

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH

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Reply submitted to RTI queries by Dipanshu singh

Date of Received : 26.10.2020

Date of Disposed : 25.11.2020

With reference to the RTI application of Shri. Dipanshu singh, the replies submitted are given below:

Sr. No.	Information Sought	Reply
1.	Kindly provide the Recruitment Rules of the post of LDC/JSA of your office.	Copy of Recruitment rule for the part of LDC is enclosed herewith.
2.	Facilities and perks did an LDC/JSA employee avail.	Working facilities is to be provided time to time.
3.	kindly enclosed the service profile LDC/JSA employee	<ol style="list-style-type: none">1. Preparation of Bills (Pay, Medical, T.A., or any other type)2. Assistance related to Reports>Returns.3. Data entry and respective correspondence work.4. Work related to recruitment etc.5. Diary and Dispatch6. File maintenance.7. Any other work assigned by the Superior Authority.
4.	Kindly enclosed the leave, allowances and pay rules of LDC/JSA employee	Pay rules, Leave and allowance applicable as per DOPT guidelines.
5.	What are the posts did an LDC/JSA employee avails at the different level.	LDC can be promoted to the post of UDC, Assistant, Assistant Administrative Officer, Administrative Officer as per recruitment rule issued time to time.
6.	Where the LDC/JSA employee did trained and kindly enclosed the training module.	Required training is to be provided time to time.
7.	Is LDC/JSA employee are paid while training and entitled with allowances.	Allowance admissible as per DOPT guideline issued time to time.

8.	How many LDC/JSA are working in your all offices. Note:- I belongs to below poverty line category and as per RTI rules 2012 no RTI fees should be submitted by a citizen who is below poverty line category. I request to the concerned PIO that please make insure that the reply which will be sent by your office is in Hard copy format only.	Two LDC working at this institute.
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RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK IN ICAR SYSTEM

1.	Name of the post	Lower Division Clerk
2.	Classification	Administrative Group "C"
3.	Pay Band and Grade Pay/ Pay Scale	Pay Band-I , Rs. 5200-20200 +Grade Pay of Rs 1900/-
4.	Whether Selection Post or Non-selection Post	Non-selection
5.	Age limit for direct recruitment	18-27 years
6.	Educational & other qualifications required for direct recruitment	<p>1. 12th Class or equivalent qualification from a recognized Board or University</p> <p>2. A typing speed of 35 wpm in English or 30 w,p.m. in Hindi on computer.</p> <p>(35 w,p.m. and 30 w,p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word.</p>
7.	Whether age and educational qualification required for direct recruits will apply in case of promotees.	Yes, to the extent indicated in Col.9
8.	Period of Probation, if any.	Two Years.

9	<p>Method or recruitment whether by Direct Recruitment or by promotion or by deputation / absorption & percentage of vacancies to be filled by various modes.</p>	<p>1. 85% of vacancies by direct recruitment through open competitive examination conducted by ICAR Hqrs / ICAR Institutes. LDCS from the Central Government /State Government Departments desiring transfer can also be appointed against the vacancies meant for direct recruitment</p> <p>2. 10% of the vacancies shall be filled from amongst the group C Staff in the Grade Pay of Rs.1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST</p> <p>Candidates who pass the written examination will also be required to qualify in a typing test to the extent indicated in Col.6 above within a period of one year from the date of their appointment failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the competent authority according to the relevant rules in this regard.</p> <p>Note: If more of such employees than the number of vacancies available under clause</p> <p>3. Qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>4. 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have 3 years regular service in the posts with the Grade Pay of Rs.1800. Persons so promoted will be required to qualify in a typing test to the extent indicated in Col 6 within a period of one year from the date of their appointment as LDC failing which no annual increment shall be allowed until he/she has passed the typing test or this condition has been waived off by the</p>
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		competent authority according to the relevant rules in this regard.								
10	In case of recruitment by promotion / deputation / absorption; grades from which promotion / deputation / absorption is to be made.	As explained in Col.9 above.								
11	If a Departmental Promotion Committee exists what is its composition.	<p>AT THE ICAR HEADQUARTERS.</p> <table border="1"> <tr> <td><i>Under Secretary (Admn.), ICAR</i></td> <td><i>Chairman</i></td> </tr> <tr> <td><i>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</i></td> <td><i>Member</i></td> </tr> <tr> <td><i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</i></td> <td><i>Member</i></td> </tr> <tr> <td><i>An Outside Expert</i></td> <td><i>Member</i></td> </tr> </table>	<i>Under Secretary (Admn.), ICAR</i>	<i>Chairman</i>	<i>One Senior Officer not lower in status than Section Officer nominated by Director (Admn.)</i>	<i>Member</i>	<i>An Officer not lower in status than Under Secretary belonging to SC/ST community nominated by Director (Admn.)</i>	<i>Member</i>	<i>An Outside Expert</i>	<i>Member</i>
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12	Remarks	<p>1. Relaxation in upper age shall be allowed to Scheduled Caste/ Scheduled Tribe/ OBC and any other category as per the instructions issued by the Government of India from time to time.</p> <p>2. Reservation for SC, ST, & OBC candidates shall be made according to the percentage fixed from time to time by the Govt. of India for similar posts.</p>																

This is issued with the approval of the Director, ICAR-CICR, Nagpur.