

I/165812/2024



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 Upper Division Clerk

A Limited Departmental Competitive Examination for drawing up a select panel for filling up vacant posts of **Upper Division Clerk** in level-4 for 7th CPC Pay Matrix (Pre-revised-PB-1-Rs.5200-20200 with Grade Pay Rs.2400/-) under Limited Departmental Competitive Examination (25%) 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.33(7)/2012-Estt.I dated 27th November, 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 2023 as follows:-

Sl. No.	Vacancy Year	No. of Vacancies		
		UR	SC	ST
1	2023	02	00	00
2	2024	00	00	00
Total		02	00	00

2. The Limited Departmental Competitive examination for the post of Upper Division Clerk will be confined to Lower Division Clerk having five years regular service in the level-2 for 7th CPC Pay Matrix (Pre-revised-PB-1-Rs.5200-20200 with Grade Pay Rs.1900/-) as on crucial date in respect of vacancies generated in the respective recruitment years i.e. 2023. If none of the eligible Lower Division Clerk (as on 01.01.2023) 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. 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
2023	01/01/2023
2024	01/01/2024

*Candidate(s) eligible for 2023 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 12th

August, 2021 endorsed in the Council Vide no.21-50/2021 -CDN dated 15th 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
2023	01.01.2023	Upto 3 months for those who have completed eligibility service prescribed in the RR by 31 st 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.

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.
4. The Chief Administrative Officer, NBSS&LUP, Nagpur
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

2/2024

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.

(2)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI

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

Dated 27th November, 2012

To

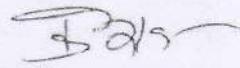
The Directors of all the ICAR Institutes/Bureaux/PDs/NRCs/ZCUs.

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

Sir/Madam,

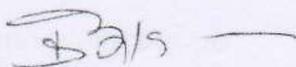
The Examination Rules / Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) at ICAR Headquarters / ICAR Institutes as approved by the Competent Authority are hereby notified with immediate effect for the information guidance and necessary action of all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

Yours faithfully,


(K.N.CHOUDHARY)
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.)

(3)

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 1st January, if the exam is notified in the first half of the calendar year and 1st 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.

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

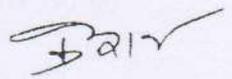
A candidate who is or has been declared by the ICAR Headquarters/ICAR Institutes to be guilty of:-

- (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 tampered 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.

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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.

7

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.

Balv

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 Lower Division Clerk as on 01.01.2023/01.01.2024 in respect of respective vacancies for the recruitment year 2023 and next subsequent year 2024 and is eligible for the post of Upper Division Clerk
2. He/She belongs to _____ category.
3. There are no circumstances rendering him/her unsuitable for promotion to the post of Upper Division Clerk.

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

Annexure -I