Bhavan, New Delhi**

No.18-1/97.Esstt IV

Dated 3 February 2000

To

All the Directors/Project Directors of the ICAR Research  
Institutes/NRCs/Projects Directorates

**Subject: Modifications in the Existing Technical Service Rules of  
the ICAR – Notification Regarding.**

Sir,

As you are aware, a proposal for revision of some of the provisions of existing Technical Service Rules has been under detailed consideration of the Council for the past quite sometime to remove the anomalies and to improve and update the qualifications.

2. The matter was considered by the Governing Body in its meeting held on 18 November 1999, and based upon the decision of the Governing Body, the competent authority has approved the following changes in the existing technical service rules.

- (i) On account of two overlapping grades of T-I-3 and T-II-3, the assessment promotion has become redundant and therefore, grade structure in Cat.I and II has been modified as hereunder:

Existing	Revised
<b>Category I</b>	
T-1 Rs 3,200-85-4,900	T-1 Rs 3,200-85-4,900
T-2 Rs 4,000-100-6,000	T-2 Rs 4,000-100-6,000
T-I-3 Rs 4,500-125-7,000	
<b>Category II</b>	
T-II-3 Rs 4,500-125-7,000	T-3 Rs 4,500-125-7,000
T-4 Rs 5,500-175-9,000	T-4 Rs 5,500-175-9,000
T-5 Rs 6,500-200-10,500	T-5 Rs 6,500-200-10,500

As per the revised grade structure, the entrants of Category I at T-1 grade would continue to be regulated for assessment from T-1 to T-2 after five years of service as is at present. However, from T-2 grade such personnel possessing the qualifications as prescribed herein further under this order for Category-II for direct recruitment, would be eligible for assessment promotion to T-3 grade after five years of service, while those not possessing such qualifications shall become eligible for assessment promotion to T-3 grade only after 10 years of service in the T-2 grade. The assessment promotions from T-3 to T-4 and T-4 to T-5 shall continue to be regulated at five years interval as at present.

- (ii) The provisions relating to Category barrier for assessment promotions from T-5 grade of Category II to T-6 grade of Cat.III has been revised as under :
  - (a) The technical personnel in T-5 grade (Rs 6,500-10,500) and possessing the essential qualifications prescribed as hereinafter under this order for Category III for direct recruitment, shall be eligible for assessment promotion to T-6 (Rs 8,000-13,500) grade after completing five years of service in T-5 grade, while :
  - (b) The T-5 Technical personnel who do not possess the essential qualifications as for direct recruitment prescribed hereinafter under this order for Cat.III shall be eligible for assessment promotion to T-6 grade after completing 10 years of service in T-5 grade provided such technical personnel are possessing the qualifications prescribed under this order for direct recruitment to Category II (T-3). However, such Technical personnel in T-5 grade who do not possess the qualifications prescribed under this order for direct recruitment to Category II (T-3) shall not be eligible for further assessment promotion to Category III of the Technical Services.
- (iii) Since a revised single pay scale of Rs 10,000-15,200, by way of replacement of their erstwhile pre-revised pay scales as per the Vth Central Pay Commission, has been attached to the existing technical grades of T-7 and T-8, these two grades have been redesignated as uniform and single grade as T(7-8) in the given pay scale of Rs 10,000-15,200, and the movement of technical personnel existing in these grades has been approved to be regulated under the assessment system to the

next higher grade of T-9 of Technical service (pay scale of Rs 12,000-16,500) in the following manner.

- (a) Those technical personnel who are working in T-7 grade (Rs 10,000-15,200) and have not been assessed for T-8 grade would be eligible for assessment to T-9 (Rs 12,000-16,500) grade after completion of 7 years of service in T-7 grade.
  - (b) Those technical personnel who have already been placed in T-8 grade (Rs 10,000-15,200) will be assessed for T-9 (Rs 12,000-16,500) after completion of 5 years of service in this grade of T-8.
- (iv) The minimum essential qualifications for direct recruitment of technical personnel in Category I, II and III at the entry grades thereto would be as per the following model qualifications irrespective of the functional group.
- (a) Category I, matriculate with at least one year Certificate from recognized institution in the relevant field;
  - (b) Category II, bachelor's degree in the relevant field or equivalent qualifications from a recognized university;
  - (c) Category III, master's degree in the relevant field or equivalent qualifications from a recognized university. Based upon the above minimum essential model qualifications prescribed for different categories, the specific qualifications covering the relevant fields, location-specific requirements of the posts as well as the desirable specialization wherever required in case of posts of different functional groups should be finalized in case of direct recruitment in consultation with the concerned subject-matter divisions.
- (v) The existing assessment system based upon the CCR gradings and records of performance of personnel as reflected in the assessment reports/proforma as well as the prescribed benchmark for assessment promotions of 'Good' for Cat.I and II and 'Very Good' for Cat.III respectively would continue as such, but for the sake of uniformity, it has been decided that the assessment committees should determine the benchmark for the relevant period only in accordance with the instructions of the Department of Personnel and Training for determination of benchmark as under selection method, issued from time to time.

3. The modifications, as set out under para 2 foregoing, would take immediate effect from **the date of issuance of this Notification**. Any existing technical employees who may like to be governed only as per the existing technical service rules may do so by specifically exercising an individual option in writing to the Director of the Institute within a period of 30 days from the date of issue of this Notification. **Option once exercised shall be irrevocable and final.** With the introduction of these modifications in the existing technical service rules the 33.3% promotion quota will be operative only in Cat. I at the level of T-1. As under the existing procedure in force the vacancy in the event of retirement/death/resignation of the technical personnel carrying whatever personal grade through assessment promotion in the technical service shall occur only in the initial grade of his appointment under the service. This will continue to be regulated accordingly. However, in the meanwhile no post/grade of post under the Category III of technical service should be filled up by the direct recruitment until further instructions from the Council.

4. Kindly acknowledge receipt of this Notification, and immediate necessary action as per rules be expedited for its implementation.

5. While circulating the Notification at their respective institutes, the Directors may also endorse a copy to IJSC staff representatives.

6. Hindi version of this Notification follows.

Yours faithfully,  
Sd/-  
(N.S. Randhawa)  
Deputy Secretary (Admn)

Copy to:

1. All the DDGs, ICAR, at KB and KAB/National Director, NATP
2. The Additional Secretary, Department of Expenditure, Ministry of Finance and Member(Finance), ICAR, North Block, New Delhi-1, with reference to his D.O. letter No.L-236/AS(E)/2000 dated 24 January 2000.
3. Special Assistant to Chairman, ASRB, with reference to D.O. No.50-4/99-R.II dated 24 January 2000.
4. PS to Hon'ble AM/PS to Hon'ble MOS(DAH&D)
5. All the ADGs/Director (P)/Director (Finance)/Director (DARE)/Director (Works)/Director(Hindi), ICAR, at KB and KAB.
6. Sr PPS to Secy (DARE) and DG, ICAR/Staff Officer to DG ICAR/PS to Secretary, ICAR/PS to FA, DARE/ICAR
7. All Deputy Secretaries including Secretary ASRB/ All Deputy Directors/All Under Secretaries

8. All the F&AOs of ICAR Institutes
9. Secretary (Staff side), CJSC
10. Guard File/Spare Copies

Sd/-  
(A.S. Sethi)  
Under-Secretary (Technical)

No.9-3/95-Estt IV

Dated 12 January 2000

To

The Directors/Project Directors of all ICAR Research Institutes

**Subject: Rate of Advance Increments Granted to Technical Personnel in the Assessment System-Regarding.**

Sir,

As per the advice of Director (Finance), the instructions issued vide Council's Circular of even number dated 9 September 1999 stands withdrawn and superceded and may not be treated to be in effect. As a result, the guidelines and procedure on the subject, as in force prior to aforesaid correspondence, would prevail and be in effect as such. A copy be also given at your end to Institute Joint Staff Council representatives of your Institutes.

Yours faithfully,

Sd/-

(A.S. Sethi)

Under-Secretary (Tech)

F.No.14(3)/94-Estt IV

Dated 18 August 1998

To

The Directors/Project Directors/Project Co-ordinators/Zonal  
Co-ordinators of the ICAR Research Institutes/NRCs/Zonal  
Co-ordinating Unit

**Subject: Promotion Avenues for Supporting Staff in Technical  
Services**

Sir,

Prior to the removal of the Category bar vide letter No.14(3)/94-Estt.IV dated 1 February 1995 from Category I to Category II, only the educationally qualified Technical personnel in Category I at T-I-3 grade were eligible for promotion to T-II-3 in Category II. On promotion to Category II under 33.33% promotion quota, the post held by them in T-I-3 reverted at T-I grade in Category I. However, on removal of the Category bar, such persons have been moving to Category II along with the post, and post held by them did not fall back to Category I at T-I grade. This has resulted in apprehension of supporting staff that their promotional avenues have been reduced to the extent of 33.33% at T-I grade in Category I due to physical non-availability of posts.

As you are also aware a comprehensive view is being taken for evolving a suitable package for Technical Services. As an interim measure, it has been decided with the approval of the Competent Authority that the ICAR institutes may first work out the number of vacancies due to retirement, resignation etc. of Technical personnel in Category II (at T-II-3, T-4 and T-5 grades). Out of the total vacancies thus arrived at, vacancies to the extent of 33.33% (belonging to the promotion quota) may be placed into Category I at T-I grade. The vacancies to be filled under 33.33% promotion quota in T-I grade shall, however, not exceed more than 33.33% of the total posts in Category I in your Institutes. Rest of the vacancies i.e. 66.66% may be filled by way of direct recruitment at T-II-3 grade as at present.

Yours faithfully,

Sd/-

(G.C. Sharma)

OSD(S)

No.F. 18(9)/97-Estt IV

Dated 14 August 1998

To

Directors/PDs/PCs/NRCs/ZCs of ICAR Research Institutes

**Subject:           Reclassification of Posts – Change of Designation of the  
Post of Compounder.**

Sir,

I am to refer to Council's Circular letter No.F.17(12)/95-Estt.IV dated 20.8.96 regarding classification of posts mentioned in Annexure I and to say that it has been decided to redesignate the post of Compounder (Sl.No.42 of Annexure I) as 'Pharmacist'.

Yours faithfully,  
Sd/-  
(P. Bapaiah)  
Under-Secretary (Estt IV)

No.19-20/96-Estt.IV

Dated 25 September 1997

To

The Directors/Project Directors/Project Co-ordinators of  
ICAR Research Institutes/NRCs/Zonal Co-ordinating Units

**Subject: Advance Increment(s) at T-1-3 / T-5 Level and Pay-  
Fixation on Removal of Category Bar**

Sir,

Some of the Institutes have sought clarifications whether in view of the removal of category bar from Category I to Category II, as per Council's Circular No.14-3/94-Estt.IV dated 1.2.95, the grant of advance increment(s) at T-1-3 level would continue. If so, how the case of pay fixation will be regulated on removal of the category bar from Cat.I to Cat.II (from T-1-3 to T-II-3) level and also on promotion from T-1-3 to T-II-3 level (under 33.33% promotion quota) being in the same scale of Rs 1,400-2,300 will be regulated.

The matter has been considered in the Council and it is clarified that since the provision of grant of advance increment(s) has not been withdrawn, the technical staff in T-1-3 will continue to be eligible for grant of advance increment(s) at T-1-3 level. Further, it is also clarified that for the purpose of pay fixation, the scale of T-1-3 in Cat.I and T-II-3 in Cat.II being the same i.e. Rs 1,400-2,300, the pay of a technical person who has been granted advance increment(s) in T-1-3 grade may, on their adjustment in T-II-3 on the removal of category bar/promotion, be fixed as per FR 22(a)(ii) by taking into account the pay, including the advance increment(s) being drawn on the date of removal of category bar/promotion as per Council's letter No.7(2)/84-Per.III dated 3.6.1988.

It is also clarified that technical personnel in Category II at T-5 Level will also continue to be eligible for grant of advance increment(s) up to 3 though they are also eligible for removal of category bar from category II to Category III in terms of Council's letter No.14-3/94-Estt.IV dated 4.8.1995. However, since the pay scale in the T-6 is higher (Rs 2,200-4,000) than that of T-5 (Rs 2,000-3,500), their pay will continue to be regulated as per the existing instructions on the subject.

The receipt of the letter may please be acknowledged.

Yours faithfully,  
Sd/-  
(G.C. Sharma)  
Dy Secretary(S)

No.9-3/95-Estt IV

Dated 30 April 1997

To

The Directors/Project Directors of ICAR Research Institutes/  
Project Directorates/NRCs

**Subject: Rate of Advance Increments Granted to Technical  
Personnel in the Assessment System – Clarification  
Regarding.**

Sir.

References have been received from some of the institutes as to how the advance increments granted to technical personnel are to be allowed in the event of quantum of annual increments being different i.e. whether all the increments are to be allowed at the rate of first increment or at the rate indicated in the scale of pay. The matter has been examined and it has been decided with the approval of Competent Authority that the advance increments granted to Technical Personnel may be allowed at the rate indicated in the scale of pay, at the appropriate stage(s).

The receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-

(G.C. Sharma)

Deputy Secretary(S)

F.No.17(12)/95-Estt IV

Dated 10 March 1997

To

The Director/PDs/PCs/NRCs/ZCs of ICAR Research Institutes

**Subject: Abolition of Auxiliary and Administrative (non-ministerial) Category—Reclassification of Posts.**

Sir,

I am to refer to Council's letter of even number dated the 20.8.1996, conveying therewith the approval of GB on the subject above. The posts of Sr Hindi Translator, Hindi Translator and Jr Hindi Translator are also classified as Technical. The other terms and conditions will remain same as in the letter dated 20.8.1996 referred to above.

Yours faithfully,  
Sd/  
(G.C. Sharma)  
DS(S)

F.No.17-12/95-Estt IV

Dated 20 August 1996

To

The Directors/Project Directors/Project Co-ordinators/Zonal Co-ordinators of the ICAR Research Institutes/National Research Centres /Zonal Co-ordinating Units

**Subject: Abolition of Auxiliary and Administrative (non-ministerial) Category – Reclassification of Posts**

Sir,

A Committee under the chairmanship of Dr Kirti Singh was appointed to consider various issues related to classification/reclassification of the posts which have not been covered in the Award given by the Board of Arbitration, issue related to removal of auxiliary posts and to re-consider appropriate classification of the posts classified as Administrative, Administrative (non-ministerial) and supporting.

2. The recommendations of the Committee were considered by the Governing Body in the 170th meeting. The President, ICAR, has since approved, the proceedings of the GB. The approved re-classification of posts into Technical, Administrative and Supporting Categories is given in the Annexure I. The salient features of the re-classification and action required to be taken by the institutes for implementing these orders are given below.

3. The posts in Auxiliary and Administrative (non-ministerial) Category stand abolished.

4. Two new functional groups i.e. functional group VIII 'Medical and Paramedical Staff' and functional group IX – 'Housekeeping Staff' have been added. Accordingly, the Directors of the Institutes are requested to submit the proposal regarding model qualifications for the posts belonging to new functional groups, wherever these posts exist. The Directors are also requested to send proposals for draft Recruitment Rules related to newly classified Administrative and Supporting posts.

5. When the Technical Services were initially formed, the Drivers were classified under a separate functional group of Drivers. However, the drivers are now classified as Technical under 'Workshop group'. Accordingly, the qualifications as prescribed for this functional group as essential/desirable qualifications will be applicable in addition to requirement of the appropriate driving licence.

6. It will be noticed from the Annexure I that some posts have been classified into Technical Category for the first time e.g. posts under Medical/

Para medical staff, Housekeeping etc. There are other posts like Drivers etc. which were earlier classified as Auxiliary, Administrative or Administrative (non-ministerial). While adjusting the concerned persons in the newly re-classified categories, an option for the new category may be obtained before their category is changed as per the proforma enclosed.

7. In all such cases as in para 6 above, the existing permanent and temporary employees appointed through regularly constituted DPC/Selection Committees will be fitted into the nearest corresponding grade of Technical Services on point to point basis in accordance with rule 5.1 and 3.1 of Technical Services Rules. In case any doubt arises, the matter should be referred to the ICAR. The induction into Technical Services may be completed by 31.12.1996.

8. Though every effort was made by the Council and the Committee to collect information from all the ICAR institutes regarding abolition of posts belonging to Auxiliary/Administrative (non-ministerial) categories, yet it is quite possible that some of the ICAR institutes might have failed to supply the information in time. The Directors of the Institutes are requested to submit proposal for any remaining auxiliary and administrative (non-ministerial) posts. While sending proposals to the Council due consideration may be given to the nature of the duties of the post, pay scale, qualification, etc.

8.1 The requests for re-classification may be sent on or before 30 November 1996. If no information is received by this date it will be presumed that the process of re-classification of posts has been completed and no further requests for re-classification of posts will be entertained. The re-classification of left-out auxiliary and administrative (non-ministerial) posts, if any, will be done by the Council in accordance with Rules and Bye-Laws and general principles laid down by the Committee.

9. It may be noticed that some of the posts like carpenter, cook etc. which carry same/similar designations have been filled up by the institutes in different pay scales and also different categories i.e. auxiliary/administrative (non-ministerial)/supporting. It is also noticed that while the holder of such posts perform more or less similar duties, they were however, recruited with different qualifications. Those recruited in the supporting staff were obviously with lower qualifications. In such cases wherever the staff was recruited with the qualifications for supporting staff they will continue in that category only.

10. It will be observed from the approved re-classification of posts in the Annexure 1 that certain posts are assigned various notations. The posts marked with \* will be treated as of dying type, no new posts should be filled in such designations. The posts marked with # will be filled up in future in supporting category only. For posts marked with @ specific proposal may

be sent for providing adequate promotional avenues to the incumbents belonging to that group. Specific orders in this regard will be issued after consideration of such proposals.

11. As a result of re-classification of posts, the sanctioned strength of the Institute in different categories i.e. Technical, Administrative and Supporting shall stand modified without increasing/decreasing the overall number of posts.

12. These orders will be applicable from 29.6.1996 i.e. the date of the approval by the President, ICAR.

Yours faithfully,

Sd/-

(G.C. Sharma)

OSD(S)

**Option Form for Change of Category of Post**

(Name of the ICAR Institute/Regional Station)

I (Name) presently working as (Designation ) in the scale of (Rs \_\_\_\_\_) presently classified as Auxiliary/Administrative (non-ministerial)/ Administrative/ Supporting (Tick mark as the case may be ) category of post have read/understood the relevant rules of the category of post for which I am exercising my option for change of category in terms of the ICAR CIRCULAR No.17(12)/95-E.IV dated 20.8.1996. I opt for new category/post (Technical/Administrative/Supporting, write clearly as the case may be) w.e.f. 29.6.1996.

Name and signature of the Optee

Place:.....

Date :.....

## ANNEXURE I

Sl No.	Name of the post	Functional group	Remarks
<b>A. Posts classified as technical</b>			
1.	Transport Officer	Workshop	
2.	Mike Operator-cum Committee-Room Attendant*	-do-	New designation Mike Operator
3.	Printing incharge*	-do-	
4.	Composer*		
5.	Blockmaker/Setter	-do-	
6.	Offset Machine	-do-	
7.	Greaser*	-do-	
8.	Binder #*	-do-	
9.	Painter#*/Painter-cum- Polisher#*	-do-	
10.	Plumber#*	-do-	
11.	Tubewell Operator /Pump Operator /Pump Set Driver /Pump Driver /Pumpman/Pump House Optr./ Generator Operator	-do-	
12.	Head Carpenter/ Sr Carpenter/Carpenter	-do-	
13.	Mason/Mistry*	-do-	
14.	Gas Mistry*	-do-	
15.	Blacksmith#*	-do-	
16.	Driver (a)Light vehicles (b) Heavy Vehicles		
17\$.	Engine Driver/ Asstt. Engine Driver/ Additional Engine Driver	-do-	
18\$.	Fishing Mate/Mate	-do-	
19.	Tailor*	Field/Farm	
20.	Village Ext. Officer*	-do-	
21.	Curer	-do-	
22.	Animal House Keeper	-do-	
23.	Deckhand/ Deckhand Junior*	-do-	
24.	Asstt. Professor(Eng)*	Press & Editorial	

PS:For Sl Nos.17 & 18 wherever the staff is recruited against any post in Boat Crew within workshop group, the qualification will be as laid down in T.S.R. for Boat Crew Staff.

Sl No.	Name of the post	Functional Group	Remarks
25.	Proof Reader-cum-Supervisor	-do-	
26.	Exhibition Asstt.	-do-	
27.	Language Assistant	-do-	
28.	Copy Holder	-do-	
29.	Business Manager	-do-	
30.	Asstt. Business Manager	-do-	
31.	Sales Promotion Officer	-do-	
32.	Chief Public Relations Officer	-do-	
33.	Public Relations Officer	-do-	
34.	Publicity Asstt	-do-	
35.	Photographer/ Asstt. Photographer/ Photo Assistant/ Photographic Asstt.	Photography	
36.	FSR Operator/ Operator/Senior Equipment Operator/ Junior Equipment Operator/EP Operator/ LNP Operator	Workshop	
37.	Sr Medical Officer	Medical and Paramedical	
38.	Medical Officer	-do-	
39.	Nursing Sister	-do-	
40.	Staff Nurse/Nurse	-do-	
41.	Midwife	-do-	
42.	Compounder etc.	-do-	
43.	Radiographer	-do-	
44.	Manager (Hostel Services)	House Keeping	
45.	Chief Cook	-do-	
46.	Catering Incharge	-do-	

Sl No.	Name of the post	Functional Group	Remarks
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**B. Posts classified as administrative**

1. Sanitary Inspector/  
Sanitary Inspector (SG)
2. Security Officer@  
Sr Security Supervisor/  
Security Supervisor/  
Security Hawaldar@
3. Fire man@#
4. Khansama-cum-Cook/  
Sr Cook\*
5. Time Keeper\*
6. Gestetner Operator\*
7. Liaison Officer (Press)
8. Sports Officer
9. Physical Training Instructor
10. Meter Reader
11. Head Gasman\*
12. Telex Operator/  
Telex-cum-PBX Operator /  
Duplicating Machine Operator /  
Sr Gestetner Operator
13. Sr Sales Assistant /  
Jr Sales Assistant

**C. Posts classified as supporting staff**

1. Cook/Cook (Boat)                      Rs 825-1,200
2. Jr. Deck Hand/  
Deck Hand                                Rs 825-1,200
3. Photostat Operator
4. Packer                                      Rs.750-940
5. Jr Gestetner Operator
6. Machine Milker                         Rs 1,200-2,040
7. Hand Milker                              Rs 975-1,540
8. Gauge Reader                          Rs 975-1,540
9. Appraising Helper
10. Egg Grader

No.14(3)/94-Estt IV

Dated 10 January 1996

To

The Directors/Project Directors/Zonal Coordinators of  
ICAR Research Institutes/Project Directorates/NRCs/Zonal  
Coordinating Units

**Subject: Removal of Category Bar Between Category I and  
Category II-Question of Counting of Service in Grade  
T-I-3**

Sir,

The instructions relating to the removal of Category bar between Category I and Category II of the Technical Service were issued vide Council's letter of even no. dated 1.2.1995.

A number of technical personnel represented that their seniority and promotion would be adversely affected if these instructions are implemented and that they will become junior to many of the personnel who are promoted as a result of counting of service in T-I-3 grade. Therefore, instructions contained in the above said letter of even number dated 1.2.1995 were kept in abeyance vide Council's E.mail/Fax/Telex/ Telegram dated 24.8.1995.

The matter has been reconsidered and it has been decided by the Competent Authority that on removal of Category bar from Category I to Category II, i.e. on placement of technical personnel in T-II-3 from T-I-3, for the purpose of five yearly assessment, their service rendered in T-II-3 sdsfgrade will only be counted. In other words, the service rendered in T-I-3 for the purpose of computation of five years of service for grant of merit promotion/advance increments from T-II-3 to T-4 shall not be counted.

Yours faithfully,  
Sd/-  
(G.C.Sharma)  
OSD(S)

No.14(3)/94-Estt IV

Dated 29 September 1995

To

The Directors/Project Directors/Zonal Co-ordinators of the ICAR Research Institutes/Project Directorates/NRCs /Zonal Co-ordinating Units

Subject:

**Removal of Category Bar Between Cat.I and Cat.II Applicability to Incumbents of Posts like Drivers/Mechanics for Staff Car/Jeep/Tractor etc. Which were Reclassified as Administrative and Auxiliary – Regarding.**

Sir.

Reference is invited to Council's letter of even number dated 1.2.1995 vide which instructions relating to removal of category bar between Cat.I and Cat.II were issued. A question has been raised whether the staff who were appointed to the posts of Drivers/Mechanics for Staff Car/Jeep/Tractor etc. which were initially classified as technical and subsequently reclassified as Administrative or Auxiliary will also get the benefit under these instructions. In this connection, reference is invited to Council's Circular No.9-1/82-P.IV dated 28.5.82 according to which the incumbents of posts earlier classified as technical and subsequently reclassified as non-technical (administrative or auxiliary) were to derive all the benefits of technical service on personal basis). It is therefore clarified that such staff (Appendix II part C of Rules) will also get the benefit of removal of category bar between Cat.I and Cat. II in terms of Council's Circular of even number dated 1.2.1995.

The receipt of this letter may please be acknowledged.

Yours faithfully

Sd/-

( K.K. Bajpai)

Deputy Secretary(B)

F.No.14-3/94-Estt IV

Dated 22 September 1995

To

The Directors/Project Directors/Zonal Co-ordinators of the  
ICAR Research Institutes/Project Directorates/NRCs/Zonal  
Co-ordinating Units

**Subject: Amendment to Rule 6.4 of Technical Service Rules  
relating to Date of Effect of Benefit under Five-Yearly  
Assessment Scheme – Clarification –Regarding**

Sir,

Reference is invited to this Council's notification No.14(4)/94-E.IV dated 1 February, 1995 regarding amendment of Rule 6.4 of Technical Service Rules. As per amended rule merit promotion or grant of advance increments is to be given with effect from the date following the date of completion of 5 years in a grade. The amendment has been made effective from 1.1.1995. A question has been raised as to the date of effect of merit promotion or advance increments in respect of technical personnel completing 5 years of service as on 31.12.1994. In this connection it is clarified that the date of effect of assessment benefits for employees completing 5 years of service on 31.12.1994 will be 1.1.1995.

Yours faithfully,  
Sd/-  
(K.K. Bajpai)  
Deputy Secretary (B)

No.14(3)/94-Estt IV

Dated 1 February 1995

To

The Directors/Project Directors/Zonal Co-ordinators of  
ICAR Research Institutes /Project Directorates/National  
Research Centres/Zonal Co-ordinating Units

**Subject: Removal of Category Bar Between Cat.I and Cat. II.**

Sir,

The question of removal of category bar between Cat. I and Cat.II has been under consideration of the Council for the past some time. It has been decided with the approval of the Governing Body to remove the category bar between Cat.I and Cat.II in the following manner.

- (i) The existing employees at level T-1-3 who possess qualifications prescribed for entry to Cat.II by direct recruitment will be placed in grade T-II-3 of the Cat. II with effect from 1.1.1995. The employees who do not possess such qualifications will in the event of improving their qualifications and acquiring degree/diploma/any other qualification prescribed for entry in Cat.II by direct recruitment will be placed in grade T-II-3 from the 1 January of the year following the year in which degree/diploma/certificate is awarded. For subsequent merit promotion from grade T-II-3 to T-4 the service rendered in T-1-3 grade will be counted towards computation of five years of service for merit promotion.
- (ii) The employees with five years of service in grade T-2 and possessing qualifications prescribed for entry to Cat.II by direct recruitment, in the event of merit promotion through five yearly assessment in terms of Rule 6.2 will be placed in the grade T-II-3.
- (iii) The employees with five years of service in grade T-2 and not possessing qualifications prescribed for entry to Cat.II by direct recruitment will be placed in grade T-1-3 in the event of merit promotion through Five Yearly Assessment. Such employees in the event of improving their qualification and acquiring degree/diploma/any other qualification prescribed for entry in Cat.II by direct recruitment will in case of merit promotion be placed in grade T-II-3 from 1

January of the year following the year in which degree/  
diploma/certificate is awarded.

- (iv) Direct Recruitment in grade T-II-3 will be continued to be made as in the past.

Yours faithfully,  
Sd/-  
(K.K. Bajpai)  
DS (B)

F.No.14(4)/94-Estt IV

Dated 1 February 1995

**NOTIFICATION**

In exercise of the powers conferred under Bye Law 23 of the ICAR Society, the Governing Body with the approval of the President, ICAR, has made following amendments in the Rule 6.4 of Technical Service Rules.

**Existing Provision**

“Merit promotion or grant of advance increment (s) to the successful technical personnel who complete five years of service between 1 July and 31 December of a year shall be given with effect from 1 July of the following year and those who complete 5 years of service between the 1 January and 30 June of a year shall be given with the effect from 1 January of the following year”.

**Amended Provision**

“Merit promotion or grant of advance increments to the successful technical personnel will be given with effect from the date following the date of completion of five years of service in a grade.”

This amendment will be effective from 1.1.1995.

Yours faithfully,  
Sd/-  
( K.K. Bajpai)  
DS(B)

No.17-1/97.Esst IV

Dated 18 July 2000

To

The Directors, Project Directors of all ICAR Research Institutes/Project Directorates/National Research Centres/Bureaux (As per standard list)

**Subject: Regarding Rationalization of the Qualifications for the Post of Driver under the Council - Regarding**

Sir,

As you are aware, the matter relating to rationalization of the qualifications for the post of Driver has been under consideration of the Council for the past quite sometime. Keeping in view the difficulties faced by the Institutes in filling up of such posts, and the discussions held on the matter in various meetings of the Central Joint Staff Council (CJSC) of the ICAR, the matter was carefully considered from all angles in consultation with the Agric. 'ltural Scientists' Recruitment Board. A proposal was accordingly submitted to the 183rd Meeting of the Governing Body of the ICAR held on 28 April 2000 for its consideration. The Governing Body has approved the following modifications to rationalize the qualifications of the post of Driver under the technical service of the Council in the functional group 'Workshop'. The revised qualifications of the post of Driver as approved by the competent authority are, therefore, hereby notified for your information, guidance and necessary action.

### **Revised Qualifications**

#### *Essential*

- (i) Matriculation pass qualification from a recognized board;
- (ii) Possession of a valid and appropriate driving licence from prescribed Government Authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee of Institute/Hqrs).

#### *Desirable*

- (i) One year trade certificate in the relevant field from ITI; or
- (ii) Experience of driving in a recognized Institution; or
- (iii) Experience of motor mechanic work

**Note:** Such Group 'D' / Supporting Staff borne on the regular establishment of the Institute/Hqrs concerned who were deployed continuously and uninterruptedly as drivers and completed not less than a period of one full year on such continuous deployment as on 29th June 1996 viz. the date of reclassification of the post of Driver, and who were otherwise, in all respects, fulfilling the eligibility for the post of Driver as per qualifications in force immediately prior to 29th June 1996, would as a special one time relaxation be treated as eligible Departmental candidates for selection along with sponsored candidates for the post of Driver at the respective Institute/ICAR Hqrs.

Yours faithfully,

Sd/-

( N S Randhawa)

Deputy Secretary (Admn)

Copy forwarded for information to:

1. All DDGs at ICAR Hqrs/National Director, NATP
2. The Secretary, Agric. Scientists' Rectt Board, KAB, New Delhi 110 012
3. Staff Officer to DG ICAR/Sr. PPS to DG, ICAR
4. PS to Secretary, ICAR/PS to FA(D)/ICAR
5. Director (Personnel)/Director (Finance)/Director (DARE)
6. All Deputy Secretaries at ICAR Hqrs, KB & KAB
7. All Under Secretaries at ICAR Hqrs, KB/KAB & NATP
8. The Secretary (SS) CJSC
9. The Asstt Director-General (CSC), ICAR, with reference to the letter No.13(1)/2000.CSC dated the 5th July 2000 forwarding therewith the approved proceedings of the 183rd Meeting of the GB held on 28th April 2000.
10. Guard File/Spare Copies (25)

(A S Sethi)  
Under Secretary (Tech.)  
18 July 2000