



भारतीय कृषि अनुसंधान परिषद  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११० ००१  
**KRISHI BHAWAN, DR. RAJENDRA PRASAD ROAD, NEW DELHI 110 001**

No. 3 (4)/2015-Estt.III

Dated the 10<sup>th</sup> December, 2015

To

The Directors/Project Directors/  
Zonal Coordinators/ Project Coordinators of  
ICAR Research Institutes/  
PDs /NRCs/Bureaux/ZCU

Subject:- Filling up of the post of Lower Division Clerk-regarding.

Sir/Madam

The Council vide letter No. 33(6)/2015-Estt.I dated 28.07.2015 had requested all the Directors of ICAR Research Institutes/PDs/Bureaux/ZCUs to put on hold or cancel all the recruitment process already initiated for filling up the post of Lower Division Clerk.

Keeping in view the decision of the Governing Body in its meeting held on 26.06.2015 and subsequent deliberations with the ASRB, it has been decided to conduct the recruitment of LDCs at Institute/Headquarter as per the following:-

1. The advertisement for the recruitment of LDCs would be issued by the respective Institutes.
2. Institute will, after the advertisement inform the ICAR Hqrs. about the no. of posts for which advertisement was issued.
3. The applications so received will be scrutinized by the Institute/ICAR Hqrs. at their level.
4. A common paper for the written examination will be provided to all the Institutes/Headquarters by the ASRB. Date of the examination as determined by ASRB will be sent to all the concerned Institutes to enable the issue of Admit Cards.
5. Evaluation of the answer sheets would be done at the respective Institute/Headquarters on the basis of answer keys to be provided by the ASRB.
6. Institute will publish the Merit List based on the Written Examination.

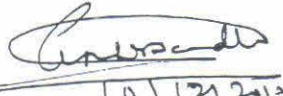
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7. Typing test of the Candidates qualifying the written examination will be conducted thereafter in the manner approved by the Governing Body, ICAR.
8. The final list of the candidates, Institute wise will be published by the ASRB.
9. Directors of Institutes will issue appointment orders based on ASRB recommendations.

Necessary action in this regard may be taken on priority basis under intimation to the Council. It may be ensured that the necessary Advertisement are issued by 15<sup>th</sup> of January, 2016.

Yours faithfully,

  
10/12/2015

**(G.R. Desh Bandhu)**  
**Sr. Director (Admn.)**

Enclosure:- As above.

**Copy to:-**

1. Secretary, ASRB for information and necessary action in continuation of letter No.33 (6)/2015-Estt.I dated 05.11.2015.
2. Sr. PPS to DG, ICAR
3. SO (Estt.I/III) for information and necessary action.

**PROFORMA**

**Details of vacant posts of LDCs (under DR Quota)**

Name of the Institute \_\_\_\_\_

S.No.	CATEGORY	No. of Posts
1.	Unreserved	
2.	Scheduled Castes (SC)	
3.	Scheduled Tribes (ST)	
4.	Other Backward Castes (OBCs)	
5.	Ex-servicemen	
6.	Persons with Disabilities (PwDs)	

Signature of Director of the Institute