



भाकृअनुप-विवेकानन्द पर्वतीय कृषि अनुसंधान संस्थान, अल्मोड़ा-263601 (उत्तराखण्ड)
ICAR-Vivekananda Parvatiya Krishi Anusandhan Sansthan, Almora - 263601 (Uttarakhand)
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research)
(कृषि अनुसंधान एवं शिक्षा विभाग/Department of Agricultural Research & Education)
(कृषि एवं किसान कल्याण मन्त्रालय, भारत सरकार)
(Ministry of Agriculture and Farmers Welfare, Government of India)



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Dated: 06.02.2023
07

NOTICE

Limited Departmental Competitive Examination - 2023 for Recruitment to the Post of Assistant at ICAR-VPKAS, Almora

A Limited Departmental Competitive Examination for drawing up a select panel for filling up 01 (One) post (UR-01) of Assistant in Pay Band-2 Rs. 9300-34800+Grade Pay of Rs. 4200/- (Level-6 according to 7th Pay Commission) falling under "Limited Departmental Quota" at the ICAR-VPKAS, Almora will be held on **28.02.2023** 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.

1. The Institute shall have the discretion to fix qualifying marks in any or all the subject of the examination and same will be communicated later.
2. The examination will be confined to UDCs at ICAR-VPKAS, Almora having atleast 06 (Six) years regular service in the grade as on 06.02.2023.
3. Interested persons who are eligible to appear in the aforesaid examination may send their application in the prescribed application form (proforma enclosed) through proper channel so as to reach the undersigned latest by 17.02.2023.
4. The scheme of examination of LDCE for the post of Assistant is attached herewith.

Applications received after the due date are liable to be rejected.


06/02/23

(R. S. Negi)

Senior Administrative Officer

Distribution:

1. All the Administrative Staff of ICAR-VPKAS, Almora/Experimental Farm, Hawalbagh.
2. The PA to the Director, ICAR-VPKAS, Almora.

**Limited Departmental Competitive Examination - 2023 for Recruitment to the Post
of Assistant at ICAR-VPKAS, Almora**

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 UDC at ICAR-VPKAS,Almora.
7. Medium for answering Question Papers : _____
(Write in words either English or Hindi)
8. Present place of posting (Name of Section/
Unit 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

Date : _____

Mobile No. _____

P.T.O.

FOR USE-BY THE ESTABLISHMENT DIVISION, ICAR-VPKAS, ALMORA

Certified that :

11. Sh./Smt./_____ is having six years regular and continuous service in the grade of UDC as on _____ and is eligible for appearing in the Limited Departmental Competitive Examination for the post of Assistant.
12. He/She belongs to _____ category.
13. There are no circumstances rendering him/her unsuitable for promotion to the post of Assistant.
14. He/She is clear from vigilance/disciplinary angle.

Head of Office

Scheme of examination

The examination (aggregate 550 marks) shall be conducted according to the following scheme.

1. Written Papers :-

Paper No.	Subject	Maximum Marks	Time allowed
I	Noting Drafting & Precis Writing	100	02 hours
II	Office Procedure and Practice generally and also specifically with reference to ICAR	100	02 hours
III	General Knowledge of the Constitution of India and machinery of government practice and procedure in Parliament.	100	02 hours
IV	General Financial & service Rules	100	02 hours

1. Calculation procedure of APARs for last five years :-

The APARs of last five years will be considered taken into account for the candidates who qualify the written part of the exam. The marks allotted for APARs of last five years are 150 (30 for each APAR) and calculation of marks of APARs will be done as follows :-

1. APARs graded between 8 and 10 will be given a score of 9 for the purpose of calculation of score for empanelment/promotion and $(9 \times 3) = 27$ marks will be added with the written marks.
2. APARs graded between 6 and short of 8 will be given a score of 7 and $(7 \times 3) = 21$ marks will be added with the written marks.
3. APARs graded between 4 and short of 6 will be given a score of 5 and $(5 \times 3) = 15$ marks will be added with the written marks.
4. APARs graded below 4 will be given a score of "Zero".

Merit of the candidates shall be arrived while calculating total marks obtained, **out of maximum marks of 550 (i.e. 400 of written+150 APAR).**

Note - 1 : Candidate are allowed the option to answer 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 exercised shall be final and no request for alteration in the application for shall ordinarily be entertained.

Note - 5 : Question paper will be supplied both in English and Hindi.

Note - 6 : No credit will be given for an answer written in a language other than the one opted by the candidate.

Syllabus

Part-I

- Paper-I Noting Drafting & Précis Writing: In addition to the question requiring candidates to prepare notes and drafts on specific problems, passages will be set for draft for summary or précis.
- Paper-II Office Procedure and Practice generally and also specifically with reference to ICAR: This is intended to be an intensive and detailed test in methods and produce for work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally. Some guidelines 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 Shri P.V. Hariharsankaran.
- Paper-III General Knowledge of the Constitution of India and machinery of government practice and procedure in Parliament: 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 Rajya Sabha &
iii) the organization of the Machinery of Govt. of India-Designation and allocation of subjects between Ministries and Departments and Attached and Subordinate offices and their relation inter-se.
- Paper-IV General Financial & Service Rules : The following books are recommended: -
i) Fundamental and Supplementary Rules (AGP &TS) compilation or Chaudhari's compilation.
ii) The Central Civil Services (Pension) Rules, 1972.
iii) The Central Civil Services (Conduct) 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 ICAR (OD Garg's compilation).
vii) Rules and Bye-laws of the ICAR.
viii) ARS backlog brought out by the ICAR.
ix) Handbooks of Technical Services brought out by the ICAR.
x) Revised Leave Rules.

Part-II

Evaluation of records of the service of the candidates for a period of five years carrying a maximum of 150 marks.