

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F.No. 14-1/2008-Estt.I

Dated 3rd February, 2012

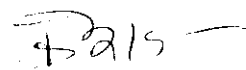
To

The Director of all the ICAR Institute/Bureaux/PDs/NRCs/ZCUs.

Sub: Examination/Syllabus Rules for the post of Lower Division Clerk/
Stenographers.

Sir/Madam,

The Examination Rules for the post of Lower Division Clerk and Stenographer Grade-III as approved by the Competent Authority are hereby notified with immediate effect for the information guidance and necessary action of all concerned.



(K.N.CHOUDHARY)
Under Secretary(Admn.)

DISTRIBUTION

1. All Officers/Sections of ICAR(including ASRB) at KB/KAB-I/II/NAS Complex.
2. Secretary (Staff Side), CJSC, ICAR.
3. Secretary (Staff Side), HJSC, ICAR.
4. Media Unit, ICAR, for placing this letter on Council's website.
5. Guard file/Spare copies (25)



(K.N.CHOUDHARY)
Under Secretary(Admn.)

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

R U L E S

The rules for the Competitive Examination to be held in case of ICAR Hyrs and Institutes for the purpose of filling up the posts of Lower Division Clerk in the pay band of PB-1, Rs.5200-20200 + Grade Pay of Rs.1900 falling under direct recruitment quota have been detailed as under:

2. The number of vacancies to be filled on the results of the examination will be specified in the Notice issued by the ICAR / Institutes. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs/Physically Handicapped in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

3. The examination will be conducted by the ICAR / Institutes in the manner prescribed in Appendix 1 to these rules.

The dates on which and the places at which the examination will be held shall be fixed by the ICAR / Institutes.

4. (a) Age limits for this examination will be as under:
A candidate must have attained the age of 18 years and must not have attained the age of 27 years on the _____, 200____ i.e. he/she must have been born not later than _____ and not earlier than _____. But the maximum age limit for Council's employees will be relaxable up to 45 years.
- (b) The upper age limits prescribed above will be relaxable:-
- (i) Up to a maximum of five years if a candidate belongs to SC or ST.
 - (ii) Up to a maximum of three years in respect of candidates belonging to Other Backward Classes.
 - (iii) For Physically Handicapped candidates, the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Handicapped category will be eligible for grant of cumulative age relaxation under both the categories will be eligible for grant of cumulative age relaxation under both the categories.
 - (iv) To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/ Border Security Force personnel etc. as per the existing instructions of the Government of India on the subject.

**SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED IN NO CASE BE
RELAXED**



5. Education and Other Qualifications for the Post of LDC

As prescribed under the Recruitment Rules.

6. 411 candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing, their Head of Office/Department that they have applied for the examination.

7. The decision of the ICAR / Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

8. No candidate will be admitted to the examination unless he/she holds certificate of admission from the ICAR / Institutes.

9. Candidates must pay the fee prescribed by the ICAR or Institutes

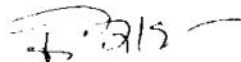
10. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by ICAR / Institutes at their discretion shall be summoned for Skill Test.

11. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ICAR / Institutes at their discretion and the ICAR / Institutes will not enter into correspondence with them regarding result.

12. Appointments will be made by the ICAR / Institutes initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

14. Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.



UNDER SECRETARY (ADMN.)

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS

PART-I

SCHEME OF EXAMINATION: The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Marks	Total Duration/ Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 20 mins 10.00 AM. to 12.20 P.M.
IV	General Awareness (50 questions)	50		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi.

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidates' abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Sab

English Language : In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage. etc. his/her writing ability would also be tested.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of **Maps/Graphs/Diagrams/Statistical Data** in the General Intelligence & Reasoning/ General Awareness Paper.

(B) Skill Test for LDCs: (Skill Test will be taken on Computer)

Typing Test will be of Qualifying in nature.

English Typing @ 35 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word)

(Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form.)

-----X-----X-----

↓ 22/13

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAWAN:NEW DELHI

RULES

The rules for the Competitive Examination to be held in case of ICAR Hqrs and Institutes for the purpose of filling up the posts of Stenographer Grade-111 in the pay band of PB-1, Rs.5200-20200 + Grade Pay of Rs.2400 falling under direct recruitment quota have been detailed as under:

2. The number of vacancies to be filled on the results of the examination will be specified in the Notice issued by the ICAR / Institutes. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs/Physically Handicapped in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

3. The examination will be conducted by the ICAR / Institutes in the manner prescribed in Appendix I to these rules.

The dates on which and the places at which the examination will be held shall be fixed by the ICAR / Institutes.

4. (a) Age limits for this examination will be as under:
A candidate must have attained the age of 18 years and must not have attained the age of 27 years on the _____, 20____ i.e. he/she must have been born not later than _____ and not earlier than _____. But the maximum age limit for Council's employees will be relaxable up to 43 years
- (b) The upper age limits prescribed above will be relaxable:-
- (i) Up to a maximum of five years if a candidate belongs to SC or ST.
 - (ii) Up to a maximum of three years in respect of candidates belonging to Other Backward Classes.
 - (iii) For Physically Handicapped candidates, the upper age limit will be relaxable upto a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Handicapped category will be eligible for grant of cumulative age relaxation under both the categories will be eligible for grant of cumulative age relaxation under both the categories.
 - (iv) To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/Border Security Force personnel etc. as per the existing instructions of the Government of India on the subject.

**SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED IN NO CASE BE
RELAXED**

12/15

5. Education and Other Qualifications for the Stenographer Gr.III

As prescribed under the Recruitment Rules.

6. All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing, their Head of Office/Department that they have applied for the examination.

7. The decision of the ICAR / Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

8. No candidate will be admitted to the examination unless he/she holds certificate of admission from the ICAR / Institutes.

9. Candidates must pay the fee prescribed by the ICAR / Institutes

10. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by ICAR / Institutes at their discretion shall be summoned for Skill Test.

11. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ICAR / Institutes at their discretion and the ICAR / Institutes will not enter into correspondence with them regarding result.

12. Appointments will be made by the ICAR / Institutes initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

14. Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.

43219

APPENDIX-I

SCHEME OF EXAMINATION FOR STENOGRAPHER GRADE- III

PART-I

SCHEME OF EXAMINATION: The examination will consist of a **written examination and Skill Test** in Stenography.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Maximum Marks	Timing for General candidates	Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50	2 Hours	2 Hours 20 mins
II	General Awareness (50 questions)	50		
III	English Language and Comprehension (100 questions)	100		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions except in Part III will be set both in English & Hindi.

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE

English Language : In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

(B) Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the ICAR / Institutes will only be called for the Skill Test. However, depending on the number of candidates, the ICAR / Institutes may decide to call all the candidates for the skill test. It may also prescribe qualifying marks in each part of the Written Examination. The Skill Test will be of qualifying nature.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m.. The matter will have to be transcribed on computer only. The transcription time is as follows:

For Stenographer Grade-III	50 minutes (English)
	65 minutes (Hindi)

NOTE:

1. If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place in the Application Form, the ICAR / Institutes will consider ENGLISH as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
2. There is no exemption from skill test for any category of candidates
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
4. VH candidates will be required

-----X-----X-----

52/15 -