

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**

(Indian Council of Agricultural Research)

KASARAGOD - 671 124, KERALA, INDIA



No.4 (21)2005-Estt.

Dated: 14-02-2012

Circular

One post of Lower Division Clerk (unreserved) in the pay band of Rs.5200-20200 + GP Rs.1900 under this Institute is proposed to be filled up through Departmental Qualifying Examination confined to the Skilled Support Staff Group C in the Grade Pay of Rs.1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade. **The maximum age limit for eligibility for the written examination is 45 years. (50 years of age for the SC/ST).**

Candidates who will qualify the written examination will also be required to qualify a typing test with a speed of 35 words per minute in English or 30 w.p.m. in Hindi on computer within a period of one year from the date of appointment, failing which no annual increment shall be allowed until he/she pass the typing test or the condition is waived off by the Competent Authority according to relevant rules in this regard. (35w.p.m and 30 w.p.m correspond to 10500 KDPH on an average of 5 key depressions for each word)

The syllabus of the examination is enclosed as Appendix-I and application form as Appendix-II. The examination will be conducted as per following schedule. The application of eligible and willing Skilled Support Staff duly filled in should reach this office through proper channel on or **before 22.02.2012.**

Time Table

<u>Date</u>	<u>Subject</u>	<u>Maximum Marks</u>	<u>Time</u>	<u>Duration</u>
28.02.2012	Paper-I : Short Essay	100	10.00 am to 11.30 am	1 ½ Hours
28.02.2012	Paper-II : General English	50	2.00 p.m to 3.00 p.m	1 Hour
28.02.2012	Paper-III : General knowledge including Geographer of India	50	3.30 p.m to 4.30p.m.	1 Hour

The application form and copy the circular are available in the Institute website: **cpcrri.gov.in** under link staff corner.

(Jayarama Naik K.M)

Administrative Officer &
Sr. Administrative Officer i/c
For Director

Copy to:-

1. All Regional Stations/Research Centres under CPCRI, Kasaragod.
2. The Programme Co-ordinator KVK, CPCRI, Kasaragod/Kayangulam
3. PC(Palms), CPCRI, Kasaragod
4. All Heads of Division/Sections, CPCRI Kasaragod.
5. Confidential Section/PME Cell/Officer i/c,
KVK/AAO(Estate/Bills/Estt./Stores)
6. The Scientist-in-charge(Farm), CPCRI, Kasaragod
7. The Training Co-ordinator(KVK), CPCRI, Kasaragod/Kayangulam
8. The Secretary, Staff Side (IJSC), CPCRI, Kasaragod
9. Notice Board(General/Adm./Farm)
10. Guard file

APPENDIX-I

The examination shall be conducted according to the following scheme :-

Paper No.	Subject	Maximum Marks	Time allowed
I	Short Essay	100	1 1/2 hours
II	General English	50	1 hour
III	General Knowledge including Geographer of India	50	1 hour

Syllabus

Paper I **Short Essay** : An essay to be written on any one of the several specified subjects.

Paper II **General English** : Candidates will be tested in simple composition, applied grammar and Elementary Tabulation (to test candidates ability in the art of compiling, arranging and presenting data in a tabular form).

Paper III **General Knowledge including Geography of India** : Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include questions on Geography of India.

Note :- Candidates are allowed the option to answer Paper I and/or Paper III either in Hindi (in Devnagari script) or in English. Paper II must be answered in English by all candidates. Paper I & Paper III will be published in bilingual form, in English and Hindi. The option for Paper III will be for the complete paper and not for different parts/questions in it.

1. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
2. The ICAR Headquarters/Research Institutes as the case may be, will have the discretion to fix qualifying marks in any or all the subjects of the examination.
3. Marks will not be allotted for mere superficial knowledge.
4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all the subjects of the examination.

**APPLICATION FOR APPEARING IN THE DEPARTMENTAL QUALIFYING
EXAMINATION FOR THE POST OF LOWER DIVISION CLERK UNDER CPCRI**

1	Name of the Candidates (In capital letters)	
2	Postal Address (including candidate's Name) at which communication should be sent (in Capital letters)	
3	Exact date of birth in Christian Era	
4	Indicate the name of the Division/Section in which working	
5	Are you a member of scheduled Caste/Scheduled Tribe. Answer Yes or No.	
6	Are you Physically handicapped Answer Yes or No.	
7	Father's name /Husband's Name	
8	Educational Qualifications (including the name of Board/University)	
9	Year/Date of passing the Matriculation and Plus Two or equivalent examination	
10	From which date have you been employed continuously and regularly as a Group 'C' employee under ICAR Headquarters/Institutes	
11	State the language (Hindi or English) in which you wish to answer papers on (i) short Essay (ii) General English (iii) General Knowledge, including Geographer of India	

DECLARATION TO BE SIGNED BY THE CANDIDATGE

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

Signature of the candidate

Forwarded to Establishment Section

BRANCH OFFICER/HEAD OF OFFICE



CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD - 671 124, KERALA, INDIA



No.4 (21)2005-Estt.

Dated: 15-02-2012

Circular

In continuation of this Office Circular of even no. dated 14.02.2012, it is hereby informed that the Departmental Examination for the post of **Lower Division Clerk** will be conducted on 28.02.2012 as per the revised syllabus prescribed by the Council vide ICAR letter F.No.14-1/2008-Estt. I dated 3rd February, 2012.

The revised syllabus of the examination is enclosed as Appendix-I. The examination will be conducted as per the revised syllabus as follows. The application of eligible and willing Skilled Support Staff duly filled in should reach this office through proper channel on or **before 22.02.2012**

Candidates who will qualify the written examination will also be required to qualify a typing test with a speed of 35 words per minute in English (time allowed 10 minutes) (30 minutes for VH candidates) or 30 w.p.m. in Hindi (time allowed 10 minutes) (30 minutes for VH candidates) on computer within a period of one year from the date of appointment, failing which no annual increment shall be allowed until he/she pass the typing test or the condition is waived off by the Competent Authority according to relevant rules in this regard. (35w.p.m and 30 w.p.m correspond to 10500 KDPH /9000 KDPH on an average of 5 key depressions for each word)

All other terms and conditions mentioned in this office circular of even no. dated 14.02.2012 (copy enclosed) shall remain unchanged.

Time Table

<u>Date</u>	<u>Subject</u>	<u>Maximum Marks</u>	<u>Total Duration/Timing for General Candidates</u>	<u>Total Duration/Timing for Visually Handicapped Candidates</u>
28.02.2012	General Intelligence (50 questions)	50	2 Hours 10.00 AM to 12.00 Noon	2 Hours 20 Mins 10.00 AM to 12.20 P.M
28.02.2012	English Language (Basic Knowledge) (50 questions)	50		
28.02.2012	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50		
28.02.2012	General Awareness (50 questions)	50		

Note I: The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi for which the candidates while applying for the Examination will have to indicate his/her choice/option for written test/typing test medium separately in the Application Form.

Note II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

The application forms, copy of the circular and revised syllabus are available in the Institute website: cpcri.gov.in under link staff corner.


(Jayarama Naik K.M.)

Administrative Officer &
Sr. Administrative Officer i/c
For Director

Copy to:-

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2. The Programme Co-ordinator KVK, CPCRI, Kasaragod/Kayangulam
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6. The Scientist-in-charge(Farm), CPCRI, Kasaragod
7. The Officer i/c of the Institute web site.
8. The Secretary, Staff Side (IJSC), CPCRI, Kasaragod
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SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS

PART-I

SCHEME OF EXAMINATION: The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Marks	Total Duration/ Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		2 Hours 20 mins 10.00 A.M. to 12.20 P.M.
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	
IV	General Awareness (50 questions)	50		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi.

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidates' abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language : In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's 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 everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

(B) Skill Test for LDCs: (Skill Test will be taken on Computer)

Typing Test will be of Qualifying in nature.

English Typing @ 35 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word).

(Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form.)

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