



भा.कृ.अनु.प.-केन्द्रीय कंद फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

श्रीकारियम, तिरुवनंतपुरम - 695 017, केरल, भारत

ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

Sreekariyam, Thiruvananthapuram - 695 017, Kerala, India



फ. सं F.No.1-3/2013-Estt.

दिनांक/Dated 24.04.2024

परिपत्र / CIRCULAR

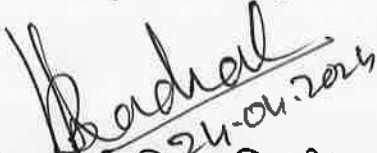
In pursuance of the ICAR OM F.No. Admn.11-2/2022-R&P dated 07.06.2023, it is proposed to fill up 01 (one) post of '**Assistant Administrative Officer**' in the Pay Matrix Level-7 (Rs. 44900 -142400) under Limited Departmental Competitive Examination (LDCE) quota confined to the Assistants (in Pay Matrix Level-6 Rs. 35400 -112400) of this Institute having at least *03 (Three) years regular service* in the grade **as on 01st January 2024**. Tentative date of examination will be from 15.05.2024 to 17.05.2024.

The indicative syllabus and scheme for the written examination will be as under:

Paper-I	Noting, Drafting, Précis Writing.
Paper-II	Office Procedure and Practice.
Paper-III	General Knowledge of the Constitution of India and Machinery of Government Practice and Procedure in the Parliament.
Paper-IV	General Financial and Service Rules.
Paper- V	General Studies (Objective type)

Detailed syllabus for each of the papers is enclosed as *Annexure-II*.

Eligible Employees of the Institute may submit their application in the prescribed proforma (*Annexure-I*) to the undersigned **on or before 03.05.2024**.


24-04-2024

वरिष्ठ प्रशासनिक अधिकारी/
Senior Administrative Officer

वितरण/Distribution:

1. All the UDCs of this Institute.
2. The Head, Regional Station of CTCRI, Bhubaneswar – 751 019, Odisha
3. All Notice Boards.

भाकृअनुप - केन्द्रीय कंद फसल अनुसंधान संस्थान
ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE

PROFORMA

APPLICATION FOR THE LIMITED DEPARTEMENTAL COMPETITIVE
EXAMINATION (LDCE) FOR THE POST OF '**Assistant Administrative Officer**'
IN THE PAY MATRIX LEVEL-7 (Rs. 44900 -142400)

1.	Name of Candidate	:			
2.	Name of the Research Institute/Centre where service	:			
3.	Date of Birth	:			
4.	Qualification	:			
5.	Present post held with date of joining	:			
6.	Present basic pay with pay band	:			
7.	Experience:				
	Name of the Employer	Post held	Pay band	Period	Nature of works attended
8.	Whether the Employee belonging to SC/ST	:			
9.	Date of continuous and regular appointment to the post of Assistant	:			
10.	Any other information/particulars relevant to service of the Employee	:			

I hereby certify that the foregoing information is correct to the best of my knowledge and belief.

Station:

Date :

Signature of the Applicant

SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF 'ASSISTANT' AT ICAR HEADQUARTERS AND ICAR RESEARCH INSTITUTES

Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued upto the date of notification of this examination.

1. Noting, Drafting and Precis Writing.

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or précis.

2. Office Procedure and Practice

This is intended to be an intensive and detailed test in methods and procedure of work in the ICAR specifically and also in the Government of India Secretariate and attached offices generally. Some guidance 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 Secretariate Training and Management.
- (iii) Manual of Administrative Instructions compiled by Shri P.V.Hariharasnkara.

3. General Knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament.

Note: 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 the Rajya Sabha and
- (iii) The organization of the machinery of Government of India – designation and allocation of subjects between Ministries and Departments and attached and subordinate Offices and their relation inter-se.

4. General Financial and Service Rules

The following books are recommended:-

- (i) Fundamental and Supplementary Rules,
- (ii) The Central Civil Services (Pension) Rules, 1972
- (iii) The Central Civil Services (Conduct) Rues, 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
- (vii) Rules and Bye-laws of the ICAR
- (viii) ARS booklet brought out by ICAR
- (ix) Handbook of Technical Services brought out by India council of Agricultural Research
- (x) CCS(Leave) Rules, 1972

5. General Studies

The paper will cover subjects of interest and importance at the present day. Questions will be set to test knowledge of broad and salient features of the Five Year Plans and Community Development Scheme, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidates' answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, reports etc.