



F.No.ATARI/Zone-VII/LDCE/2022-2023

Dated.16th November,2023

NOTICE

Limited Departmental Competitive Examination-2023
for Recruitment to the Post of Assistant at ICAR -ATARI,Zone-VII,Umiam
(Barapani)Meghalaya

A Limited Departmental Competitive Examination for drawing up a select panel for filling up **01 (One) vacant posts (UR-01) of Assistants in the PB-2 – Rs. 9,300 – 34,800 + Grade pay of Rs.4,200/-** falling under "Limited Departmental Quota" at the ICAR-ATARI, Zone-VII, Umiam (Barapani),Meghalaya will be held by the ICAR-ATARI, Zone-VII, Umiam on 12th & 13th December,2023 in accordance with the rules issued by the Indian Council of Agricultural Research (ICAR). The date for the examination is tentative and liable to change. The exact date, time and venue of the examination will be intimated to the candidates in their Admission Certificates. The venue of the written examination will be ICAR-ATARI, Zone-VII, Umiam (Barapani), Meghalaya.

2. The ICAR-ATARI, Zone-VII,Umiam(Barapani),Meghalaya will have the discretion to fix qualifying marks in any or all the subject of the examination. However, with the approval of competent authority, it has been decided that the cut off marks for **qualifying the written examination will be 40% and 30% for UR (General) and SC/ST candidates respectively for this examination.**

3. The rules, scheme of examination, syllabus and application form for the examination are also available in **ICAR-ATARI, Zone-VII Umiam website.**

4. Interested persons who are eligible to appear in the aforesaid examination may send their applications in the prescribed application forms (proforma enclosed) through proper channel so as to reach the undersigned latest by **06.12.2023 (05.00 P.M.)**

Applications received after the due date under any circumstances is liable to be rejected.

Assistant Administrative Officer

Distribution:

1. The PPS to Director, ICAR-ATARI,Zone-VII ,Umiam (Barapani) Meghalaya for information.
2. The I/C. Assistant Finance & Accounts Officer, ICAR-ATARI, Zone-VII, Umiam (Barapani) Meghalaya.
3. The Concern Eligible Employees, ICAR-ATARI, Zone-VII , Umiam (Barapani) Meghalaya.
4. The Notice Board/Office Web Site.
5. Spare Copy.



F.No.ATARI/Zone-VII/LDCE/2022-2023

Dated.16th November,2023

- Sub: **Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant - Reg.**
- Ref: **F.No.Admn.11-2/2022-R&P Dated.7th June,2023 Indian Council of Agricultural Research (ICAR)'s Group 'B' Administrative Posts Recruitment Rules,2023-reg.**

It is proposed to fill up 01(One) vacancy in the post of Assistant by conducting Limited Departmental Competitive Examination from among the eligible Upper Division Clerks as provided in the Recruitment Rules under reference cited.

2. Eligibility for appearing in the Examination:

As per the Recruitment Rules, Upper Division Clerks in the pay of Level-4 Rs.25500-811 (Pre -revised Pay Band-1,Rs.5200-20200 with grade of Rs.2400) of ICAR Institute who have completed minimum 06 years regulars service in the grade as on the date prescribed by DoP&T/ICAR.

NOTE:

1. Where junior UDCs who have completed their qualifying/ eligibility service are considered eligible for appearing in LDCE for the post of Assistant, the senior should also be allowed to appear in the LDCE, provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two 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/eligibility service.
2. The Crucial date for determining the eligibility shall be as per the guidelines/instructions of the DoP&T as issued from time to time.
3. The Year-wise vacancies and the crucial date for calculation of 6 years of service for eligibility for each year are detailed below:

Vacancy year	No. of vacancies	Crucial date for eligibility
24.08.2010	01	23.08.2016
24.08.2016	01	23.08.2022

Contd.-02

RGP
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4. The category wise reservation break-up of single Post Vacancy is given below:

Vacancy year	No. of vacancies	Vertical			PwBD (Horizontal)
		UR	SC	ST	
01.01.2023	01	01	00	00	00

5. Procedure for submission of application:

A candidate seeking admission to the examination must submit his/her application in the prescribed form (**ANNEXURE-II**), duly filled in his/her own handwriting, along with necessary documents through the Head of Department/ Office concerned, well before the last date/time. The Head of Department/Office concerned shall certify the particulars of the official as required in Part-II of the application and forward the same to the Director, ICAR-ATARI, Umiam and Administrative Reforms (Personnel Wing), Umiam, Barapani, **on or before 06.12.2023(5:00 PM)**. Applications which are incomplete or not properly filled in and applications received in this Department after the due date/time will summarily be rejected.

6. Last date for receipt of application: The last date for receipt of application is **06.12.2023(5:00 PM)**.

7. Syllabus and date of examination:

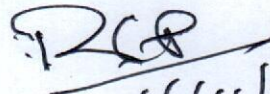
The Syllabus of the examination is as given in the Annexure-III to the Note/Memorandum. The date of examination will be intimated later.

Candidates should clearly understand that this is a Competitive Examination and not a Qualifying Examination. Success in the examination confers no right for selection unless Government is satisfied that the candidate is eligible and suitable in all respects for selection.

8. Examination Centre: The Examination Centre will be in ICAR- ATARI, Zone-VII, Umiam (Barapani),Meghalaya only.

9. A candidate, who after applying for admission to the examination or after appearing for it, resigns his post in this administration or otherwise quits the service or severs his connection with it or whose services are terminated by this Department or who is appointed to an ex-cadre post or to another service on 'transfer' and does not have a lien in the post of UDC in this Administration, will not be eligible for appointment, based on the results of this examination.

10. This Note / Memorandum and the syllabus of the examination has been hosted in this Institute official website reference.


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Assistant Administrative Officer

APPLICATION FORM

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

1. Name of the candidate _____
2. Designation _____
3. Father/Husband's Name _____
4. Date of Birth (DD-MM-YYYY format) : _____
5. Educational Qualification _____
6. Date of continuous and regular appointment to the post of UDC at ICAR-ATARI, Zone-III, Umiam ,(Barapani),Meghalaya. _____
7. Medium for answering Question Papers (Write in words either English or Hindi) _____
8. Present place of posting (Name of Section / Unit where working) _____
9. Category to which belongs (SC / ST / OBC / General) _____
10. Any other information _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Signature of the Candidate

Name:-

Designation:-

Date.

PART-II

FOR USE BY THE ESTABLISHMENT DIVISION, ICAR -ATARI,Umiam

Certified that:-

11. Shri / Smt. / Kumari _____ is having 06(six) years Regular and continuous service in the grade of UDC as on _____ and is eligible for the post of Assistant.
12. He / she belong to _____ category.
13. There are no circumstances rendering him / her unsuitable for promotion to the post of Assistant.
14. Sh./Smt./Kumari _____ is free from Vigilance /disciplinary angle.

Head of Office

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN - NEW DELHI

F.No. 14(3)/89 - Estt.I

Dated the 8th January, 1990.

To

The Directors/Project Director of all the research Institutes under ICAR.

Sub:- Syllabus for Limited Departmental Competitive Examination for
Filling up the post of Assistant at ICAR Hqrs and at
its Research Institutes- Prescription of.

Sir,

I am to say that the Recruitment Rules for the post of Assistant at the Hqrs of the Council and its Research Institutes prescribe a fixed percentage of vacancies to be filled up on the basis of Ltd. Departmental Competitive Examination confined to UDCs/Sr. Clerks. The matter regarding prescribing of uniform syllabus and scheme for the Ltd. Departmental Competitive Examination for the post of Assistant at the Council's Hqrs as well as its Research Instts. has been under consideration for some time past. It has now been decided with the approval of DG, ICAR that the syllabus and scheme for the said exam will be as under:-

PART - I

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

Paper I	-	Noting Drafting, Precis writing
Paper II	-	Officer Procedure and practice generally and also specifically with reference to the ICAR.
Paper III	-	General Knowledge of the Constitution of India and Machinery of Govt. Practice and procedure in Parliament.
Paper IV	-	General Financial and Service Rules.

The Syllabus (in details) for the above question papers is enclosed (Annexure-I)

PART - II

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

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(M.S. Kaundal)
Under Secretary (A)

SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF ASSISTANT

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

1. NOTING AND DRAFTING, PRECIS WRITING

In addition to question requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary of précis.

2. OFFICE PROCEDURE AND PRACTICE

This is intended to be an intensive and detailed test in methods and procedure of work in the ICAR specifically and also in the Government 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.**
- iii) Manual of Administrative Instructions compiled by P.V. Hariharasankaran.**

3. GENERAL KNOWLEDGE OF THE CONSTITUTION OF INDIA AND MACHINERY OF GOVT. 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 subject 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.**
- ii) The Central Civil Services Pension Rules 1972**
- iii) The Central Civil Services (Conduct) Rules 1964.**
- iv) The Central Civil Services (Classification, Control and Appeal) Rules 1965.**
- v) Compilation of the General Financial Rules.**
- vi) Delegation of Powers in ICAR (O. S. Garg's Compilation).**
- vii) Rules and Bye-laws of the ICAR.**
- viii) A.R.S. Booklet brought out by ICAR.**
- ix) Handbook of Tech. services brought out by Indian Council of Agricultural Research.**
- x) Revised Leave Rules.**