



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



No.4 (21)2005-Estt. (Vol. XXIV)

Dated: 28-07-2012

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 on the basis of Limited Departmental ~~Competitive Examination~~ amongst the Group C Skilled Supporting Staff 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 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 w.p.m in English or 30 w.p.m. in Hindi on computer (35 w.p.m and 30 w.p.m correspond to 10500 KDPH on an average of 5 key depressions for each word) within a period of one year from the date of appointment, failing which no annual increment will be allowed to him/her until he/she passed the typing test prescribed or the condition is waived off by the Competent Authority according to relevant rules in this regard. The candidates who do not pass the said typewriting test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to lower Division Grade.

The syllabus of the examination is enclosed as Appendix-I and application form as Appendix-II. The examination will be conducted as per the following schedule. The application of eligible and willing Skilled Support Staff duly filled in should reach this office through proper channel on or **before 10.08.2012.**

Time Table

Date	Subject	Maximum Marks	Duration and Timing for General Candidates	Duration and Timings for VH Candidates
23.8.2012	Paper-I : Short Essay (Hindi or English)	100	1 hour 30 minutes 10.00 AM to 11.30 AM	1 hour 45 minutes 10.00 AM to 11.45 AM
23.08.2012	Paper-II : Language (a) General English or Saamanya Hindi (b) General Knowledge (English or Hindi)	100	2 hours 1.00 P.M to 3.00 P.M	2 hours 20 minutes 1.00 P.M to 3.20 P.M

The application form , copy the circular and Syllabus of the Examination are available in the Institute website: www.cpcr.gov.in under link staff corner.

(Jayarama Naik K.M)
Administrative Officer &
Sr. Administrative Officer i/c
For Director
...2/-

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/AAO(Estate/Bills/Estt./Stores)
6. The Scientist-in-charge(Farm), CPCRI, Kasaragod
7. The Officer i/c of the Institute web site. (Library)
8. The Secretary, Staff Side (IJSC), CPCRI, Kasaragod
9. Notice Board(General/Adm./Farm)
10. Guard file

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI

F.No. 33(6)/2012-Estt.I

Dated the 3rd April, 2012

To

The Directors of all the ICAR Institutes/Bureaux/PDs/NRCs/ZCUs.

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

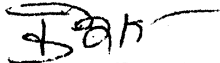
Sir/Madam,

The Examination Rules / Syllabus under Limited Departmental Competitive Examination for the post of Lower Division Clerk (LDC) 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.CHOU DHARY)
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.)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI

RULES

**SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF LOWER DIVISION CLERK (LDC)**

These are the Examination Rules for the Limited Departmental Competitive Examination (for Skilled Supporting Staff only in the Grade Pay of Rs.1800) to be conducted by the ICAR Headquarters/ICAR Institutes for the purpose of filling up the posts of Lower 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 ICAR Headquarters/ICAR Institutes accordingly.

~~Length of Service:~~ The candidates must have rendered not less than three years' regular service as a Skilled Supporting Staff with Grade Pay of Rs.1800 (as on 1st January, if the examination is conducted in the first half of the calendar year and 1st July, if the examination is conducted in the second half of the calendar year at the respective Institute/Headquarters)

- A Skilled Supporting Staff who is on ~~deputation to ex-Cadre post~~ with the approval of the competent authority shall be eligible to be admitted to the examination, if otherwise eligible.
- A Skilled Supporting Staff who has ^{been} appointed to an Ex-Cadre post or to another service on transfer and continue to have a lien in the Skilled Supporting Staff post for the time being shall also be eligible to be admitted to the examination, if otherwise eligible.
- He/She should not be more than 45 years of age.
- The age limit prescribed above will be relaxable up to 05 years maximum for candidates belonging to Scheduled Castes or Scheduled Tribe category. Provided that the upper age limit may be relaxed in respect of such categories of the persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

EDUCATIONAL QUALIFICATIONS

The candidate must have passed 12th Standard examination from a recognized Board or equivalent.

A candidate who has appeared at an examination the passing of which would render him/her educationally qualified for the ICAR Headquarters/ICAR Institutes examination but has not been informed of the result as also the candidate who intends to appear as such a qualifying examination will not be eligible for admission to the examination.

In exceptional cases the ICAR may treat a candidate not possessing any of the qualifications prescribed in the rule, as educationally qualified provided that he/she possess qualifications, the standard of which in the opinion of Government justified his/her admission to the examination.

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.

No candidate will be admitted to the examination unless he /she holds a certificate of admission from the ICAR Headquarters/ICAR Institutes as applicable

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.

In the foregoing clauses, may in addition to rendering himself/herself liable to criminal prosecution be liable:

- (1) To be disqualified by the ICAR Headquarters/ICAR Institutes from the examination for which he/she is a candidate, or
- (2) To be debarred either permanently or for a specified period by the ICAR Headquarters/ICAR Institutes from any examination or selection held by them, and or
- (3) Disciplinary action under appropriate rules.

- (4) Any attempt on the part of the candidate to obtain support for his/her candidature by any means may disqualify him/her for admission to the examination.
- (5) After the examination, the ICAR Headquarters/ICAR Institutes will recommended separately to such cadre authority concerned participating in the examination, the names of candidates who have attained the qualifying standard, which will be determined at the discretion of the ICAR Headquarters/ICAR Institutes. The names of the candidates who are considered by the ICAR Headquarters/ICAR Institutes to be suitable for appointment on the basis of results of the examination shall be arranged in a single list on the basis of seniority in the feeder grade post. The employees holding posts in higher grade will rank senior to those in the Lower Grade. The cadre authority shall take steps to appoint them against vacancies decided to be filled in accordance with the rules/regulations framed by them in this regard.
- (6) A candidate must be in good mental and bodily health free from any physical defects likely to interfere with the efficient discharge of his/her duties as an officer of the service. A candidate, who is not found to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.
- (7) In case of the disabled Ex-Defense Service Personnel a certificate of fitness issued by the Demobilization Medical Board of the Defense Services will be considered adequate for the purpose of an appointment.
- (8) Appointment, on the basis of result of this examination shall be subject to the condition that unless a candidate has already passed one of the periodical typewriting tests in English or Hindi held by the ICAR Headquarters/ICAR Institutes. The candidate will have to pass the Typing Test at minimum speed of 30 words per minute in English or 25 words per minute in Hindi or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer [35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/9000 key depression per hour on an average of 05 key depression for each word] or Hindi typing test in accordance with these norms, to be held by the authority designated by the ICAR Headquarters/ICAR Institutes for the purpose within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the ICAR Headquarters/ICAR Institutes.
- (9) The ICAR Headquarters/ICAR Institutes will engage **PASSAGE DICTATORS** for each of such Visually Handicapped candidates who will read out the given text material to the candidate during the Type Test.
- (10) If any candidate does not pass the said typewriting test within the period of probation, he/she is liable to be reverted to his/her substantive appointment or temporary post held by him/her before his/her appointment to Lower Division Clerk.
- (11) A candidate appointed on the basis of results of the examination and has already passed the typewriting test as prescribed above or who passes it within a period of 6 months from the date of his/her appointment will be granted the first increment after six months instead of one-year service. This will, however, be absorbed in the subsequent regular increment.

- (12) A candidate who after applying for admission to the examination or after appearing at it resigns his/her appointment as a Skilled Supporting Staff or otherwise quits, the service or severs his/her connection with it or whose service are terminated by his/her Department or who is appointed to an ex-cadre post or to another service on transfer and does not have a lien on Skilled Supporting Staff will not be eligible for appointment on the basis of results of this examination. This, however, does not apply to a Skilled Supporting Staff, who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

SCHEDULE OF EXAMINATION: The Scheme of written part of the examination.

Paper No.	Subject	Maximum Marks	Duration and Timings for General Candidates	Duration and Timings for VH Candidates.
I.	Short Essay (Hindi or English)	100	1 hour 30 minutes	1 hour 45 minutes
II	(a) Language (General English or Saamanya Hindi)	100	2 hours 10.00 AM to 11.30 AM 1.00 PM to 3.00 PM	2 hours 20 minutes 10.00 AM to 11.45 AM 1.00 PM to 3.00 PM
	(b) General Knowledge (English or Hindi)			

Note-I. Question Paper shall not be provided in BRAILLE AND THERE WILL BE NO OPTION FOR ANSWERING IN BRAILLE.

SYLLABUS OF EXAMINATION

PAPER-I	SHORT ESSAY	One Essay of 400-500 words to be written on any of the several specified subjects.
Paper-II	(a) LANGUAGE (General English or Saamanya Hindi)	Candidate will be tested in simple composition, applied grammar and elementary tabulation to test the art of compiling, arranging and presenting data in tabular form.
	(b) General Knowledge	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 question on Geography of India also.

Candidates are allowed the option to answer both the question papers either in English or in Hindi (in Devanagari Script). The option will be for both the papers viz. Short Essay (Paper-I) and Language and General Knowledge (Paper-II). The question papers for both the papers will be in bilingual form i.e. these will be printed both in English and Hindi.

Note:-I Candidate exercising the option to answer the papers either in English or in Hindi (in Devanagari Script) must indicate their PREFERENCE/OPTION to do so clearly in the application form, otherwise, it would be presumed by the ICAR Headquarters/ICAR Institutes that they would answer the papers in English.

Note:-II The option once exercised, will be final and no request for change of option will ordinarily be entertained.

Note:-III Zero marks will be awarded for answer written in a language other than the one opted by the candidates. Further, if answers are written partly in one language and partly in another language, such answer script will not be evaluated and such candidate will be awarded **ZERO** marks.

Note-IV: The ICAR Headquarters/ICAR Institutes has discretion to fix qualitative marks in any or all subjects of the examination.

Marks will not be allotted for mere superficial knowledge.

Deduction up to 5% of the maximum marks will be made for illegible handwriting.

Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.

All the Visually Handicapped (VH) candidates with visual disabilities of **Forty (40) Percent** and above including Blind and Partially Blind persons who have applied for the examination can avail the assistance of a SCRIBE for indicating/writing the replies on their behalf as the question papers for the examination will be set both in English and Hindi. A SCRIBE will be provided by the ICAR Headquarters/ICAR Institutes on request made by such visually handicapped (including blind and partially blind) candidate. Candidates will not be allowed to bring their own scribe. No attendant will be allowed with such VH candidates inside the examination premises.

Such visually handicapped candidates, opting for availing the assistance of SCRIBE will have to make a request, in writing to the ICAR Headquarters/ICAR Institutes for appearing in the said examination, at least 10 days before the date of examination for engaging a scribe and the medium in which the SCRIBE is required to write/indicate the replies of the questions set in the examination on his/her behalf.

VH candidates will be allowed to bring their own scribe.

The Visually Handicapped candidates including Blind and Partially Blind persons with visual disabilities of not less than forty (40%) percent who applied for the examination and who intends to engage a SCRIBE on their behalf for writing/indicating the replies in the examination will have to appear at their own risk and expense. They must also furnish the details of the degree of visual disability to authenticate their position/status as VH candidate.

Provision of Magnifying Glass

Candidates who are able to read the Question Paper and are able to write/indicate the answers with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall. Such candidates will not be treated as Visually Handicapped candidates for the purpose of availing the assistance of Scribe or the question papers for VH candidates. However, such candidates will have to bring their own Magnifying Glass in the Examination Hall and shall not be provided with a Scribe.

All "one eyed" candidates and Visually Handicapped candidates whose degree of visual disability is less than forty (40%) percent shall not be provided a SCRIBE. Such candidate will not be treated as Visually Handicapped candidate for the purpose of availing benefit of relaxation.

SELECTION OF CANDIDATES

The ICAR Headquarters/ICAR Institutes have the discretion to fix different qualifying standard in different papers. After the examination, the ICAR Headquarters/ICAR Institutes will recommend the names of candidate who have attained the qualifying standard which will be determined at the discretion of the ICAR Headquarters/ICAR Institutes. The name of the candidates who are considered by the ICAR Headquarters/ICAR Institutes to be suitable for appointment on the basis of results of the examination will be arranged in a single list on the basis of their seniority in the parent Group "C" post. The employees holding posts in higher grade will rank senior to those in the lower grade. The cadre authority shall take steps to appoint them against vacancies decided to be filled in accordance with the rules/regulations framed by them in this regard.

CRITERIA FOR ALLOCATION

The allocation will be made service-wise, as per the vacancies. The final merit position will be determined by adding marks of Paper-I, Paper-II and ACRs. In case grand total is same, the merit of the candidate will be determined on the basis of the marks obtained by him/her in Paper-II and followed by Paper-I. If the marks obtained by the candidates in Paper-I and Paper-II are equal, than the candidate having a higher Date of Birth will be ranked higher.

TYPEWRITING TEST

Appointment, on the basis of result of this examination shall be subject to the condition that unless a candidate has already passed one of the periodical typewriting tests in English or Hindi held by the ICAR Headquarters/ICAR Institutes. The candidate will have to pass the Typing Test at minimum speed of 30 words per minute in English or 25 words per minute in Hindi or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer [35 w.p.m. and 30 w.p.m. corresponding to 10500 key depressions per hour/9000 key depression per hour on an average of 05 key depression for each word] or Hindi typing test in accordance with these norms, to be held by the authority designated by the ICAR Headquarters/ICAR Institutes for the purpose within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the ICAR Headquarters/ICAR Institutes.

~~The candidates who do not pass the said typewriting test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to lower Division Grade~~

Notwithstanding anything contained in clauses (i) and (ii) above, a candidate, who has been declared by the competent medical authority, i.e., the Civil Surgeon, to be permanently unfit to pass the type-writing test because of a physical disability, may be exempted from the requirement of passing the typewriting test as per rules and guidelines and, in the event of his being so exempted, the provisions of clauses (i) and (ii) shall cease to be applicable to him from the date of such exemption.

The Visually Handicapped candidates with visual disability of forty (40%) percent and above will be given 30 minutes time to type 300 words in English and 250 words in Hindi.

7/7

52/12

**APPLICATION FOR THE LIMITED DEPARTMENTAL COMPETITIVE 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 <u>(duly attested copies should be enclosed)</u> (including the name of Board/University)	
9	Year/Date of passing the 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	

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