



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ. राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110001

Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi -110001

F.No. Admn.11-3/2025-R&P (V)

Dated: 17th April, 2026

Office Memorandum

Subject: Amendment in the Indian Council of Agricultural Research (ICAR)'s Stenographers Cadre Recruitment Rules, 2023 – reg.

First amendment in the Indian Council of Agricultural Research (ICAR)'s Stenographers Cadre Recruitment Rules, 2023 are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.

**(Himanshu Kumar)
Under Secretary (R&P)**

Distribution:

1. The Directors of all the ICAR Institutes/NRCs/ Directorates/ Bureaux/ ATARIs.
2. All DDGs at ICAR Hqrs. for information.
3. All officers and staff of ICAR.
4. Sr. PPS to DG, ICAR/PSO to Secretary, ICAR /PPS to FA, DARE/ICAR.
5. All SMDs of ICAR Hqrs.
6. Secretary (Staff Side), CJSC, IISWC, Dehradun.
7. Secretary (Staff Side), HJSC, ICAR HQ.
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F.No. Admn.11-3/2025-R&P (V)

Dated: 17th April, 2026

Notification

With the approval of the Competent Authority, following rules are hereby made to further amend the Indian Council of Agricultural Research (ICAR)'s Stenographers Cadre Recruitment Rules, 2023 (hereinafter referred as 'said Rules'), notified vide Notification No. Admn.11-1/2023-R&P, dated the 22nd September, 2023, namely:-

1. (i) These rules may be called the Indian Council of Agricultural Research (ICAR)'s Stenographers Cadre Recruitment Rules (First Amendment), 2026.
(ii) They shall come into force with immediate effect and applicable on all the vacancies as available on the date of notification of these rules and arising thereafter.
2. In the **Annexure-V** of the 'said Rules' related to the Recruitment Rules of the post of Personal Assistant (Stenographer Grade 'C') in ICAR-

(a) Point-6 (Age limit for direct recruitment) shall be substituted as:-

"18 to 30 years

Note :

1. *Age limit and its crucial date for determining it shall be as prescribed for the post of Personal Assistant (Stenographer Gr-C) in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn.*
2. *Similarly, the upper age limit is relaxable for SC/ST/OBC/PWDs/Ex-serviceman and other such categories, as prescribed for the post of Personal Assistant (Stenographer Gr-C) in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn."*

(b) Point-7 (Educational & Other qualifications required for direct recruitment) shall be substituted as:-

"Candidates must have passed 12th standard or equivalent examination from a recognized Board or University. Similarly, other qualifications shall be as prescribed for the post of Personal Assistant (Stenographer Gr-C) in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn."

(c) Under Point-11 (In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation/ absorption is to be made), clause (b) Heading Word "Deputation (ISTC) & Permanent Absorption" shall be substituted as "Deputation including Short Term Contract (ISTC) & Permanent Absorption".

(d) Clause (c) of Point-11 (In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/absorption is to be made) shall be substituted as:-

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“Direct Recruitment

Failing (a) or (b) above, by Direct Recruitment as per the qualification prescribed under Col.7 above.”

(e) Point-14 (Remarks) shall be substituted as *“Initially Combined seniority of the incumbents in Steno Gr. D as on 31st December, 2022 shall be prepared in order of merit of the competitive examination through which the candidates were appointed as Stenographer Gr.D.”*

3. In the **Annexure-VI** of the ‘said Rules’ related to the Recruitment Rules of the post of Stenographer Grade-D in ICAR-

(a) Point-6 (Age limit for direct recruitment) shall be substituted as:-

“18 to 27 years

Note :

- 1. Age limit and its crucial date for determining it shall be as prescribed for the post of Stenographer Gr-D in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn.*
- 2. Similarly, the upper age limit is relaxable for SC/ST/OBC/PWDs/Ex-serviceman and other such categories, as prescribed for the post of Stenographer Gr-D in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn.”*

(b) Point-7 (Educational & Other qualifications required for direct recruitment) shall be substituted as:-

“Candidates must have passed 12th standard or equivalent examination from a recognized Board or University. Similarly, other qualifications shall be as prescribed for the post of Stenographer Gr-D in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn.”

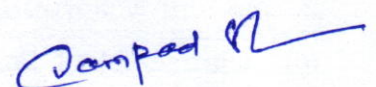
(c) Point-10 (Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes) shall be substituted as *“100% by direct recruitment (DR) failing which by deputation or transfer on permanent absorption.”*

(d) Under Point-11 (In case of recruitment by promotion / deputation / absorption; grades from which promotion/deputation/absorption is to be made), clause (a) shall be substituted as:-

“Direct Recruitment

Failing (a) or (b) above, by Direct Recruitment as per the qualification prescribed under Col.7 above.”

(e) Under Point-11 (In case of recruitment by promotion / deputation / absorption; grades from which promotion/deputation/absorption is to be made) Heading Word “Deputation (ISTC) & Permanent Absorption” shall be substituted as “Deputation including Short Term Contract (ISTC) & Permanent Absorption”.



**(Vampad Sharma)
Director (Admn.)**

Encls:- Amended Annexure-V & VI

ANNEXURE-V

**RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT AT ICAR**

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| 1. | Name of the post | PERSONAL ASSISTANT (STENOGRAPHER GRADE 'C') |
| 2. | Number of Posts | 337* |
| 3. | Classification | Administrative Group 'B' |
| 4. | Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale) | Pay Level-7 (Rs. 44900-142400) (Pre-revised Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs.4600) |
| 5. | Whether Selection Post or Non-Selection Post | Non-Selection |
| 6. | Age limit for direct recruitment | 18 to 30 years Note : 1. Age limit and its crucial date for determining it shall be as prescribed for the post of Personal Assistant (Stenographer Gr-C) in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn. 2. Similarly, the upper age limit is relaxable for SC/ST/OBC/PWDs/Ex-serviceman and other such categories, as prescribed for the post of Personal Assistant (Stenographer Gr-C) in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn. |
| 7. | Educational & other qualifications required for direct recruitment | Candidates must have passed 12 th standard or equivalent examination from a recognized Board or University. Similarly, other qualifications shall be as prescribed for the post of Personal Assistant (Stenographer Gr-C) in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn. |
| 8. | Whether age and educational qualification required for direct recruits will apply in case of promotees. | No |
| 9. | Period of Probation, if any. | Two years |
| 10. | Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes. | By Promotion failing which by deputation including short term contract failing which by Direct Recruitment. (i) 50% by promotion. (ii) 50% by Limited Departmental Competitive Examination (LDCE). |
| 11. | In case of recruitment by promotion / deputation / | (a) Promotion: |

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| <p>absorption; grades from which promotion / deputation / absorption is to be made.</p> | <p>i) 50% by promotion of Stenographer Grade-D in the Pay Level-4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) at the ICAR having at least ten years of regular service in the grade.</p> <p>ii) 50% by Limited Departmental Competitive Examination (LDCE) confined to the Stenographers Grade-D in the Pay Level-4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed six years of regular service at ICAR as on the date prescribed by DoP&T/ICAR.</p> <p><i>Note : Where juniors who have completed their qualifying or eligibility services are being considered for promotion, their senior shall also be considered provided that they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</i></p> <p>(b) Deputation including Short Term Contract (ISTC) & Permanent Absorption:</p> <p>Failing (a) above, by deputation from the officials of Stenographer Cadre of Central Government or State Government or Union Territories or Autonomous Bodies or PSUs</p> <p>(i) Holding the analogous post on regular basis in parent cadre/department;</p> <p>or</p> <p>(ii) Stenographers Grade-D in the Pay Level-4 (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) who have completed at least ten years of regular service in the grade.</p> <p>Note :</p> <p>1. <i>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed 3 years.</i></p> <p>2. <i>The departmental officials in the feeder grade, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</i></p> <p style="text-align: right;"><i>Stamped</i></p> |
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| | | <p>3. <i>The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</i></p> <p>4. <i>The official, who initially comes on deputation and considered suitable for the post, may be permanently absorbed by the appointing authority, if <u>no incumbent</u> is available in the feeder cadre in accordance with guidelines of DoP&T/GoI and the parent department agrees to the proposal of permanent absorption.</i></p> <p>c) Direct Recruitment Failing (a) or (b) above, by Direct Recruitment as per the qualification prescribed under Col.7 above.</p> | | | | | | | | | | | | | | | | | | | | |
| 12. | If a Departmental Promotion Committee exists what is its composition. | <table border="1"> <tr> <td colspan="2">DPC consisting of:</td> </tr> <tr> <td>Director (Admn.) / Deputy Secretary (Admn.)</td> <td>Chairman</td> </tr> <tr> <td>An Officer not lower in status than Under Secretary nominated by Joint Secretary (Admn.), ICAR</td> <td>Member</td> </tr> <tr> <td>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Joint Secretary (Admn.), ICAR</td> <td>Member</td> </tr> <tr> <td>An outside expert not lower in status than Under Secretary nominated by Joint Secretary (Admn.), ICAR</td> <td>Member</td> </tr> <tr> <td>Under Secretary (Admn.)</td> <td>Member</td> </tr> <tr> <td colspan="2">Confirmation Committee consisting of:</td> </tr> <tr> <td>Deputy Secretary (A), ICAR</td> <td>Chairperson</td> </tr> <tr> <td>An officer not below the rank of Deputy Secretary to be nominated by Chairperson of the Committee</td> <td>Member</td> </tr> <tr> <td>Under Secretary (A)</td> <td>Member</td> </tr> </table> | DPC consisting of: | | Director (Admn.) / Deputy Secretary (Admn.) | Chairman | An Officer not lower in status than Under Secretary nominated by Joint Secretary (Admn.), ICAR | Member | An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Joint Secretary (Admn.), ICAR | Member | An outside expert not lower in status than Under Secretary nominated by Joint Secretary (Admn.), ICAR | Member | Under Secretary (Admn.) | Member | Confirmation Committee consisting of: | | Deputy Secretary (A), ICAR | Chairperson | An officer not below the rank of Deputy Secretary to be nominated by Chairperson of the Committee | Member | Under Secretary (A) | Member |
| DPC consisting of: | | | | | | | | | | | | | | | | | | | | | | |
| Director (Admn.) / Deputy Secretary (Admn.) | Chairman | | | | | | | | | | | | | | | | | | | | | |
| An Officer not lower in status than Under Secretary nominated by Joint Secretary (Admn.), ICAR | Member | | | | | | | | | | | | | | | | | | | | | |
| An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Joint Secretary (Admn.), ICAR | Member | | | | | | | | | | | | | | | | | | | | | |
| An outside expert not lower in status than Under Secretary nominated by Joint Secretary (Admn.), ICAR | Member | | | | | | | | | | | | | | | | | | | | | |
| Under Secretary (Admn.) | Member | | | | | | | | | | | | | | | | | | | | | |
| Confirmation Committee consisting of: | | | | | | | | | | | | | | | | | | | | | | |
| Deputy Secretary (A), ICAR | Chairperson | | | | | | | | | | | | | | | | | | | | | |
| An officer not below the rank of Deputy Secretary to be nominated by Chairperson of the Committee | Member | | | | | | | | | | | | | | | | | | | | | |
| Under Secretary (A) | Member | | | | | | | | | | | | | | | | | | | | | |
| 13. | Consultation with UPSC is necessary or not. | Not Applicable | | | | | | | | | | | | | | | | | | | | |
| 14. | Remarks | <i>Initially Combined seniority of the incumbents in Steno Gr. D as on 31st December, 2022 shall be prepared in order of merit of the competitive examination through which the candidates were appointed as Stenographer Gr.D.</i> | | | | | | | | | | | | | | | | | | | | |

*Subject to variation dependent on workload

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ANNEXURE-VI

RECRUITMENT RULES FOR THE POST OF
STENOGRAPHER GRADE-D IN ICAR

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| 1. | Name of the post | STENOGRAPHER GRADE-D |
| 2. | Number of Posts | 35* |
| 3. | Classification | Administrative Group 'C' |
| 4. | Pay Level as per Pay Matrix of 7 th CPC (Pre-revised Pay Scale) | Pay Level-4 (Rs. 25500-81100) (Pre-revised Pay Band-1, Rs.5200-20200 with Grade Pay of Rs.2400) |
| 5. | Whether Selection Post or Non-Selection Post | Non-applicable |
| 6. | Age limit for direct recruitment | 18 to 27 years Note : 1. Age limit and its crucial date for determining it shall be as prescribed for the post of Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn. 2. Similarly, the upper age limit is relaxable for SC/ST/OBC/PWDs/Ex-serviceman and other such categories, as prescribed for the post of Stenographer Gr-D in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn. |
| 7. | Educational & other qualifications required for direct recruitment | Candidates must have passed 12 th standard or equivalent examination from a recognized Board or University. Similarly, other qualifications shall be as prescribed for the post of Stenographer Gr-D in the Stenographer Gr. C & D Examination notification of SSC, from which the panel for ICAR shall be drawn. |
| 8. | Whether age and educational qualification required for direct recruits will apply in case of promotees | Not applicable |
| 9. | Period of Probation, if any | Two years. |
| 10. | Method of recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes | 100% by direct recruitment (DR) failing which by deputation or transfer on permanent absorption. |
| 11. | In case of recruitment by promotion / deputation / absorption; grades from which | Direct Recruitment: (a) 100% by Direct recruitment |

