CIRCULAR

Sub:- Filling up of one post of Assistant (Un-reserved) in the PB-2 of Rs. 9300-34800+4200 Grade Pay under Limited Departmental Competitive Examination quota at NDRI, Karnal.

It is bring to the notice of all concerned staff that one post of Assistant (Un-reserved) at NDRI, Karnal is to be filled up from the eligible Upper Division Clerks working at NDRI, Karnal and its regional Stations at SRS, Bangalore and ERS, Kalyani through Limited Departmental Competitive Examination quota as per the existing recruitment rules prescribed for the post of Assistant. The Upper Division Clerks in the PB-2 of Rs. 5200-20200 + 2400 Grade Pay/2800 Grade Pay (under MACP) and Rs. 9300-34800 + 4200/ 4600 Grade Pay (under MACP) working at NDRI, Karnal and its Regional Stations having not less than six years of regular service in the grade as on 01.07.2016 are eligible to apply for the above vacancy/post in the enclosed proforma. It has been decided with the approval of competent authority that the cut-off marks for qualifying the written examination will be 33% for this examination. The syllabus and Plan of Examination are given as under:-

Part-I

Written Examination carrying maximum 400 marks in the subjects given below. Each paper will carry a maximum of 100 marks and will be of the two hours duration.

Paper-I Noting, Drafting & Précis writing.
Paper-II Office Procedure and practice generally and also specifically with reference to the ICAR.

The Question Papers of each subject would be prepared both in Hindi and English. Candidates are allowed the option to answer the papers either in English or Hindi (Devanagari). The syllabus for the above question papers is also enclosed (Annexure-I).

Note:1: The option will be the same for all the papers mentioned above and not for different papers or different questions in the same paper.
Part-II

Evaluation of record of service of the candidates for a period of 5 years carrying a maximum of 150 marks.

The above post may be circulated and brought to the notice of all eligible Upper Division Clerks. The interested eligible candidates may apply through their respective Head/Incharge of Divisions/Sections in the enclosed prescribed proforma latest by 30 days from the issue of above circular. Applications after the stipulated date and time shall not be entertained.

The examination schedule for the written part of the Limited Departmental Competitive Examination will be notified separately.

Sd/-
Senior Admn. Officer

Distribution:-

1. All Head of Divisions/Sections, NDRI, Karnal. For circulation ‘amongst the UDCs.
2. Head, SRS of NDRI, Adugodi Post, Bangalore-560 030. (By Post/Fax)
3. Head, ERS of NDRI, Kalynai, Distt.-Nadia, West Bengal. (By Post/Fax)
4. I/c, Computer Centre, NDRI, Karnal with the request to kindly up load the same on the NDRI Website.
5. PS to Director, NDRI, Karnal.
ANNEXURE-I

Syllabus for Limited Departmental Competitive Examination for the post of Assistant at ICAR Headquarter and ICAR Research Institutes.

WHERE KNOWLEDGE OF THE RULES, ORDERS, INSTRUCTIONS ETC. IS REQUIRED CANDIDATES WILL BE EXPECTED TO BE CONVERSANT WITH AMENDMENTS ISSUED UPTO THE DATE OF NOTIFICATION OF THIS EXAMINATION.

1. **NOTING, DRAFTING & PRECIS WRITING**
   In addition to questions requiring candidates to prepare notes and draft on specific problems, passages may also be set for summary or précis.

2. **OFFICE PROCEDURE AND PRACTICE**
   This is intended to be an intensive and detailed test in methods and procedure of work in the I.C.A.R. specifically and also in the Govt. of India Secretariat and attached offices generally. Some guidance on the subject can be obtained from:-
   
i) Manual of Office procedure current at the time of Notification.
   ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.

3. **GENERAL KNOWLEDGE OF THE CONSTITUTION OF INDIA AND MACHINERY OF GOVERNMENT PRACTICE AND PROCEDURE IN PARLIAMENT.**
   Note:-Knowledge of the following will be expected:-
   i) The main principles of the Constitution of India.
   ii) Rules of procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
   iii) The organization of the machinery of Govt. of India - designation and allocation of subjects between Ministries and Departments and Attached and Subordinate Offices and their relation inter-se.

4. **GENERAL, FINANCIAL AND SERVICE RULES**
   The following books are recommended:-
   i) Fundamental and Supplementary Rules (A.G.P.&Ts. compilation or Chaudhuri's Compilation).
   vii) Rules and Bye-Laws of the ICAR.
   viii) A.R.S.Booklet brought out by ICAR.
   x) Revised Leave Rules.
LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION -2016
FOR RECRUITMENT TO THE POST OF ASSISTANT AT NDRI, KARNAL

APPLICATION FORM

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

1. Name & Designation of the Candidate

2. Father’s/Husband name

3. Date of Birth (DD-MM-YYYY format)

4. Educational Qualification

5. Date of continuous and regular appointment to the post of UDC

6. Medium for answering Question Papers: (Write in words either English or Hindi)

7. Name of Divn./Section/Station

8. Brief particulars of service including the present post:

<table>
<thead>
<tr>
<th>Period</th>
<th>Post held</th>
<th>Pay Scales</th>
<th>Nature of duties</th>
</tr>
</thead>
</table>

9. Category to which belongs (SC/ST/OBC/GEN)

10. Whether the employee is permanently/temporarily.

11. Whether opted for Council’s service or not.

12. Any other information

Date:___________ Signature of the Candidate