

भाकृअनुप केंद्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान  
(भारतीय कृषि अनुसंधान परिषद)  
एडनवाला रोड, मुंबई - 400 019  
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संख्या: प्रशासन-1/381/III

दिनांक: 05 मार्च, 2018

परिपत्र संख्या / CIRCULAR NO: 111

इस संस्थान के मुंबई मुख्यालय में सहायक (एक अनारक्षित एवं एक अनुसूचित जाति) (मूल वेतन 35,400, लेवल 6 पे मैट्रिक्स 7वे सी.पी. सी. के अंतर्गत) (6 वीं सीपीसी के पूर्व संगोहित वेतनमान रु. 9300- 34,800 + ग्रेड पे रु. 4200/-) के रिक्त पद भरने के लिए सीमित विभागीय प्रतियोगितात्मक परीक्षा लेने का प्रस्ताव है।

It is proposed to hold a **Limited Departmental Competitive Examination** for filling up the vacancy for the post of **Assistant (one Unreserved and one SC) ( Basic pay 35,400 Level 6 of pay matrix of 7<sup>th</sup> CPC)** (pre-revised pay scale of 6<sup>th</sup> CPC with pay scale Rs. 9,300-34,800 + Grade Pay Rs. 4200/-) in this Institute's Headquarters at Mumbai.

इस संस्थान के प्रवर श्रेणी लिपिक जिन्होंने 1 अप्रैल, 2018 को 6 वर्ष की नियमित सेवा पूर्ण की है, ( और जो वेतनमान रु. 5,200-20,200 + ग्रेड पे रु. 2400) वे आवेदन करने के लिए पात्र है।

Upper Division Clerks of this Institute having completed 6 years of regular service as on 1<sup>st</sup> April, 2018 (in the pay scale Rs. 5,200-20,200 + Grade Pay Rs. 2400/-) are eligible to apply.

उक्त सीमित विभागीय प्रतियोगितात्मक परीक्षा इस संस्थान में शीघ्र ही आयोजित की जाएगी। परीक्षा की निश्चित तिथि एवं समय की सूचना बाद में दी जाएगी। इस संस्थान के पात्र कर्मचारी दिनांक 06-04-2018 तक आवेदन पत्र प्रशासन-एक में जमा करें। अंतिम तिथि के बाद में कोई भी आवेदन स्वीकार नहीं किया जायेगा।

The above referred **Limited Departmental Competitive Examination** will be held shortly at this Institute. The exact date and time of the examination will be intimated later. The eligible employees of this Institute may submit their application by **06-04-2018** positively. The application after the last date shall not be accepted.

उपरोक्त संदर्भित परीक्षा का पाठ्यक्रम संलग्न है। हर प्रश्न पेपर अधिकतम 100 अंको का रहेगा और न्यूनतम उतीर्णता गुणांक 35 रहेंगे।

The syllabus for the examination referred to the above is enclosed. Each question paper will carry 100 marks and minimum passing marks are 35 in each subject.

  
(सुनील कुमार)

संलग्न : उपर्युक्त

वरिष्ठ प्रशासनिक अधिकारी

**प्रतिलिपि:**

1. प्रशासन-1/III/IV/V अनुभाग (उनके अंतर्गत कार्यरत प्रवर श्रेणी लिपिक को परिचालन हेतु)
2. लेखा एवं लेखा परीक्षा अनुभाग (उनके अंतर्गत कार्यरत प्रवर श्रेणी लिपिक को परिचालन हेतु)
3. ओटाई प्रशिक्षण केंद्र, नागपुर (उनके अंतर्गत कार्यरत प्रवर श्रेणी लिपिक को परिचालन हेतु)
4. प्रभारी, एकेमयु ( कृपया वेबसाइट पर अपलोड करें )
5. सूचनापट्ट
6. गार्ड फिसिल

## Annexure -I

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) Manual of Administrative Instructions compiled by Shri P.V. Hariharasankaran.

### **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 I.C.A.R.
- (vii) Rules and Bye-laws of the I.C.A.R.
- (viii) A.R.S. Booklet brought out by I.C.A.R.
- (ix) Handbook of Technical Services brought out by Indian Council of Agricultural Research.
- (x) Revised CCS (Leave) Rules, 1972.

Syllabus of the Limited Departmental Competitive Examination for the post of  
Assistant

**Part-I :** Written examination carrying a maximum of 400 marks in the subjects given below. Each paper will carry a maximum of 100 marks and will be of the two hours duration.

**Paper I:** Noting, Drafting and Precis writing.

**Paper II:** Office Procedure and Practice generally and also specifically with reference to the ICAR.

**Paper III:** General Knowledge of the Constitution of India and Machinery of Government Practice and Procedure in Parliament.

**Paper IV:** General Financial and Service Rules

The syllabus (in detail) for the above question papers is enclosed. (Annexure-I)

**Part -II :** Evaluation of record of service of the candidates for a period of 5 years carrying a maximum of 150 marks .