


**icmr**  
 INDIAN COUNCIL OF  
 MEDICAL RESEARCH  
 NEW DELHI

**भारतीय आयुर्विज्ञान अनुसंधान परिषद**  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

 वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
 V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX 4911, NEW DELHI - 110 029

No.16/155/2015-Admn.II

Dated:09.12.2020

Office Memorandum

Subject:- ICMR Administrative Cadre (Group 'A', 'B' & 'C') Recruitment rules, 2017 – amendment thereof –

Schedule-III of Administrative Cadre (Group 'A', 'B' & 'C') Recruitment rules, 2017 in respect of Administrative Officer, Accounts Officer, Section Officer, Accounts Officer (Jr. Grade) & Assistant with the approval of Governing Council of ICMR in its meeting held on 20.8.2020 stands modified/amended as per details given below:-

Name of the post	Column No. of the RRs	Existing RRs	Amended RRs
Administrative Officer	10	100% by Promotion	100 % by promotion, failing which by deputation till the candidate eligible becomes available from the feeder Cadre.
	11	Promotion from Administrative Officers (Jr. Grade) in Level-8 (Rs.47600-151100) of Pay Matrix with four years regular service and Section Officer Level-7 (Rs.44900-142400) of Pay Matrix with five years regular service in the grade and possessing any degree and having working knowledge of computer, shall be eligible for consideration for promotion Note: the existing AO (Jr. Grade) / SOs not possessing graduation will also be considered for promotions to the grade of AO	<u>Promotion:</u> Administrative Officers (Jr. Grade) in Level-8 (Rs.47600-151100) of Pay Matrix with four years regular service and Section Officer Level-7 (Rs.44900-142400) of Pay Matrix with five years regular service in the grade and possessing any degree and having working knowledge of computer, shall be eligible for consideration for promotion Note: the existing AO (Jr. Grade) / SOs not possessing graduation will also be considered for promotions to the grade of AO. <u>Promotion by combined service:</u> Promotion from Administrative Officers (Jr. Grade) in Level-8 (Rs.47600-151100) of Pay Matrix and Section Officer Level-7 (Rs.44900-142400) of Pay Matrix based on combined five years regular service/ seniority of AO (Jr. Grade) / Section Officer and possessing any degree and having working knowledge of computer, shall be eligible for consideration for promotion (the

			<p>services rendered in the grade of AO (Jr. Grade) will also be counted).</p> <p><u>Deputation / ISTC:</u></p> <p>a) Officers from Central/State Govt./Autonomous Body/PSU;</p> <p>b) Holding analogous post or Section Officers in Level 8 having four years' regular Service in the grade or in Level 7 with 5 years regular service, in Central Govt./State Govt./Autonomous Body/ PSU.</p> <p>Note: The departmental officers shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.</p>
--	--	--	--

Name of the post	Column No. of the RRs	Existing RRs	Amended RRs
Accounts Officer	10	100% by Promotion	100 % by promotion, failing which by deputation till the candidate eligible becomes available from the feeder Cadre.
	11	<p>By promotion from Accounts Officer (Jr. Grade) [Level 7 (Rs. 44900-142400/-)] with four years regular service in the grade and Section Officers [Level 7 (Rs. 44900-142400/-)] with five years regular service and possessing the following qualifications and experience: -</p> <p>(i) B. Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost &amp; Works Accountants, Subordinate Accounts Services, Financial Analyst.</p> <p>(ii) Training in Cash &amp; Accounts from ISTM or Training from National Institute of Financial Management (NITFM), Faridabad or other recognized Institute;</p> <p>(iii) Working knowledge of Computer and Accounts Software; and</p> <p>(iv) Five years working experience in Finance/Accounts</p>	<p><u>Promotion:</u>No change</p> <p><u>Deputation / ISTC:</u></p> <p>a) Officers from Central/State Govt./Autonomous Body/PSU;</p> <p>b) Holding analogous post or Section Officers in Level 8 having four years' regular Service in the grade or in Level 7 with 5 years regular service, in Central Govt./State Govt./Autonomous Body/ PSU.</p> <p>c) Two years working experience in Budget/Finance/Accounts</p> <p>Note: The departmental officers shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.</p>


		Note: The existing ACOs (Jr Gr)/SOs not possessing the requisite educational qualifications will also be considered for promotion to the grade of ACO	
--	--	---	--

Name of the post	Column No. of the RRs	Existing RRs	Amended RRs
Section Officer	10	100% by Promotion	100% by promotion, failing which by deputation till the candidate eligible becomes available from the feeder Cadre.
	11	By promotion from Assistant [Level-6 (Rs. 35400-112400)] possessing any degree and having Working knowledge of Computer with 5 years regular service in the grade. Note: The existing assistants not possessing graduation will also be considered for promotion to the grade of SO.	Promotion: No change <u>Deputation /ISTC:</u> a) Officers from Central/State Govt./Autonomous Body/PSU. b) Holding Analogous post and possessing any degree having working knowledge of Computer or Assistant level -6&7, possessing any degree, having working knowledge of Computer and experience with 5 years' regular Service in the grade, in Central Govt./State Govt./Autonomous Body/ PSU Note: The departmental officers shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

Name of the post	Column No. of the RRs	Existing RRs	Amended RRs
Accounts Officer (Junior Grade)	10	100% by Promotion	100% by promotion from Assistant, failing which by deputation and failing both by direct recruitment.
	11	100% by promotion from the feeder grade of Section Officer [(level-7 (Rs. 44900-142400/-)] with one-year regular service and possessing the following qualifications and experience:  I. B. Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost & Works Accounts, SAS, Finance Analyst, Subordinate Accounts	<u>By promotion from</u> the grade of Assistant in level 6 (Rs. 35400-112400) with 05 years regular service in the grade and possessing the qualification and experience as mentioned in adjacent column (I) to (III), failing which by deputation and failing both by direct recruitment. Note: The existing Assistant not possessing the requisite educational qualifications will also be considered for promotion to the grade of ACO (Jr. Grade) till the 31.12.2025. (as per OM No. 16/155/2016-Admn.II dated 05.02.2020) <u>Deputation:</u>

		<p>Service.</p> <p>II. Working knowledge of Computer and Accounts Software and</p> <p>III. One year working experience in Finance.</p> <p>Note: The existing SAs/Assistant not possessing the requisite education qualifications will also be considered for promotion to the grade of ACO (Jr. Grade)</p>	<p>Officers from Central/State Govt./ Autonomous Body/PSU</p> <p>a. Holding analogous post or Assistant in level 6 &amp; 7, <u>having requisite qualification as mentioned in adjacent column (I) &amp; (II) with 05 years' regular service, in Central/State Govt./ Autonomous Organization/PSU</u></p> <p>b. Two years working experience in Budget/Finance/Accounts.</p> <p><u>Direct Recruitment:</u> The qualification and experience as mentioned for promotion will be applicable. The experience required will be two years working in Central/ State Government/ Autonomous body/ PSU.</p>
--	--	--	---

Name of the post	Column No. of the RRs	Existing RRs	Amended RRs
Assistant	10 (ii)	10% by LDCE from amongst UDC with five years regular service in the grade and having the requisite qualification as at Col. 7, failing which by DR	<p><u>Promotion:</u> No change</p> <p><u>LDCE:</u> 10% by LDCE from the available LDC/UDC who have rendered 10 years as LDC and 05 years as UDC in the grade, <u>having the requisite qualification</u>, failing which by Deputation and failing both by DR.</p> <p>Note: The LDCE examination for all vacancies of ICMR Hqs. &amp; Institutes put together would be held either by ICMR Hqs. or any Institute authorized by Hqs. to conduct the examination.</p> <p><u>Deputation:</u> Officials from Central/State Govt./ Autonomous Body/PSU with the following qualification &amp; experience:</p> <p>a. Holding analogues post or</p> <p>b. Upper Division Clerk in Level-4 (Rs.25500-81100) with 10 years regular service in the grade, having requisite qualification as mentioned in Col. No.7</p> <p><u>Direct Recruitment:</u> No change</p>



(Jagdish Rajesh)  
Assistant Director General (Admn.)

To

1. All Directors/Director-in-charge of ICMR Institutes/Centres
2. ADG(A)-I and II
3. ADG(Finance)

Copy to:

1. PS to DG/Addl.DG/Sr.DDG(A)/Sr.FA
2. All Sr. A.Os/Sr.ACOs/AOs/ACOs
3. S.O. Admn.I
4. Head, BMI for upload on icmr website under Administrative Cadre Rules