



भा.कृ.अनु.प.- राष्ट्रीय मृदा सर्वेक्षण एवं भूमि उपयोग नियोजन ब्यूरो  
**ICAR-National Bureau of Soil Survey and Land Use Planning**  
 अमरावती रोड, नागपुर / Amravati Road, Nagpur - 440 033



फोन / Phone : 0712-2500545, 2500664 Extn. 106, 120 ईमेल / Email : director.nbsslup@icar.gov.in

F. No. 3-62/20-Adm  
 Dated 19.12.2024

**NOTICE**

**Limited Departmental Competitive Examination -2024 for recruitment to the post of Lower Division Clerk**

A Limited Departmental Competitive Examination for drawing up a select panel for filling up vacant posts of **Lower Division Clerk** in level-2 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised-PB-1-Rs.5200-20200 with Grade Pay Rs.1900/-) under Limited Departmental Competitive Examination (10%) quota at ICAR-NBSSLUP and its Regional Stations is proposed to be held in accordance with the rules issued by the Council vide F.No.14-1/2008-Estt.I dated 3<sup>rd</sup> February, 2012 (as amended from time to time). The schedule, venue and exact date/time of the examination will be intimated to the candidates in due course of time.

**1. The details of the vacancies for the year 2021 as follows:-**

Sl. No.	Vacancy Year	No. of Vacancies		
		UR	SC	ST
1	2021	01	00	00
2	2022	00	00	00
3	2023	00	00	00
4	2024	00	00	00
Total		01	00	00

2. The Limited Departmental Competitive examination for the post of lower Division Clerk will be confined to the Group C staff in the pay Level-1 (Rs18000-58900) pre revised Pay Band -1 Rs. 5200 -20200 with Grade Pay of Rs.1800) and who possess 12<sup>th</sup> Class or equivalent qualification and have tendered 3 years regular services in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST) as on crucial date in respect of vacancies generated in the respective recruitment years i.e. 2021. If none of the eligible (as on 01.01.2021) are able to qualify the examination, the vacancy(ies)/ unfilled vacancies for the year shall be deemed to have been carried over to the next / subsequent requirement year i.e. 2022,2023, 2024 and those eligible as on crucial date of such recruitment year shall also be considered eligible for such carried forward vacancy(ies).

3. The crucial date for eligibility shall be considered for each vacancy/ recruitment year separately as below:-

Vacancy/ Recruitment Year	Crucial Cut-Off Date
2021	01/01/2021

2022	01/01/2022
2023	01/01/2023
2024	01/01/2024

\*Candidate(s) eligible for 2021 Vacancy / Recruitment year are also eligible for 2024 Vacancy / Recruitment year, subject to fulfilment of all other eligibility conditions and provided candidates specifically opts to be so considered.

4.The DoP&T guidelines OM NO.AB-14017/17/2018-Estt. RR Dated 12<sup>th</sup> August, 2021 endorsed in the Council Vide no.21-50/2021 -CDN dated 15<sup>th</sup> September, 2021 for the relaxation in the eligibility service are applicable in the Council, Accordingly the relaxation for eligibility service will be permitted as under;-

Vacancy Year	Crucial Date for eligibility	Maximum relaxation of eligibility Service
2021	01.01.2021	Upto 3 months for those who have completed eligibility service prescribed in the RR by 31 <sup>st</sup> March, 2021
2022	01.01.2022	Upto 3 months for those who have completed eligibility service prescribed in the RR by 31 <sup>st</sup> March, 2022
2023	01.01.2023	Upto 3 months for those who have completed eligibility service prescribed in the RR by 31 <sup>st</sup> March, 2023

5. The competent authority at ICAR - NBSSLUP will have the discretion to fix qualifying marks in any or all the subject of the examination. However, with the approval of competent authority, it has been decided that the cut-off marks for qualifying the written examination will be 40% for candidates belonging to UR/OBC categories and 36% for candidates belonging to SC/ST categories in each subject.

6. Tie Breaker: In event of two or more candidates securing equal marks, The preference will be given to the senior most.

7. The syllabus of the examination is enclosed herewith for reference and schedule of examination will be intimated in due course of time.

8. Therefore, all the candidates who fulfil the eligibility as per rules and willing to appear in the aforesaid examination may apply (in the format enclosed as Annexure - I) for the said post(s) through proper channel. The application should be received at The Director, ICAR-NBSS&LUP, Nagpur, on or before 18.01.2025.

Application received after the due date shall not be considered under any circumstances and is liable to be rejected.

This is issued with the approval of the Competent Authority.

3/2024

Sd/-

(Manvendra Singh)  
Administrative Officer

## Distribution

1. The Head, Division of SRS, RSA, LUP, NBSS&LUP, Nagpur
2. The Head, Regional Centre, NBSS&LUP, Bangalore, Kolkata, New Delhi, Jorhat, Udaipur
3. The Nodal Officer E-Office, NBSS&LUP, Nagpur to upload in e-office.
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5. The Chief Finance & Accounts Officer, NBSS&LUP, Nagpur
6. The Administrative Officer, NBSS&LUP, Nagpur
7. The Drawing & Disbursing Officer, NBSS&LUP, Nagpur
8. The Asstt. Admn. Officer & Incharge Purchase Section, NBSS&LUP, Nagpur
9. The Store Section, Bill & Cash Section, Administration Section, Pension Cell HQrs., Nagpur
10. PS to Director
11. To upload in the Institute Website
12. Notice board.



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फोन / Phone : 0712-2500545, 2500664 Extn. 106, 120 ईमेल / Email : director.nbsslup@icar.gov.in

**Limited Departmental Competitive Examination-2024 for the posts of Lower Division**

**Clerk**

**Application Form**

**(To be filled by the candidate in his/her own handwriting in capital letters)**

1. Name of the Candidate \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Father/Husband's Name \_\_\_\_\_
4. Date of Birth (DD-MM-YY format) \_\_\_\_\_
5. Educational Qualifications \_\_\_\_\_
6. Date of continuous and regular appointment to the post of Assistant/PA at NBSS&LUP \_\_\_\_\_
7. Medium for answering Question Papers: \_\_\_\_\_  
 [Write in words either English or Hindi]  
 (Devanagari Script) \_\_\_\_\_  
Paper - I \_\_\_\_\_  
Paper-II \_\_\_\_\_
8. Present place of posting  
 (Name of Section/ Unit where working) \_\_\_\_\_
9. Category to which belongs  
 (SC/ST/General) \_\_\_\_\_
10. Any other information \_\_\_\_\_

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected at any time before or after the examination, action may be taken against me and I shall be bound by the decision of the employer.

Date : \_\_\_\_\_

Signature of the Candidate

Name

Place: \_\_\_\_\_

Designation \_\_\_\_\_

(2.)

**FOR USE BY THE ADMINISTRATIVE SECTION**

**Certified that:**

1. Shri/Smt./ \_\_\_\_\_ is having five years of regular and continuous service in the grade of Group C in the pay Level -1(Rs18000-58900) pre revised Pay Band-1 Rs.5200-20200 with Grade Pay of Rs.1800 as on 01.01.2021/01.01.2022/01.01.2023/01.01.2024 in respect of respective vacancies for the recruitment year 2021 and next subsequent years i.e. 2022,2023, 2024 and is eligible for the post of Lower Division Clerk
2. He/She belongs to \_\_\_\_\_ category.
3. There are no circumstances rendering him/her unsuitable for promotion to the post of Lower Division Clerk.

**HEAD OF OFFICE/HEAD OF REGIONAL CENTRE  
ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING**

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI

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

Dated 3<sup>rd</sup>Februrary,2012

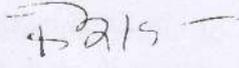
To

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

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

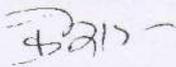
Sir/Madam,

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 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 \_\_\_\_\_, 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**

5/2/13

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.

4.7/15  
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 A.M. 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.

*Handwritten signature*

**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.)

12/19

(9)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI

F.No. 33 (7)/2012-Estt.I

Dated 27<sup>th</sup> November, 2012

To

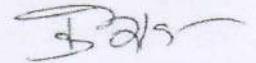
The Directors of all the ICAR Institutes/Bureaux/PDs/NRCs/ZCUs.

**Sub: Examination / Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) at ICAR Headquarters / ICAR Institutes - reg.**

Sir/Madam,

The Examination Rules / Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) at ICAR Headquarters / ICAR Institutes as approved by the Competent Authority are hereby notified with immediate effect for the information guidance and necessary action of all concerned.

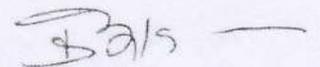
Yours faithfully,



(K.N.CHOU DHARY)  
Deputy Secretary (Admn.)

**DISTRIBUTION:**

1. All DDGs at ICAR Hqrs/KAB-I & II
2. Directors of all the ICAR Institutes/PDs/NRCs/ZPDs
3. All the Directors/Deputy Secretaries/Under Secretaries at ICAR Hqrs.
4. PPS to DG, ICAR/PPS to AS (D) & Secretary, ICAR/PS to AS&FA, DARE/ICAR/PS to Director (A).
5. Secretary (SS), CJSC
6. Secretary, SS (HJSC)
7. Media Unit, ICAR, for placing this letter on Council's website.
8. Guard File / Spare Copies (5)



(K N Choudhary)  
Deputy Secretary (Admn.)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN : NEW DELHI

R U L E S

SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION  
FOR THE POST OF UPPER DIVISION CLERK (UDC)

These are the Examination Rules for the Limited Departmental Competitive Examination (for Group "C" staff only in the Grade Pay of Rs.2400) to be conducted by the ICAR Headquarters/ICAR Institutes for the purpose of filling up the posts of Upper Division Clerk at ICAR Hqrs and ICAR Institutes falling under LDCE quota.

The number of vacancies to be filled on basis of the results of the examination will be decided by each cadre authority participating in the examination.

**Length of Service:** He/She should have LDCs at the respective ICAR Institutes/ICAR Headquarters and have completed five years regular service as on 1<sup>st</sup> January, if the exam is notified in the first half of the calendar year and 1<sup>st</sup> July, if the exam is notified in the second half of the calendar year.

(I) Candidates should not be more than 50 years of age.

(II) The upper age limit prescribed above will be further relaxable:-

- Up to maximum of five years if a candidate belongs to a Scheduled Castes or a Scheduled Tribes;
- Up to a maximum of three years (eight years for SC/ST) in case of Defence Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof, if re-employed in ICAR;
- Up to a maximum of three years (eight years for SC/ST) in case of Border security Force personnel disabled in operation during the Indo-Pakistan hostilities of 1971 and released as a consequence thereof, if re-employed in ICAR;

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

**Typewriting Test:-** Unless exempted from passing the Monthly/Quarterly Typewriting Test held by ICAR Headquarters/ICAR Institutes for the purpose of confirmation in the Lower Division Grade, he/she should have passed this test on or before the date of notification of the examination, from one of these organization.

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

*ban*

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

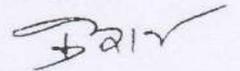
A candidate who is or has been declared by the ICAR Headquarters/ICAR Institutes to be guilty of:-

- (i) Obtaining support for his /her candidature by any means, or
- (ii) Impersonating. Or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or which have been tempered with, or
- (v) Making statement which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his /her candidature for the examination, or
- (vii) Using unfair means in the examination hall, or
- (viii) Misbehaving in any other manner in the examination hall, or
- (ix) Writing irrelevant matter including obscene language or pornographic matter in the answer sheet/booklet, or
- (x) Found in possession of Mobile Phones/Cellular Phones/Pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using unfair means, or
- (xi) Taking away question paper or booklet/answer sheet or answer book with him/her from the examination hall or passing it on to the unauthorized person/persons during the conduct of their examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the ICAR Headquarters/ICAR Institutes for the conduct of their examination, or
- (xiii) Violating any of the instructions issued to the candidates along with their admission certificates permitting them to take the examination, or
- (xiv) Attempting to commit or, as the case be abetting the ICAR Headquarters/ICAR Institutes of all or any of the acts specified above

To be disqualified by the ICAR Headquarters/ICAR Institutes from the examination for which he/she is candidate, or to be debarred either permanently or for a specified period:-

- (i) By the ICAR Headquarters/ICAR Institutes from any examination or selection held by them;
- (ii) By the ICAR Headquarters/ICAR Institutes from any employment under them, and
  - (a) to disciplinary action under the appropriate rules.
  - (b) To take other appropriate legal action.

Any attempt on the part of the candidate to obtain support to his/her candidature by any means would disqualify him/her for admission to the examination.



Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes may, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes by the ICAR Headquarters/ICAR Institutes by a relaxed standard, subject to the fitness of these candidates for selection to the service.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes who have been recommended by the ICAR Headquarters/ICAR Institutes without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.

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 for Upper Division Grade on the results to the examination is entirely within the competence of ICAR Headquarters/ICAR Institutes to decide. No candidates will, therefore, have any claim for inclusion in the select list on the basis of his/her performance in this examination as a matter of right.

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

Success in the examination confers no right to selection unless the cadre authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/her conduct in service is suitable in all respect for selection.

Provided that the decision as to whether a particular candidate recommended for selection by the ICAR Headquarters/ICAR Institutes is not suitable shall be taken in consultation with the Director of the concerned Institutes.

### APPENDIX

The Examination shall be conducted according to the following plan:-

#### Part-1

Written examination carrying a maximum of 300 marks in the subject as shown in Part - II below:-

#### Part-II

Evaluation of record of service of such of the candidates who attain at the written examination, minimum standard as may be fixed by the ICAR Headquarters/ICAR Institutes in their discretion, carrying a maximum of 100 marks.

The subject of the written examination in Part-I, the maximum marks allotted to each paper and the time allowed will be as follows:-

"Objective - Multiple - Choice - Type" whereas Paper-II will be descriptive type.

*Signature*

Note: - There will be separate papers on Noting, Drafting and Office Procedure for candidates belonging to following two categories viz.

Subject	Maximum Marks	Time for General Candidates
Paper-I (Objective Type) (a) General Awareness (100 Questions) (b) Comprehension and writing Ability of English Language (100 Question)	200 Marks	9.30 AM to 11.30 AM (2 hours)
Paper-II (Conventional Type) Noting, Drafting and Office Procedure	100 Marks	1.00 PM to 3.00 PM (2 hours)

The syllabus for the examination will be as shown in the Schedule.

- Note-1:- Candidates are allowed the option to answer the Paper-II on Noting, Drafting and Office Procedure either in English or Hindi.
- Note-2:- The option will be for a complete paper and not for different question in the same paper.
- Note-3:- Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagri) or in English should indicate clearly in the application form, otherwise, it would be presumed that they would answer the Paper in English.
- Note-4:- The option once exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.
- Note-5:- Question paper in respect of Paper-I (a) and Paper-II will be supplied both in English and Hindi.
- Note-6:- No credit for Paper-II will be given for an answer written in a language other than the one opted by the candidate.

The ICAR Headquarters/ICAR Institutes has discretion to fix qualifying marks in any or all the subject of the examination.

Marks will not be allowed for mere superficial knowledge.

Deduction up to 5 percent of the maximum marks in the written subject will be made for illegible handwriting.

Credit will be given for orderly, effective and exact expression, combined with due Economy of words in all the subject of the examination.

SCHEDULE

Syllabus of Examination

PART-A

Standards and Syllabus of the Written Test.

Paper-I

(a) **General Awareness:** - Question will be aimed at testing the candidates 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b) **Comprehension and Writing Ability of English Language:-**

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also

Paper-II

(a) **Noting Drafting and Office Procedure**

The paper on Noting, Drafting and Office Procedure will be designed to test the candidates' knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts. Rules and Bye Laws of ICAR, Audit Manual and Delegation of Powers.

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Balv