

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE***(Indian Council of Agricultural Research)***KASARAGOD – 671 124, KERALA, INDIA**

F.NO.4(21)UDC/09-Estt.

Dated : 11.12.2012

**Circular**

In pursuance of Council's letter F.No.14(1)/2009-Estt.1 dated 27<sup>th</sup> November, 2012 regarding revision in Recruitment Rules for the post of Upper Division Clerk and consequent on recasting the PBR of this Institute, the vacancies proposed to be filled up by Limited Departmental Competitive Examination are identified as three. Accordingly, the vacant posts of Upper Division Clerk (UDCs) THREE POSTS (Unreserved) in the pay band of Rs.5200-20200 + Grade Pay Rs.2400/- are proposed to be filled up under this Institute on the basis of Limited Departmental Competitive Examination confined to LDCs at the respective Institute who have completed five years of regular service as on 1st July, 2012.

The examination is proposed to be held as per the schedule given below:-

**Venue: CPCRI, Kasaragod**

<b>DATE</b>	<b><u>Subject</u></b>	<b><u>Maximum Marks</u></b>	<b><u>Duration</u></b>
26.12.2012	<b>Paper-I</b> (Objective Type) (a) General Awareness ( 100 –Questions)  (b) Comprehension and writing Ability of English Language (100 questions)	<b>200 Marks</b>	<b>09.30 AM to 11.30 AM</b> (2 Hours)
26.12.2012	<b>Paper-II</b> : (Conventional Type)  Noting, Drafting and Office Procedure	<b>100 Marks</b>	<b>01.00 PM to 3.00 P.M</b> (2 Hours)

Candidates are allowed the option to answer the Paper-II on Noting, Drafting and Office Procedure either in English or Hindi. The option will be for a complete paper and not for different question in the same paper. Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagiri) or in English should indicate clearly in the application form, otherwise, it would be presumed that they would answer the Paper in English. The option once exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.

Those LDCs who are eligible and willing to appear for the examination may submit their application in the prescribed Performa (enclosed) through proper channel so as to reach this office **on or before 20.12.2012.** The Syllabus of the examination is available in the Institute web-site..

  
**(Jayarama Naik K.M)**  
**Administrative Officer &**  
**Chief Administrative Officer i/c**  
**For Director**

Copy to:

1. The Project Co-Ordinator(Palms), CPCRI, Kasaragod
2. HD(Crop Improvement/Crop Production/Crop Protection/PB&PHT/Social Science)
3. All Regional Stations/Research Centres under CPCRI
4. Chief Administrative Officer, CPCRI, Kasaragod
5. Finance & Accounts Officer, CPCRI, Kasaragod
6. Asst. Finance & Accounts Officer, CPCRI, Regional Station, Vittal/Kayangulam
7. Programme Co-Ordinator(KVK), CPCRI, Kasaragod/Kayangulam
8. Asst. Administrative Officer, Estt-I/II/Stores/Estate/Bills)
9. Ps to Director, CPCRI, Kasaragod
10. All Divisions/Sections at CPCRI Kasaragod
11. The Secretary(Staff Side), IJSC, CPCRI, Kasaragod
12. Notice Boards (General/Adm./Farm/KVK) at CPCRI Kasaragod

13. Inspected work order

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**APPLICATION FOR APPEARING IN THE DEPARTMENTAL COMPETITIVE  
EXAMINATION FOR THE POST OF UPPER DIVISION CLERK UNDER CPCRI**

1	Name of the Candidates (In capital letters)	
2	Date of birth	
3	Date of entry into ICAR Service	
4	Date of joining the post of LDC	
5	Are you a member of scheduled Caste/Scheduled Tribe/PH. Answer Yes or No.	
6	Station where presently working	
7	Educational Qualifications (including the name of Board/University)	
8	State the language (Hindi or English) in which you wish to answer the Paper-II.	

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

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