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भा.कृ.अनु.प.- राष्ट्रीय पशु आनुवंशिक संसाधन ब्यूरो



I.C.A.R.-NATIONAL BUREAU OF ANIMAL GENETIC RESOURCES
मकरमपुरकैम्पस, जी. टी. रोडबाईपास (नजदीकवंसतविहार) पोस्टबॉक्सन. 129
Makrampur Campus, G. T. Road, Bye Pass, Near Basant Vihar, P. O. Box No. 129
करनाल-132001 (हरियाणा) KARNAL-132001 (Haryana)

मि.स. 8-57/03-स्थापना

दिनांक:- 18.09.2021

परिपत्र

प्रशासनिक वर्ग के भर्ती नियमों के अनुसार सीमित विभागीय प्रतियोगिता परीक्षा कोटे के अंतर्गत संस्थान में सहा. प्रशासनिक अधिकारी के एक अनारक्षित रिक्त पद हेतु योग्य एवं इच्छुक उम्मीदवारों से आवेदन, निम्न विवरणनुसार आमन्त्रित किये जाते हैं:-

क्रम सं.	पद का नाम	वेतनमान	रिक्त पदों की संख्या एवं वर्ग	योग्यता
1.	सहायक प्रशासनिक अधिकारी Assistant Administrative Officer	लेवल-7 Level - 7	01 (अनारक्षित) 01 (Un-reserved)	Limited Departmental competitive examination confined to Assistants/Personal Assistants having three years regular service in the Pay Band-2, Rs. 9300-34800+ Grade Pay of Rs. 4200/- (pre-revised) as on the 1st January, if the examination is notified in the first half of the calendar year and 1st July, if the examination is notified in the second half of the calendar year.

वे आवेदक जो उपरोक्त शर्तों को पूरा करते हैं तथा परीक्षा में सम्मिलित होने के इच्छुक हैं, वे अपना आवेदन पत्र निर्धारित फार्म (संलग्नक-1) में भरकर दिनांक 30 सितम्बर 2021 तक अथवा उसके पूर्व अधोहस्ताक्षरी को प्रस्तुत करें। अन्तिम तिथि के बाद प्राप्त होने वाले आवेदन पत्रों पर विचार नहीं किया जायेगा।

उपरोक्त पद हेतु सीमित विभागीय प्रतियोगिता परीक्षा हेतु परीक्षा परिषद द्वारा निर्धारित पाठ्यक्रम [संलग्नक- II (A&B)] के अनुसार होगी। परीक्षा तिथि की विस्तृत जानकारी अलग से सक्षम अधिकारी द्वारा मनोनीत परीक्षा नियंत्रक द्वारा सूचित की जायेगी।

यह सक्षम अधिकारी की स्वीकृति से जारी किया गया है।


सहायक प्रशासनिक अधिकारी

वितरण :

1. सभी सहायक/निजी सहायक को ईमेल
2. निजी सचिव, निदेशक - भा.कृ.अनु.प.- राष्ट्रीय पशु आनुवंशिक संसाधन ब्यूरो, करनाल को सूचनार्थ।
3. सूचना पट्ट।
4. प्रभारी-कंप्यूटर सेल से अनुरोध है कि उपरोक्त परिपत्र को संस्थान की वेबसाइट पर अपलोड करे।

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सीमित विभागीय प्रतियोगिता परीक्षा (LDCE) के लिए आवेदन पत्र

- आवेदित पद :
1. आवेदक का नाम :
2. पिता/पति का नाम :
3. जन्म तिथि :
4. शैक्षिक योग्यता :
5. आरंभिक भर्ती की तिथि, पद एवं वेतनमान :
6. वर्तमान पदमान एवं पद नियुक्ति की तिथि :
7. वर्तमान वेतन एवं वेतनमान :
8. वर्तमान कार्यस्थल :
9. क्या स्थाई/ अस्थायी है ? :
10. क्या अनुसूचित जाती/ जनजाति से सम्बंध रखते हैं ? :
11. लिखित परीक्षा देने के लिए भाषा का चुनाव (हिंदी या अंग्रेजी)* :

मैंने परिपत्र सं. दिनांक की समस्त नियमों एवं शर्तों को पढ़ एवं समझ लिया है। मुझे समस्त नियम एवं शर्तों एवं वर्तमान में लागू सम्बंधित भारत सरकार/ भा. कृ.अ.प. के सभी आदेश बिना शर्त स्वीकार्य हैं तथा मैं उनका अक्षरतः पालन करूंगा।

दिनांक :

अभियार्थी के हस्ताक्षर

कार्यालय प्रयोग हतु

उपरोक्त सूचना कार्यालय रिकार्ड से सत्यापित कर ली गई है, तथा सत्य पाई गई है।

सहा.प्रशासनिक अधिकारी (स्थापना)

Syllabus of the Examination

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 Secretariat 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 Secretariat Training and Management.
- (iii) Establishment & Administration Manual

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) 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
- (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 Schemes, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidate's answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report, etc.

Plan of Examination

1. The Examination shall be conducted according to the following Plan:-

Part – I Written Examination carrying a maximum of 500 marks in the subjects as shown in para 2 below.

Part – II Evaluation of record of service of such of the candidates as may be decided by the Director, ICAR-NBAGR, Karnal at his discretion carrying a maximum of 150 marks.

2. The subjects in which the candidates will be required to take the written examination, will be as follows:-

Paper No.	Subjects
1	Noting, Drafting and Precis Writing.
2	Office Procedure and practice generally and also specifically with reference to the ICAR
3	General Knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
4	General Financial and Service Rules
5	General Studies (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

NOTE: The paper on General Studies will consist of objective type questions only. ..

3. Syllabus for the examination will be shown separately (attached).

4. Candidates are allowed the option to answer papers 2, 3 & 5 either in English or Hindi (Devnagri). Papers 1 and 4 must be answered in English. Question papers will be set both in English and Hindi.

NOTE 1: The option will be the same for all the three papers mentioned above and not for different papers or different questions in the same paper.

NOTE 2: Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devnagri) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

NOTE 3: Candidates exercising the option to answer the paper in Hindi (Devnagri) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi Version.

5. 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.

6. The ICAR – NBAGR, Karnal has the discretion to fix qualifying marks in any or all the subjects of the examination.
7. Marks will not be allotted for mere superficial knowledge.
8. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
9. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.