No. Admn.33-4/2025-Estt.I

भारतीय कृषिअनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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

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

नई दिल्ली, नवम्बर 23, 2026

कार्यालय ज्ञापन

विषय: भारतीय कृषि अनुसंधान परिषद में यूपीएससी प्रतिभा सेतु पोर्टल के माध्यम से प्रशासनिक अधिकारी (एओ) एवं वित्त एवं लेखा अधिकारी (एफ एंड एओ) के पदों पर अभ्यर्थियों के चयन हेतु मानक संचालन प्रक्रिया (एसओपी) – के संबंध में।

भारतीय कृषि अनुसंधान परिषद में प्रशासनिक अधिकारी एवं वित्त एवं लेखा अधिकारी के पदों पर संघ लोक सेवा आयोग के प्रतिभा सेतु पोर्टल के माध्यम से भर्ती हेतु मानक संचालन प्रक्रिया (एसओपी) सक्षम प्राधिकारी के अनुमोदन से एतद्द्वारा तत्काल प्रभाव से अधिसूचित की जाती है, जो सभी संबंधितों की जानकारी हेतु प्रेषित है।

23/11/26

(संदीप सिंह डूडी)

अवर सचिव (प्रशासन)

प्रति:

1. सचिव, कृषि वैज्ञानिक चयन मण्डल (एएसआरबी)।
2. सचिव, संघ लोक सेवा आयोग (विशेष ध्यानार्थ: श्री जे.के. मंडल, अवर सचिव (परीक्षा))
3. भारतीय कृषि अनुसंधान परिषद मुख्यालय के सभी उप महानिदेशक, सूचनार्थ।
4. भा.कृ.अनु.प के सभी संस्थानों/राष्ट्रीय अनुसंधान केंद्रों (NRCs)/निदेशालयों/ब्यूरो/कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थानों (ATARIs) के निदेशक।
5. भारतीय कृषि अनुसंधान परिषद के सभी अधिकारी एवं कर्मचारी।
6. महानिदेशक, भा.कृ.अनु.प के वरिष्ठ निजी प्रधान सचिव / सचिव, भा.कृ.अनु.प के निजी प्रधान सचिव / वित्त सलाहकार, कृषि अनुसंधान एवं शिक्षा विभाग (डेयर)/ भा.कृ.अनु.प निजी प्रधान सचिव।
7. अवर सचिव (भर्ती एवं पदोन्नति), भा.कृ.अनु.प मुख्यालय, नई दिल्ली।
8. कृषि ज्ञान प्रबंधन निदेशालय (डीकेएमए), भा.कृ.अनु.प की वेबसाइट पर अपलोड करने हेतु (इस कार्यालय ज्ञापन को "भा.कृ.अनु.प में प्र.अधि. एवं वि.एवं ले.अधि के पदों पर भर्ती" शीर्षक से एक अलग टैब के अंतर्गत अपलोड करने के अनुरोध सहित)।
9. रक्षित पत्रावली।

नोट: कृपया आवश्यकतानुसार इस कार्यालय ज्ञापन की प्रति डाउनलोड कर लें, क्योंकि इसकी भौतिक प्रतियां वितरित नहीं की जा रही हैं।

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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

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

New Delhi, Nov 23rd, 2026

OFFICE MEMORANDUM

Subject: Standard Operating Procedure for selection of candidates for the posts of Administrative Officer (AO) and Finance & Accounts Officer (F&AO) in ICAR through the UPSC Pratibha Setu Portal – regarding.

The Standard Operating Procedure for recruitment of Administrative Officer (AO) and Finance & Accounts Officer (F&AO) in Indian Council of Agricultural Research through the UPSC Pratibha Setu Portal is hereby notified with the approval of Competent Authority with immediate effect for the information of all concerned.

23/11/26

(Sandeep Singh Dudi)
Under Secretary (Admn.)

1. Secretary, ASRB
2. Secretary, UPSC (Kind Attention: Sh. J.K.Mandal, Under Secretary (Examination)).
3. All DDGs at ICAR Hqrs. for information.
4. The Directors of all the ICAR Institutes/ NRCs/ Directorates/ Bureaux/ ATARIs.
5. All officers and staff of ICAR Hqrs and Institutes.
6. Sr.PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA, DARE/ICAR
7. Under Secretary (R&P), ICAR Hqrs., New Delhi.
8. DKMA, ICAR for placing on the council's website (with request to place the OM under a separate Tab titled "Recruitment to the post of AO and F&AO in ICAR".
9. Guard file.

Note:- Please download the copy of this OM according to the requirement as the same is not being distributed physically.

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

November 23, 2026

NOTIFICATION

Subject: SOP for selection of candidates for the posts of Administrative Officer (AO) and Finance & Accounts Officer (F&AO) in ICAR through the UPSC Pratibha Setu Portal – regarding.

The Indian Council of Agricultural Research (ICAR) has decided to fill the posts of Administrative Officer (AO) and Finance & Accounts Officer (F&AO) under the Direct Recruitment quota by utilizing the panel of non-recommended and willing candidates made available by the Union Public Service Commission (UPSC) through the Pratibha Setu Portal, in terms of the Council's O.M. F.No Admn.16-4/2024-R&P dated 01.05.2025.

2. The Recruitment Rules for the posts of AO and F&AO have subsequently been amended vide Council's O.M. dated 17.04.2026. The eligibility conditions prescribed under the amended Recruitment Rules are aligned with the corresponding eligibility conditions applicable to the Civil Services Examination (CSE) conducted by UPSC.

3. The Council has accordingly decided to utilize the candidate dossiers made available on the UPSC Pratibha Setu Portal for recruitment to the posts of AO and F&AO against vacancies under the Direct Recruitment quota.

4. With a view to ensuring transparency, uniformity, fairness and adherence to the applicable Recruitment Rules, the following procedure shall be followed for shortlisting, scrutiny and finalization of the select panels:

A. VACANCIES AND SOURCE OF CANDIDATE DOSSIERS

5. The vacancies to be filled through the Pratibha Setu Portal shall be determined with reference to the approved vacancy position for the relevant vacancy year and the applicable Recruitment Rules, reservation rosters and Government of India instructions on reservation.

6. Initially for vacancies up to Vacancy Year 2025, the dossiers of candidates of CSE, 2024, uploaded on the Pratibha Setu Portal shall be considered. For vacancies of Vacancy Year 2026, including unfilled vacancies of previous years carried forward for filling during 2026, the dossiers of candidates of CSE, 2025,

as and when made available on the Pratibha Setu Portal, shall be considered. The same principle shall be followed for subsequent vacancy years, i.e. vacancies of a particular year shall be filled using the dossiers of candidates of the preceding year's CSE, as and when made available on the Pratibha Setu Portal.

7. The number of vacancies indicated at any stage of the recruitment process shall be provisional and may increase or decrease before finalization of the select panels or issue of offers of appointment, depending upon the actual vacancy position, reservation rosters, administrative requirements and other relevant factors. No candidate shall have any claim for appointment merely on the basis of the number of vacancies initially indicated.

B. MERIT AND INITIAL SHORTLISTING

8. The inter-se merit of candidates shall be determined solely on the basis of the percentile-based merit/ranking available on the Pratibha Setu Portal. Since the Portal does not provide the stage-wise marks obtained by candidates in the Preliminary Examination, Main Examination and Personality Test, the marks obtained at the individual stages of the CSE shall not be taken into consideration for the purpose.

9. Candidates shall initially be considered under the category indicated against their name on the Pratibha Setu Portal. The category and other relevant eligibility particulars shall be verified on the basis of the information and supporting documents furnished by the candidates in the prescribed proforma for application enclosed at **Annexure-I**.

10. For the purpose of obtaining willingness and undertaking preliminary scrutiny of eligibility, candidates shall initially be shortlisted in the ratio of 1:5 against the available vacancies in each relevant reservation category, subject to availability of candidates. If required, the shortlist may be extended to include the next candidate(s) in order of merit available on the Portal to complete the panel.

11. The initial shortlist shall be only for obtaining willingness and undertaking further scrutiny. Inclusion of a candidate in the initial shortlist shall not confer any right or claim to appointment. The candidature shall remain provisional and subject to fulfilment of the prescribed eligibility conditions, scrutiny and verification of the information and documents furnished, availability of vacancies and subsequent inclusion in the duly approved select panel.

C. PUBLICITY AND OBTAINING WILLINGNESS

12. Adequate publicity shall be given to the recruitment process. The notice inviting willingness from intended candidates shall be placed on the ICAR & ASRB website and shall also be published in the Employment News and in two National Daily Newspapers, one in Hindi and one in English.

13. Individual intimation shall also be sent by e-mail to the candidates at the e-mail addresses available on the UPSC Pratibha Setu Portal. However, non-receipt of such e-mail or inability to access it shall not, by itself, be a ground for extension of the prescribed time limit.

14. Such candidates shall be required to submit their willingness in the prescribed format within the specified time, along with the requisite information and supporting documents.

15. Only those candidates who submit their willingness, duly completed proforma and requisite supporting documents within the stipulated time, or within such extended period as may be allowed by the Competent Authority, shall be considered for further stages of the selection process.

D. SCRUTINY OF ELIGIBILITY

16. The eligibility of candidates who have furnished their willingness shall be examined with reference to the Recruitment Rules applicable to the post and the relevant Government of India/ICAR instructions. The scrutiny shall, inter alia, cover:

(i) age and date of birth;
(ii) educational and other qualifications prescribed for the post;
(iii) category in which the candidate was considered in the relevant CSE conducted by UPSC and validity of the relevant SC/ST/OBC/EWS/PwBD certificate wherever applicable;
(iv) fulfilment of other conditions prescribed under the relevant Recruitment Rules;
(v) authenticity, validity and completeness of the information and documents furnished by the candidate.

17. The prescribed certificates for claiming reservation under SC/ST, OBC (Non-Creamy Layer), EWS & PwBD categories shall be issued by the competent authority prior to the closing date for submission of willingness/application. The candidates must fulfil the prescribed eligibility conditions for claiming reservation as on the said date. The certificates shall be in the prescribed format and meet the applicable DoPT/UPSC requirements, including those relating to the relevant financial year in the case of OBC-NCL and EWS certificates.

18. Since the select panels are being prepared from among candidates made available through the UPSC Pratibha Setu Portal on the basis of the CSE already conducted by UPSC, a candidate shall be considered in the same category in which he/she was considered in the relevant CSE subject to validity of supporting documents. For example, a candidate who appeared in the CSE as a General (Unreserved) category candidate shall not subsequently claim EWS or any other

reserved category for the purpose of preparation of the ICAR select panel. No change of category shall be permitted at this stage.

19. A Scrutiny Committee shall be constituted by the Competent Authority for detailed scrutiny of the information and supporting documents furnished by the candidates. The Committee shall examine the eligibility of the candidates, including their category claims, qualifications, certificates, relaxation/concession claims and other relevant documents, and make recommendations regarding the eligibility of candidates for inclusion in the select panel.

20. Candidates found ineligible, or whose requisite documents are not furnished within the prescribed time, or whose certificates, claims or information are found to be invalid, deficient or otherwise not acceptable under the applicable rules, shall not be considered for inclusion in the select panel.

E. PREPARATION OF SELECT PANELS

21. The committee shall prepare separate select panels for AO and F&AO from among the candidates who have furnished their willingness and have been found eligible after scrutiny. The panels shall be prepared strictly on the basis of the percentile-based merit/ranking available on the Pratibha Setu Portal, subject to the applicable vacancies, reservation provisions, eligibility conditions and order of preference indicated by the candidates.

22. The candidates shall be required to indicate their order of preference for the posts of AO and F&AO in the prescribed proforma. Where a candidate is selected for appointment against the post placed higher in his/her order of preference, he/she shall not be considered for inclusion in the select panel for the post placed lower in his/her order of preference.

23. The select panels shall be prepared with reference to the number of vacancies in each relevant category, the applicable reservation roster, the extant Recruitment Rules and the prevailing Government of India/ICAR instructions. The provisions relating to consideration of reserved category candidates on own merit, wherever applicable, shall be followed as per extant instructions. Horizontal reservation for PwBD candidates shall also be applied in accordance with the applicable instructions.

F. DOCUMENT VERIFICATION AND FINALIZATION OF SELECT PANELS

24. Candidates proposed for inclusion in the select panels shall be called for document verification and shall be required to produce the original certificates and documents in support of their candidature, as specified in the call letter.

25. A candidate who fails to appear for document verification within the prescribed time or fails to produce the required original documents shall not be

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included in the final select panel, unless the Competent Authority allows additional.

26. The final select panels shall be prepared and placed for approval of the Competent Authority only after satisfactory completion of document verification and fulfilment of all other prescribed requirements.

G. MEDICAL EXAMINATION AND APPOINTMENT

27. Candidates included in the approved final select panels shall thereafter undergo the prescribed medical examination/medical fitness assessment by the competent medical authority, wherever applicable.

28. ICAR may communicate with UPSC to obtain confirmation regarding the identity of the selected candidates to ensure that each candidate selected by ICAR is the same individual who had appeared in the concerned UPSC examination/selection process and whose details and dossier are available on the UPSC Pratibha Setu Portal.

29. Provisional Offers of appointment shall be issued only to candidates found medically fit and otherwise eligible for appointment, subject to fulfilment of all applicable conditions of appointment.

30. Appointment shall remain subject to verification of the certificates, documents, category claims and other information furnished by the candidate. If, at any stage, any information or document furnished by a candidate is found to be false, incorrect, forged, misleading or suppressed, the candidature or appointment, as the case may be, shall be liable to cancellation/termination besides initiation of criminal proceedings as per law.

H. GENERAL PROVISIONS

31. No separate written examination, skill test or interview shall be conducted by ICAR for selection under this procedure. The selection shall be based on the CSE already conducted by UPSC and the candidate information/dossiers & Percentile/merit made available through the Pratibha Setu Portal, subject to the eligibility, reservation, scrutiny and other conditions prescribed herein.

32. No correspondence shall ordinarily be entertained regarding alteration of the percentile-based merit/ranking available on the Pratibha Setu Portal, change of category or modification of the basic candidature particulars relating to the CSE.

33. Any matter arising during implementation of this procedure which is not specifically covered herein shall be dealt with in accordance with the extant Recruitment Rules and applicable Government of India/ICAR instructions. Where

necessary, such matter shall be placed before DG, ICAR for a decision. The decision of DG, ICAR in this matter shall be final.

34. The Director General, ICAR may, at any stage, cancel or discontinue the recruitment process, either in whole or in respect of any particular post, vacancy or category, if considered necessary in the administrative or public interest. In such an event, no candidate shall have any right or claim for appointment merely on account of having participated in the recruitment process, having been shortlisted or having been included in any select panel, unless an appointment has already been made in accordance with the applicable rules.

35. The procedure contained in these guidelines shall be subject to the applicable Recruitment Rules, Government of India instructions and orders issued from time to time. In case of any inconsistency between these guidelines and any statutory rule or binding Government instruction, the latter shall prevail.

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(Vampad Sharma)
Director (Admn.)

Annexure-I

PROFORMA FOR COLLECTION OF INFORMATION FROM CANDIDATES WHO APPEARED IN THE CIVIL SERVICES EXAMINATION (CSE) CONDUCTED BY UPSC AND ARE LISTED ON THE UPSC PRATIBHA SETU PORTAL, FOR CONSIDERATION FOR APPOINTMENT TO THE POSTS OF ADMINISTRATIVE OFFICER (AO) AND FINANCE & ACCOUNTS OFFICER (FAO) IN ICAR

Submission of this proforma shall not confer any right to appointment. The candidature will be subject to verification of documents and eligibility, as well as availability of vacancies. An offer of appointment will be issued separately to the candidates found suitable & included in select panel.

Candidates are advised to read ICAR's procedure for selection of candidates before filling up the form

1. Basic Details

Sl. No.	Particulars	Information to be filled by Candidate
1.	Name (in full, as per Matriculation Certificate)	
2	Photograph (Paste recent passport size photograph)	Paste your photograph here
3.	Father's Name	
4.	Mother's Name	
5.	Date of Birth (DD/MM/YYYY)	
6.	Gender	
7.	Nationality	
8.	Aadhaar Number (optional)	
9.	Roll Number in relevant CSE	

Contact Details

Sl. No.	Particulars	Information to be filled by Candidate
1.	Correspondence Address	
2.	Permanent Address	
3.	Mobile Number	
4.	Email ID	

2. Category & Reservation Status

Sl. No.	Particulars	Information to be filled by Candidate
1.	Community Category under which the candidate appeared in CSE 2024 (General/OBC/SC/ST/EWS/PwBD)	

3. Educational Qualifications (Starting from Matriculation)

Exam Passed	Board/ University	Year	Subjects	% Marks/ CGPA	Division

4. Professional / Technical Qualifications (if any)

(Include CA/ICWA/MBA/LLB etc.)

5. Employment Details (if any)

1. Present Employment Status: Employed / Unemployed
2. If employed:
   - Name of Organization:
   - Post Held:
   - Nature of Employment: Regular/Contract/Ad-hoc
   - Date of Joining:
   - Pay Level / Salary:

3. Whether working in Govt./PSU/Autonomous Body: Yes/No
4. If yes, Give details:

6. Service & Conduct Information

1. Whether ever debarred by UPSC/SSC or any other agency: Yes/No
2. Whether any criminal case is pending /decided: Yes/No
3. Whether dismissed/removed from Govt. service earlier: Yes/No

7. Documents to be Submitted (Self-attested copies)

(Please tick ✓ in the appropriate column and attach the documents)

Sl. No.	Name of Document	Attached (✓/X)
1.	Matriculation Certificate (Proof of Date of Birth) (Mandatory)	
2.	Graduation Certificate & Marksheet (Mandatory)	
3.	Post-Graduation Certificate (if applicable)	
4.	Valid Category Certificate (SC/ST/OBC/EWS/PwBD) (Mandatory for claiming reservation)	
8.	Experience Certificate (if any)	
9.	No Objection Certificate from Present Employer (Mandatory in case of Govt/PSU employment)	
10.	Mark sheet of Relevant CSE (Mandatory)	
11.	Call Letter for Personality Test for the relevant CSE (Mandatory)	
12.	Copy of Detailed Application Form submitted for the relevant CSE (Mandatory)	
13.	Self-attested copy of any Government-issued Photo Identity Card (mandatory)	
14.	Any other relevant document (please specify)	

8. Preferences & Willingness

Post Preference

1. The candidate is requested to indicate his/her preference for appointment to the following posts in ICAR by assigning order of preference (1 for highest preference and 2 for next preference):

Sl. No.	Name of the Post	Order of Preference (1/2)
1.	Administrative Officer	
2.	Finance & Accounts Officer	

Note:

(i) The candidate shall assign distinct preference numbers to each post.
(ii) In case no preference is indicated candidate will not be considered for that post.
(iii) If a candidate is included in select panel for the post for which he has indicated higher preference, he will not be considered for the post of lower preference. However, if he/she is not included in select panel of post of higher preference, he will also be considered for the post of lower preference

9. Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge. I am the I understand that any false information or suppression of facts may lead to cancellation of my candidature at any stage.

Date:

Place:

Signature of Candidate:

Name of the Candidate: