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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI**

F.No.33(5)/2001-Estt.I

Dated the 20th October, 2005

To

The Directors of all the ICAR Research Institutes / Bureaux / PDs / NRCs.

Subject : Scheme and Syllabus for the Limited Departmental Competitive Examination for the posts of Section Officer / Assistant Administrative Officer.

In partial modification of letter No.33(5)/2001-Estt.I dated 27.06.2001 on the subject cited above, the rules for the Limited Departmental Competitive Examination to be held by the Agricultural Scientists Recruitment Board / concerned Institute for drawing up a select panel for filling up the posts of Section Officers / Assistant Administrative Officer in the pay scale of Rs.6500-200-10500 falling under "Limited Departmental Competitive Examination Quota" are notified herewith.

1. The number of persons to be selected for inclusion in the Select Panel / List will be specified in the Notice issued by the Agricultural Scientists Recruitment Board / concerned Institute. Reservations shall be made for candidates belonging to the Scheduled Castes and the Scheduled Tribes in respect of posts as per practice in the Government of India / ICAR.
2. The examination will be conducted by the Agricultural Scientists Recruitment Board/concerned Institute in the manner prescribed in Appendix to these rules.
3. The dates on which and the place at which the examination will be held shall be fixed by the Agricultural Scientists Recruitment Board / concerned Institute.
4. The examination will be confined to :-
 - (i) For the post of SO at ICAR Hqrs. : Assistants and Personal Assistants at the ICAR Headquarters having not less than five years regular service in the Grades as on the closing date notified for receipt of applications for the examination.
 - (ii) For the post of AAO at ICAR Research Institutes : Supdt.(Admn.) / Sr. Steno. having three years regular service or 5 years combined regular service in the grade of Assistant & Supdt.(Admn.) / P.A. & Sr. Steno. or 5 years regular service in the grade of Assistant / P.A. in the scale of Rs.5500-9000 as on the closing date notified for receipt of application for examination, at the respective Institute.
5. The decision of the Agricultural Scientists Recruitment Board / Director of the concerned Institute as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
6. No candidate will be admitted to the examination unless he holds a certificate of admission from the Agricultural Scientists Recruitment Board / concerned Institute.

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7. A candidate who is declared by the Agricultural Scientists Recruitment Board / concerned Institute to be guilty of :

- (i) Obtaining support for his candidature by the following means, namely :-
 - (a) Offering illegal gratification to, or
 - (b) Applying pressure on, or
 - (c) Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (ii) Impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated document or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to the following means in connection with his candidature for the examination, namely
 - (a) obtaining copy of question paper through improper means, ---
 - (b) finding out the particulars of the persons connected with secret work relating to the examination, or
- (vii) using unfair means during the examination, or
- (viii) writing obscene matter or drawing obscene sketches in the scripts, or
- (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- (x) harassing or doing bodily harm to the staff employed by the Agricultural Scientists Recruitment Board / by the concerned Institute for the conduct of their examination, or
- (xi) violating any of the instructions issued to candidates alongwith their admission certificates permitting them to take the examination, or
- (xii) attempting to commit or as the case may be abetting the ASRB / Institute of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable :-
 - (a) to be disqualified by the Agricultural Scientists Recruitment Board / the concerned Institute from the examination for which he is a candidate and / or
 - (b) to be debarred either permanently or for a specific period :
 - (i) by the Agricultural Scientists Recruitment Board / the concerned Institute from any examination or selection held by them;
 - (ii) by the Indian Council of Agricultural Research, from any employment under them; and
 - (c) to disciplinary action under the appropriate rules.

8. After the examination, candidates will be arranged by the Agricultural Scientists Recruitment Board / the concerned Institute in the order of merit as disclosed by the aggregate marks finally awarded to each candidate in the select panel / list and in that order equal to the number of posts to be filled. Apart from the select panel / list, a reserve panel / list may also be prepared in accordance with the relevant instructions / guidelines in force.

Provided that candidates belonging to the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Agricultural Scientists Recruitment Board / the concerned Institute by a relaxed standard, to make up the deficiency in the reserved quota, subject to the fitness of these candidates for inclusion in the Select List irrespective of their ranks in the order of merit at the examination and in this connection, relevant Government of India instructions / guidelines in force may be followed.

Note : Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List on the results of the examination is entirely within the competence of I.C.A.R. to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of his performance in this examination, as a matter of right.

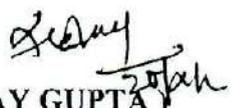
- 9. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Agricultural Scientists Recruitment Board / the concerned Institute in their discretion and the Agricultural Scientists Recruitment Board / the concerned Institute will not enter into correspondence with them regarding the result.
- 10. Success in the examination confers no right to selection unless Indian Council of Agricultural Research are satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is eligible and suitable in all respects for selection.

Provided that the decision as to eligibility for selection in the case of any candidate recommended for selection by the Agricultural Scientists Recruitment Board / the concerned Institute shall be taken in consultation with the Agricultural Scientists Recruitment Board / the concerned Institute.

- 11. A candidate who after applying for admission to the examination or after appearing at it, resigns his appointment or otherwise quits the service or severs his connection with it or whose services are terminated by his Department or who is appointed to an ex-cadre post or another service or transferred and does not have a lien in the Assistants' Grade / Supdt.(Admn.) or the Personal Assistants' Grade / Sr. Steno of the Indian Council of Agricultural Research / ICAR Institutes, will not be eligible for appointment on the result of this examination.

This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

Yours faithfully,


(SANJAY GUPTA)
DEPUTY SECRETARY (ADMN.)

Encls : As above.

APPENDIX

1. The examination shall be conducted according to the following Plan :-

- Part I Written examination carrying a maximum of 500 marks in the subjects as shown in Para 2 below.
- Part II Evaluation of record of service of such of the candidates as may be decided by the Agricultural Scientists Recruitment Board / the concerned Institute at their discretion carrying a maximum of 150 marks.

2. The subjects in which the candidates will be required to take the written examination, will be as follows :-

Paper No.	Subject
1.	Noting, Drafting and Precis Writing.
2.	Office procedure and practice generally and also specifically with reference to the ICAR.
3.	General Knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
4.	General Financial and Service Rules.
5.	General Studies (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

Note : The paper on General Studies will consist of Objective Type Questions only.

3. Syllabus for the examination will be as shown in the Schedule.
4. Candidates are allowed the option to answer all the aforesaid five papers in English or in Hindi (Devanagri). Question Papers for all the five papers will be set in Hindi and in English. The option will be the same for all the five papers mentioned above and not for different papers or different questions in the same paper.

Note 1 : Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagri) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

Note 2 : Candidates exercising the option to answer the paper in Hindi (Devanagri) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.

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5. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
6. The Agricultural Scientists Recruitment Board / ICAR have the discretion to fix qualifying marks in any or all the subjects of the examination.
7. Marks will not be allotted for mere superficial knowledge.
8. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
9. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.

SCHEDULE**Syllabus of the Examination**

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 and Precis Writing

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or precis.

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 Shri P.V. Hariharasankaran.

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 Government 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.
- (ii) The Central Civil Services Pension Rules, 1972.

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- (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 I.C.A.R.
 - (vii) Rules and Bye-laws of the I.C.A.R.
 - (viii) A.R.S. Booklet brought out by I.C.A.R.
 - (ix) Handbook of Technical Services brought out by Indian Council of Agricultural Research.
 - (x) CCS (Leave) Rules, 1972.

5. **General Studies**

The paper will cover subjects of interest and importance at the present day. Questions will be set to test knowledge of broad and salient features of the Five Year Plans and Community Development Schemes, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidates' answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report etc.