



**ICAR - Central Research Institute for Dryland Agriculture  
(Indian Council of Agricultural Research)  
Santoshnagar, Saidabad PO, Hyderabad - 500 059**



F.No.1-6(157)/2020-Estt.I  
September 11, 2020

NOTICE

**Limited Departmental Competitive Examination - 2020 for Recruitment to the Post of Upper Division Clerk at ICAR-CRIDA, Hyderabad**

A Limited Departmental Competitive Examination for filling up 1 (one) Unreserved post of Upper Division Clerk in 7CPC Pay Level-4 (pre-revised Pay Band 2 Rs.5200-20,200 + Grade Pay Rs.2400) will be held at ICAR-CRIDA, Hyderabad on **14th October, 2020** in accordance with the rules issued by the Indian Council of Agricultural Research (ICAR). The date for the examination is tentative and liable to change. The exact date, time and venue of the examination will be intimated to the candidates in their Admission Certificates.

2. Director, ICAR-CRIDA reserves the right fix qualifying marks in any or all the subjects of the examination. However, the cut-off marks for qualifying the written examination will be **40% and 30% for UR (General) and SC/ST candidates** respectively for this examination.

3. The examination will be confined to LDCs at ICAR-CRIDA having at least 5 (five) years regular service in the grade as on 01.04.2020. However, the LDCs who are otherwise eligible for their promotion to the post of UDC but have not passed the typing test, will not be considered for promotion unless they pass the typing test with prescribed speed or otherwise are exempted by specific order.

4. The rules, scheme of examination, syllabus and application form for the examination is attached to this Notice.

5. Interested persons who are eligible to appear in the aforesaid examination may send their applications in the prescribed application form (proforma attached) through proper channel so as to reach the undersigned latest by **21st September, 2020**.

6. Applications received after the due date under any circumstances are liable to be rejected.

(Charles Ekka)  
Chief Administrative Officer

Distribution

- 1) Project Coordinators (AICRPDA/AICRPAM)
- 2) Heads - DCS/ DRM/KVK/TOT/D&A/PME
- 3) Officers-in-Charge - HRF/ GRF/ FMRW / IGH / Library/Vehicles/ AKMU / Landscaping / Works / Official Language
- 4) SFAO/ DDO / SPO
- 5) AAO - E-I / E-II / Pension ; AF&AO
- 6) CAO Cell / PA to Director
- 7) Notice Boards
- 8) OIC, AKMU – for kind upload on Institute website.

**Recruitment to the Post of Upper Division Clerk at ICAR-CRIDA  
Limited Departmental Examination - 2020**

**Application Form**

(to be filled-in by the candidate in his/her own handwriting in CAPITAL LETTERS)

Name of the Candidate :

Designation :

Father's/Husband's Name :

Date of Birth (DD-MM-YYYY) :

Educational Qualification :

Date of continuous and regular appointment  
to the post of LDC :

Medium for answering Question Papers  
(Write in words either English or Hindi) :

Present place of posting (Name of  
Division/Section/Unit where working) :

Category to which belongs  
(SCT/ST/OBC/General) :

Any other information :

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Signature of the Candidate  
Mobile No.....  
Date.....

**FOR USE BY ESTABLISHMENT-I SECTION**

Certified that:

1. Shri/Smt/Kumari ..... is having five years regular and continuous service in the grade of LDC as on 1st April, 2020 and is eligible for appearing in the Limited Departmental Competitive Examination for the post of UDC.
2. He/She belongs to ..... category.
3. There are no circumstances rendering him/her unsuitable for promotion to the post of UDC.
4. He/She is clear from vigilance/disciplinary angle.

Asst. Administrative Officer (Estt.I)

**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.



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-I

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.

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
<b>Paper-I</b> (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)
<b>Paper-II</b> (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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