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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 Directors of
all the Research Institutes under ICAR.

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

Sir,

I am to say that the Recruitment Rules for the post
of Assistant at the Hqs. of the Council and its Research
Institutes prescribed fixed percentage of vacancies to be
filled up on the basis of Ltd. Departmental Competitive
Examination confined to U.D.Cs/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 Hqs. as well as its
Research Institutes has been under consideration for some
time past. It has now been decided with the approval of
D.G., ICAR that the syllabus and scheme for the said
examination will be as under:-

PART I

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

Paper I - Noting, Drafting, precis writing.

Paper II - Office 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 detail) for the above question papers
is enclosed (Annexure I).

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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

(M.S. KARNAL)
Under Secretary

Copy forwarded:-

1. All Officers/Sections, Krishi Bhavan, New Delhi.
2. All Officers/Section, Z.I.B., New Delhi.
3. Secretary (SS), CJSC and HJSC Krishi Bhavan, New Delhi.
4. Guard file/5 spare copies (75).

(M.S. KARNAL)
Under Secretary

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Annexure I

Syllabus for Written Departmental Examination
Examination for the post of Assistant at ICAR
Headquarters & ICAR Research Stations

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

1. NOTING AND DRAFTING, 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 I.C.A.R. 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 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 organisation 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 (A.G.P & Ts)
compilation or Chaudhuri's compilation.

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- ii) The Central Civil Services (Transfers) 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 I.C.A.R. (O.D. Garg's compilation).
- 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 Tech. services brought out by Indian Council of Agricultural Research.
- x) Revised Leave Rules.

Syllabus received

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 -248185 (Uttarakhand)
 Kaulagarh Road,
 Dehra Dun,
 Deptt. of Soil & Water Conservation

ICAR

To
Examination

post of /