



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : www.cife.edu.in



F.No.10(1)/2017/Admn/

Dated 1st June 2017

Circular

It is proposed to hold Limited Departmental Competitive Examination for filling up one post of Upper Division Clerk (Unreserved) in the Pay Band of PB-1 Rs.5200-20200 plus Grade Pay of Rs.2400 Level-4 falling under "Limited Departmental Quota" from the eligible Lower Division Clerks of the Institute and its Centres having Five years regular service in the Pay Band of PB-1 Rs.5200-20200 plus Grade Pay of Rs.1900 Level-2 as on 1st July 2017. The prescribed syllabus and subject for the Written Test as circulated by the Council vide letter No.33(7)/2012-Estt.I dated 27th November 2012 is enclosed herewith:-

Subject	Maximum Marks	Time
Paper-I (Objective Type) (a) General Awareness (100 Questions) (b) Comprehension and writing Ability of English Language (100 Questions)	200 Marks	2 hours
Paper-II (Conventional Type) Noting, Drafting and Office Procedure	100 Marks	2 hours

Interested LDCs of ICAR-CIFE Headquarters and its Centres, who are eligible to appear in the aforesaid examination, may send their applications in the prescribed Application Form (Proforma enclosed) through proper channel so as to reach the undersigned latest by **24th June 2017.**

The exact date, time and venue of the examination will be intimated to the candidates along with their allotted Roll Numbers in the Admission Certificate in due course.


(Mahesh B. Khubdikar)
Senior Administrative Officer

Distribution:

1. Director Cell.
2. All LDCs at ICAR-CIFE Headquarters and its Centres.
3. Officer-in-charge of ICAR-CIFE Centres.
4. All Head of Divisions.
5. CF&AO/SAO/AO/F&AO/All AAOs.
6. PS to Head of Office.
7. Secretary, IJSC.
8. webmaster@cife.edu.in
9. Guard file.



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**Limited Departmental Competitive Examination – 2017 for Recruitment to the post of
Upper Division Clerk at ICAR-CIFE, Mumbai**

APPLICATION FORM

(To be filled in 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-YYYY format) : _____
5. Educational Qualification : _____
6. Date of continuous and regular Appointment to the post of LDC : _____
7. Medium for answering Question Papers :
(Write in words either English or Hindi) _____
8. Present place of posting (Name of Section/Centre where working) : _____
9. Category to which belongs (SC/ST/OBC/General) : _____
10. Any other information : _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby, 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

Tel.No. _____

Mobile No. _____

Date: _____

FOR USE BY THE ESTABLISHMENT DIVISION, ICAR-CIFE MUMBAI

Certified that:

11. Shri /Smt. /Kumari _____ is having five years regular and continuous service in the grade of Lower Division Clerk as on 1st July 2017 and is eligible for appearing in the Limited Departmental Competitive Examination for the post of Upper Division Clerk.
12. He / She belong to _____ category.
13. There are no circumstances rendering him / her unsuitable for promotion to the post of Upper Division Clerk.
14. He / She is clear from vigilance/disciplinary angle.

**Senior Administrative Officer
ICAR-CIFE, Mumbai**

28 11 2012
Fax Message No. 8545 /ICAR HQ.

Dated. 29/11/2012

No. of Pages. 06

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

7

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



Dated ~~30/11/2012~~ 27/11/2012


To

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

Sub: Examination / Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) 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.


(K.N.CHOUDHARY)
Under 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)
Under Secretary (Admn.)

Ac(B/b)
29/11/12

(6)

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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(3)

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.

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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.

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 (Devanagari) 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.

[Handwritten signature]

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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भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 कृषि भवन, डॉ० राजेन्द्र प्रसाद-मार्ग, नई दिल्ली-110001.
 Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001



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

Dated the 11th November, 2014

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

Reference Council's Circular of even no. dated the 27th November, 2012 regarding Examination/ Syllabus under Limited Departmental Competitive Examination for the post of Upper Division Clerk (UDC) at ICAR Hqrs /ICAR Institutes. The said scheme of examination has inter-alia prescribed/mentioned requirements relating to length of service etc. under, which age limit of 50 years and relaxations available to candidates were prescribed.

The issue was brought to the notice of the Council citing the fact that no age limit for candidates is prescribed for promotion/ LDCE in the recruitment rules for the post and as such, this clause may be deleted from the scheme of Limited Departmental Examination for the post of UDC.

The issue has been accordingly examined in the Council and it has been decided, with the approval of competent authority, that the said clause regarding length of service as mentioned in the scheme of Examination/ Syllabus of Limited Departmental Competitive Examination for the post of UDC may be treated as "Deleted".

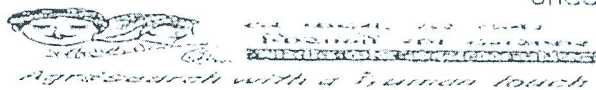
The other contents of the said scheme as circulated on 27-11-2012 will remain the same.

S. Dasgupta
 (Suparna Dasgupta)
 Under Secretary (Admn.)

DISTRIBUTION:

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5. Secretary (SS), CJSC/ Secretary, SS (HJSC)
6. Media Unit, ICAR, for placing this letter on Council's website.
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S. Dasgupta
 (Suparna Dasgupta)
 Under Secretary (Admn.)



कृषि संदेश मण्डल, 77, 2014/भा.क.उ.प. मुद्रण
 दिनांक 13/11/2014
 पृष्ठों की संख्या 01