



ICAR- CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
Santoshnagar :: Saidabad Post :: Hyderabad – 500 059



F. No. 1-6(178)/2026-27/Estt.
25th September, 2026

NOTICE

Limited Departmental Competitive Examination-2026 for Recruitment to the post of Assistant at ICAR-CRIDA, Hyderabad

Applications are invited from among the eligible employees of ICAR-CRIDA for the Limited Departmental Competitive Examination for filling up 2 (two) Unreserved posts of Assistant in 7th CPC Pay Level-6 (pre-revised Pay Band 2 Rs. 9300-34800 + Grade Pay Rs.4200/-) to be held at ICAR-CRIDA, Hyderabad on **21st and 22nd October, 2026** in accordance with the rules issued by the Indian Council of Agricultural Research (ICAR). The date of 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. The cut-off marks for qualifying the written examination will be 40% for General candidates and 35 % for SC/ST candidates in each paper. There will be four papers in total. The rules, scheme of examination, syllabus and application form for the examination are attached to this notice.

3. The examination will be confined to the Upper Division Clerks (UDCs) at ICAR-CRIDA having at least 6 (six) years of regular service in the grade as on the date of the examination, i.e., on or before 20th October, 2026.

4. Eligible and interested employees may send their applications in the prescribed application form (proforma attached) through proper channel so as to reach the undersigned on or before **01st October, 2026**.

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


25/09/26

(Sneha Verghese)

Assistant Administrative Officer (Estt.)

Distribution :-

- (1) Notice Boards
- (2) All Heads, Project Coordinators and Scientists-in-charge of various sections
- (3) Chief Finance & Accounts Officer
- (4) AAO (Stores & Purchase/ Coordination)
- (5) Drawing and Disbursing Officer
- (6) PS to Director
- (7) SIC, AKMU – for uploading on the Institute website.

Recruitment to the post of Assistant at ICAR-CRIDA, Hyderabad
Limited Departmental Competitive Examination-2026

Application Form

(To be filled 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 Qualifications	::	
Date of continuous and regular appointment to the post of UDC	::	
Medium for answering Question papers (English/Hindi)	::	
Present place of posting (name of section/division/unit where working)	::	
Category to which the candidate belongs (Gen/ OBC/ SC/ ST)	::	
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: _____

Remarks and/or recommendation of the Controlling Officer

Signature of Controlling Officer (with date)

FOR USE BY ESTABLISHMENT SECTION

Certified that :

1. Shri/Smt./Kum. _____ is having six years of regular and continuous service in the grade of UDC as on 20th October, 2026 and is eligible for appearing in the LDC examination for the post of Assistant.
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.

Administrative Officer (Estt.)

(66) 74 7

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN NEW DELHI

F. No. 14(3)/89 Estt. I

Dated the 8th January 1990

To

The Directors/Project Directors of
all the Research Institutes under ICAR.

Sub:-

Syllabus for Limited Departmental Competitive
Examination for filling up the post of Assistant
at ICAR Hqs and at its Research Institutes -
Prescription of -

Sir,

15.1.90
I am to say that the Recruitment Rules for the post
of Assistant at the Hqs. of the Council and its Research
Institutes prescribed fixed percentage of vacancies to be
filled up on the basis of Ltd. Departmental Competitive
Examination confined to U.D.Cs/Sr. Clerks. The matter
regarding prescribing of uniform syllabus and scheme for
the Ltd. Departmental Competitive Examination for the
post of Assistant at the Council's Hqs. as well as its
Research Institutes has been under consideration for some
time past. It has now been decided with the approval of
D.G., ICAR that the syllabus and scheme for the said
examination will be as under:-

PART I

Written examination carrying a maximum of 400 marks
in the subjects given below. Each paper will carry
a maximum of 100 marks and will be of the two hour
duration.

Paper I- Noting, Drafting, precis writing.

Paper II - Office procedure and practice generally and
also specifically with reference to the ICAR.

Paper III- General knowledge of the Constitution of India
and Machinery of Govt. Practice and procedure
in Parliament.

Paper IV- General Financial and Service Rules.

The syllabus (in detail) for the above question papers
is enclosed (Annexure I).

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PART II

Evaluation of record of service of the candidates for
a period of 5 years carrying a maximum of 150 marks.

The receipt of this letter may kindly be acknowledged.

Yours faithfully

(M.S. KARNADAL)
Under Secretary(✓)

Copy forwarded:-

1. All Officers/Sections, Krishi Bhavan, New Delhi.
2. All Officers/Section, Z.A.B., New Delhi.
3. Secretary (SS), CJSC and HISC Krishi Bhavan, New Delhi.
4. Guard file/5 spare copies (75).

(M.S. KARNADAL)
Under Secretary(✓)

Syllabus for Limited Departmental Competitive Examination for the post of Assistant at ICAR Headquarters & ICAR Research Station.

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.

1. NOTING AND DRAFTING, PRECIS WRITING

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or precis.

2. OFFICE PROCEDURE AND PRACTICE

This is intended to be an intensive and detailed test in methods and procedure of work in the I.C.A.R. specifically and also in the Government of India Secretariat and attached Offices generally. Some guidance on the subject can be obtained from:-

- i) Manual of Office Procedure current at the time of Notification.
- ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- iii) Manual of Administrative Instructions compiled by P.V. Hariharasankaran.

3. GENERAL KNOWLEDGE OF THE CONSTITUTION OF INDIA AND MACHINERY OF GOVERNMENT PRACTICE AND PROCEDURE IN PARLIAMENT.

Note: Knowledge of the following will be expected:-

- i) the main principles of the Constitution of India.
- ii) rules of procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
- iii) the organisation of the machinery of Government of India - designation and allocation of subjects between Ministries and Departments and Attached and Subordinate Offices and their relation inter-se.

4. GENERAL FINANCIAL AND SERVICE RULES

The following books are recommended:-

- i) Fundamental and Supplementary Rules (A.G.P & Ts) compilation or Chaudhuri's compilation.

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- ii) The Central Civil Services (Classification, Control and Appeal) Rules 1964.
- iii) The Central Civil Services (Control) Rules 1964.
- iv) The Central Civil Services (Classification, Control and Appeal) Rules 1965.
- v) Compilation of the General Financial Rules.
- vi) Delegation of Powers in I.C.A.R. (O.D. Garg's compilation).
- vii) Rules and Bye-laws of the I.C.A.R.
- viii) A.R.S. Booklet brought out by I.C.A.R.
- ix) Handbook of Tech. services brought out by Indian Council of Agricultural Research.
- x) Revised Leave Rules.

Syllabus
received

248195 (Uttarakhand)
248185 (Uttarakhand)
Kaulaghar Road,
Dehra Dun,
U.P.
Ministry of Soil & Water Conservation
New Delhi

ICAR

To

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post of /