

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F.No. 33(1)/2012-Estt.I

Dated 10th February, 2012


To

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

Sub: Examination / Syllabus under Limited Departmental Competitive Examination for the post of Private Secretary at ICAR/ICAR Hqrs. and Section Officer at ICAR Hqrs. - reg.


Sir/Madam,

The Examination Rules / Syllabus under Limited Departmental Competitive Examination for the post of Private Secretary at ICAR/ICAR Hqrs. and Section Officer at ICAR Hqrs. 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/NASC Complex, DPS Marg, New Delhi.
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**

RULES

**SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF SECTION OFFICER/ PRIVATE SECRETARY**

These are the Examination Rules for the Limited Departmental Competitive Examination to be conducted by the ASRB/ICAR Institutes for the purpose of filling up the posts of Private Secretary at ICAR Hqrs and ICAR Institutes / Section Officer at ICAR Hqrs falling under LDCE quota.

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

The examination shall be conducted according to the following plan:

PART - I

- (a) Written examination carrying maximum of 500 marks in the subject as shown in para 2 below:
- (b) A qualifying Shorthand test in Hindi or English at 100 w.p.m. for Private Secretary only

Note ;

- All the candidates competing for the post of Private Secretary will be required to take qualifying shorthand test at the time of the written examination. However, evaluation of record of service will be done of only those candidates who qualify both in written examination as well as in the Shorthand Test.
- Candidates will be required to transcribe their shorthand notes on computers which will be provided by the ASRB at the time of examination Centre.

PART - II

Evaluation of record of service carrying a maximum of 100 marks of candidates:

- (a) Who obtain such minimum qualifying marks in the written examination as may be fixed by the ASRB / ICAR Institutes at their discretion (for S.O. and P.S.).
- (b) Who obtain such minimum qualifying marks in the shorthand test as may be fixed by the ASRB / ICAR Institutes at their discretion (for P.S.).



Note:

- Marks obtained in evaluation of record of service will be counted for ranking
- There shall be a minimum of 40% marks in the evaluation of record of service. Therefore, such candidates who obtain less than 40% marks in the evaluation of record of service will not be considered for ranking.

1. The subject whom the candidates competing for different categories of services are required to take the written examination is as follow:

Paper No.	Subject	Type of Paper	Maximum marks	Duration
	General Studies and General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005, Rules and Bye Law of ICAR	Objective	150	2 hrs.
	Procedure and Practice in Government of India Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of service	Objective	150	2 hrs.
3	Noting and Drafting, Precis Writing	Subjective	200	3 hrs.

2. Penalty for wrong answers (in Objective Type Papers)

- **There will be penalty (negative marking) for wrong answers marked by a candidate in the objective type question papers.**
- There will be four alternatives for the answer to every question. For each question, for which a wrong answer has been given by the candidate, 1/3rd (0.33) of the marks assigned to that question will be deducted as penalty.
- If a candidate gives more than one answer to a question, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.
- If a question is left blank, i.e. no answer is given by the candidate there will be no penalty for that question.

3. Syllabi for the Examination will be as shown in the schedule.

4. Candidates are allowed the option to answer the Noting and Drafting, Precis Writing paper either in Hindi (Devanagari) or in English. All the three question papers/ test booklets will be set both in Hindi and English.

3215-

1. Candidates desirous of exercising the option to answer the Noting and Drafting, Precis Writing Paper in Hindi (Devanagari) should indicate their intention to do so in a prescribed column of the application form, otherwise, it would be assumed that they would answer the aforesaid paper in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.
2. Candidates exercising the option to answer the paper in Hindi (Devanagari) 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.
3. If a medium other than the one indicated by the candidate in the application form is used to write the answer in the examination, the paper of such candidates will not be evaluated.
4. The shorthand test in English / Hindi would comprise dictation test at the speed of 100 (hundred) words per minute of ten minutes which the candidate will be required to transcribe in 40/55 minutes.
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. Appearance of candidates in all the three papers is a must for qualifying in the examination. The ASRB has the discretion to fix minimum qualifying marks in any or all the subject at the examination.
7. Marks will not be allotted for mere superficial knowledge.
8. Deduction up to 5% of the maximum marks in the written subjects will be made for illegible handwriting.
9. Credit will be given for orderly, effective and exact expression combined with due economy of words in the subjective papers.
10. Candidates should use only international form of Indian numbers (e.g. 1 2, 3, 4, 5, 6 etc.) while answering Paper - III.

SCHEDULE

SYLLABI FOR EXAMINATION

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.

Paper No.	Subjects	Syllabus
I	General Studies and General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in Parliament and Knowledge of RTI Act, 2005, Rules and Bye Law of ICAR	<p>The paper will cover subject of interest and importance at the present day. Questions will be set to test knowledge of the broad salient features of the Five Year Plans, Indian Economy and major Developmental Scheme as also intelligence awareness of current affairs both national and international.</p> <p>A broad knowledge of the following aspects will also be expected:</p> <ul style="list-style-type: none"> - The principles of the Constitution of India. - Rules of procedure and Conduct of Business in Lok Sabha and Rajya Sabha. - The organization of the machinery of the Government of India, Designation and allocation of subjects between Ministries, Departments, and attached and Subordinate Offices and their relation inter se. - RTI Act, 2005 - Rules and Bye Laws of ICAR
	Procedure and Practice in Government of India, ICAR Secretariat and attached offices and General Financial and Service Rules duly taking into account the requirement of relevant categories of service	<p>The paper is intended to be intensive and detailed test in methods and procedure of work in the Government of India Secretariat and attached offices. Detailed knowledge of General Financial and Service Rules viz. Conduct Rules, Leave Rules, TA Rules etc. will be tested. A list of Reference Books (which are however not exhaustive) are recommended.</p> <ul style="list-style-type: none"> - Manual of Office Procedure (latest edition) - Notes on office procedure issued by the Institute of Secretariat Training and Management.

		<p>Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs</p> <p>Fundamental and Supplementary Rules (AGP and T's compilation, Chaudhury's compilation, Swamy's compilation)</p> <ul style="list-style-type: none">- The Central Civil Services (Pension) Rules, 1972- The Central Civil Services (Conduct) Rules, 1964- The Central Civil Services (Classification, Control and Appeal) Rules, 1965 <p>Central Civil Service (Leave\) Rules, 1972</p> <p>Compilation of the General Financial and Financial Rules (Revised and Enlarged), 1963</p> <ul style="list-style-type: none">- Delegation of Financial Powers Rules, 1978- ICAR Audit Manual / Delegation of Powers
III	Noting and Drafting, Precis Writing	Candidates are required to prepare notes and drafts on specific problems and precis from a passage.
