



भा.कृ.अनु.प.—भारतीय मृदा विज्ञान संस्थान  
नवीबाग, बैरसिया रोड, भोपाल — 462038

## ICAR-Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal — 462 038 (M.P.)

Tel. No. (0755) 2730946/2747375 (Ext. No. 233 & 262) Fax. No. (0755) 2733310

No. F. RTI/SAO/IISS/2018-19/XXXI

Dated 21-01-2019

27.2.2019

To,

Shri Ashok Sharma,  
13/14, Sarojini Park,  
Shastri Nagar,  
Delhi-110031.

**Sub:-** Information under RTI Act, 2005 — reg.

Please refer your application Dated: 07-01-2019 on the Subject cited above and find the required information as follows:-

Sl. No.	Information Sought	Information/reply furnished
1.	Please provide me the list of the Personal Assistant appointed through Limited Departmental Competitive Examination (LDCE) from 01.01.2016 to 06.01.2019	Shri Sanjay Kumar Kori, Personal Assistant.
2.	Please provide the details of Eligibility criteria required for appearing in the LDCE (Personal Assistant) including length of service required by the candidate to appear in the examination.	Copies of ICAR letter No. 14-1/2009-Estt.I dated 02.07.2010 and letter No. 14(1)/2009-Estt.I dated 30.05.2013 containing eligibility criteria/guidelines for LDCE are enclosed.
3.	Please provide the copies of the notifications issued by your department for LDCE (Personal Assistant) during period from 01.01.2016 to 06.01.2019.	Notification dated 02.08.2018; 23.10.2018 and 06.12.2018 issued by the Institute are enclosed.
4.	Please provide me the copies of the order of the appointment of the candidates selected through LDCE (Personal Assistant) during the period from 01.01.2016 to 06.01.2019	Office order No 4-3/2018-Rectt. Dated 29.12.2018 issued by this Institute is enclosed.

With the above, your application is disposed-of.

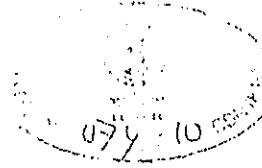
In case you are not satisfied with the above, you may appeal at the following address:-

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

  
Sr. Adm. Officer/CPIO (Admn.)



Indian Council of Agricultural Research  
Krishi Bhawan : New Delhi



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

Dated the 2<sup>nd</sup> July, 2010

To

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

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

Sir/Madam,

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

1. Assistant
- ~~2. Personal Assistant~~
- ~~3. Junior Accounts Officer~~
2. This comes into force with immediate effect.

Yours faithfully,

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

Encl. As stated above

(5)

RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT

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

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and fulfilling professional proficiency as under Column 6 above.

iii) 25% by direct recruitment on the basis of the open competitive examination by the ASRB.

Note

- a) In the case of an Institute / Centre having less than 4 Nos. of posts in the grade, the method of recruitment will be 100% by promotion.
- b) In the event of failure of recruitment by either promotion or LDCE, the post can be filled up by deputation for a period not exceeding three years from the Stenographer Grade III at other Institutes/ Headquarters having at least ten years of regular service in the grade or working on an analogous post on regular basis.
- c) In the case of failure of recruitment by all the aforesigned provisions at (a) and (b) above, by direct recruitment as per the prescribed age and qualifications under Col. 5 & 6 above.

10.	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As given in Col. 9(i) above.												
11.	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td>Deputy Secretary (Admin.), ICAR</td><td>Chairman</td></tr> <tr> <td>An Officer not lower in status than Under Secretary nominated by Secy., ICAR</td><td>Member</td></tr> <tr> <td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ICAR</td><td>Member</td></tr> <tr> <td>An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR</td><td>Member</td></tr> <tr> <td>Under Secretary(Admin.)</td><td>Member Secretary</td></tr> </table> <p>AT THE ICAR RESEARCH INSTITUTES</p> <table border="1"> <tr> <td>CAO (in absence of such)</td><td>Chairman</td></tr> </table>	Deputy Secretary (Admin.), ICAR	Chairman	An Officer not lower in status than Under Secretary nominated by Secy., ICAR	Member	An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ICAR	Member	An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR	Member	Under Secretary(Admin.)	Member Secretary	CAO (in absence of such)	Chairman
Deputy Secretary (Admin.), ICAR	Chairman													
An Officer not lower in status than Under Secretary nominated by Secy., ICAR	Member													
An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Secy., ICAR	Member													
An Outside Expert not lower in status than Under Secretary nominated by Secy., ICAR	Member													
Under Secretary(Admin.)	Member Secretary													
CAO (in absence of such)	Chairman													

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	officer, an officer of equivalent status nominated by Director)	
	SAO (in absence of such officer, an officer of equivalent status nominated by Director)	Member
	An Officer not lower in status than AO belonging to SC/ST community nominated by Director	Member
	An Outside Expert not lower in status than AO nominated by Director	Member
	AO (in absence of such officer, an officer of equivalent status nominated by Director)	Member - Secretary
12	Remarks	-----  <i>3/3/17</i>

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

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

Dated the 30<sup>th</sup> May, 2013

To

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

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

Sir,

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

2. In the case of PS, it was decided vide above said Order dated 21/10/2010, that the vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled  $66\frac{2}{3}\%$  and  $33\frac{1}{3}\%$  by Limited Departmental Competitive Examination (LDCE). It was also decided that from 2011-12 onwards the RRs will be in consonance with DOP&T's guidelines. Further, in the case of PAs, it was decided that vacancies arising in 2010-11 shall be filled up 100% by promotion and vacancies arising in 2011-12 and thereafter shall be filled up 50% by promotion and 50% by LDCE. It was also decided that the RRs from 2011-12 onwards shall be in consonance with DOP&T's guidelines. It was also clarified in the Office Order dated 21/10/2010 that further amendments, if any, carried out by the DOP&T in the existing mode of recruitment for these administrative posts under the CSS/CSSS/CSCS cadres shall be applicable for the RRs for all the administrative posts of ICAR as well. These orders were issued duly approved by the Governing Body of ICAR in its meeting held on 3/9/2010.

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

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

These RRs shall come into force with immediate effect.

Yours faithfully,



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

Encl: As above

Copy for information to:

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

ICAR-INDIAN INSTITUTE OF SOIL SCIENCE  
NABIBAGH BERASIA ROAD, BHOPAL-462038 (M.P.)

F.No. 4-3/2018-Rectt.

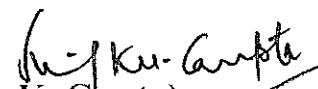
Date: 02/08/2018

NOTIFICATION

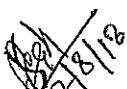
It is informed that the Limited Departmental Competitive Examination (LDCE) is scheduled to be held during the month of August, 2018. Hence all the Stenographer Gr.III ~~are~~ requested to submit their option of language (Hindi/English) for Efficiency Test to the undersigned within 5 days from the receipt of this notification. The detail of efficiency test is as under:

PROFESSIONAL EFFICIENCY

The candidates will be given one dictation test in English or in Hindi at 100 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and *the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on manual typewriter or 55 minutes on computer.*

  
(S. K. Gupta)  
Senior Administrative Officer

**Distribution: -**

1. Shri Sunny Kumar, Stenographer Gr.III through PC(LTTE), IISS, Bhopal.   
2. Shri Sanjay Kori, Stenographer Gr.III through I/c PME Cell, IISS, Bhopal. 

ICAR-INDIAN INSTITUTE OF SOIL SCIENCE  
NABIBAGH BERASIA ROAD, BHOPAL-462038 (M.P.)

F.No. 4-3/2018-Rectt.

Date: 23/10/2018

**NOTIFICATION**

It is informed that the Limited Departmental Competitive Examination (LDCE) for the post of Personal Assistant is scheduled to be held 30.10.2018 AT 11.30 A.M. Hence all the Stenographers Gr.III who are candidates for the said examination are requested to be prepared and attend the Examination on the above date and time in Committee room of Administrative wing. The details of efficiency test are as under:

**PROFESSIONAL EFFICIENCY**

The candidates will be given one dictation test in English or in Hindi at 100 w.p.m. for 10 minutes. The candidates who opt to take the test in **English** will be required to transcribe the matter in 50 minutes on computer and *the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on manual typewriter or 55 minutes on computer.*

  
(P. S. Sunil Kumar)

Assistant Administrative Officer

  
C/C

**Distribution: -**

1. Shri Sunny Kumar, Stenographer Gr.III through PC(LTFE), IISS, Bhopal.
2. Shri Sanjay Kori, Stenographer Gr.III through I/c PME Cell, IISS, Bhopal
3. Dr. J. K. Saha, HOD & Chairman of the Committee for information.

  
23/10/18

  
23/10/18

  
23/10/18

ICAR-INDIAN INSTITUTE OF SOIL SCIENCE  
NABIBAGH BERASIA ROAD, BHOPAL-462038 (M.P.)

F.No. 4-3/2018-Rectt.

Date: 06/12/2018

NOTIFICATION

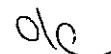
In continuation of earlier notification of even number dated 23.10.2018, it is now informed that the Limited Departmental Competitive Examination (LDCE) for the post of Personal Assistant is scheduled to be held **on 10.12.2018 AT 11.30 A.M.** Hence all the Stenographer Gr.III are requested to be prepared and attend the Examination on the above date and time in Committee room of Administrative wing. The detail of efficiency test is as under:

PROFESSIONAL EFFICIENCY

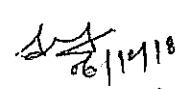
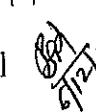
The candidates will be given one dictation test in English or in Hindi at 100 w.p.m. for 10 minutes. The candidates who opt to take the test in **English** will be required to transcribe the matter in 50 minutes on computer and *the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on manual typewriter or 55 minutes on computer.*

  
(P. S. Sunil Kumar)

Assistant Administrative Officer



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2. Shri Sanjay Kori, Stenographer Gr.III through I/c PME Cell, IISS, Bhopal 
3. Dr. J. K. Saha, HOD & Chairman of the Committee for information.

  
6/12/18

ICAR-INDIAN INSTITUTE OF SOIL SCIENCE  
NABIBAGH BERASIA ROAD, BHOPAL-462038 (M.P.)

F.No. 4-3/2018-Rectt.

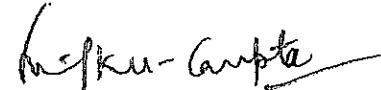
Date: 29/12/2018

**OFFICE ORDER**

In pursuance of Council's Circular No.14(1)/2009-Estt.I dated 30<sup>th</sup> May, 2013 and on the recommendations of the Departmental Promotion Committee, the Director is pleased to promote **Shri Sanjay Kumar Kori, Stenographer Gr.III** to the post of **Personal Assistant** in the Pay Matrix Level-6 as per 7<sup>th</sup> CPC.

If the said promotion is acceptable to Shri Sanjay Kumar Kori, Stenographer Gr.III, he may give his consent and submit joining report alongwith the option for pay fixation within 30 days as per the FR22.

Other terms & conditions of his appointment will be governed by the relevant rules, instructions and orders issued by the GOI/ICAR from time to time.

  
(S. K. Gupta)  
Senior Administrative Officer

**Distribution:-**

1. Shri Sanjay Kumar Kori, Steno. Gr.III through I/c PME Cell, IISS, Bhopal
2. D.D.O, IISS, Bhopal
3. F & AO, IISS, Bhopal
4. PS to Director for information
5. The Secretary, IJSC, IISS, Bhopal.
6. Service Book of Shri Sanjay Kumar Kori.

Thanks  
29/12/18

  
D. J. Mangal  
29/12/18

  
A. K. Verma  
29/12/18

  
P. K. Verma  
30/12/18