



भा0 कृ0 अ0 प0-राष्ट्रीय पादप आनुवांशिक संस्थान ब्यूरो
ICAR-National Bureau of Plant Genetic Resources
पूसा परिसर नई दिल्ली-110012
Pusa Campus, New Delhi - 110012



हर कदम, हर उमर
किसानों का हमसफर
आरतीय कृषि अनुसंधान परिषद

स्वच्छ भारत अभियान
SWACHH BHARAT MISSION
सबका स्वच्छ सबका श्रेष्ठ



Agrisearch with a human touch

02nd October, 2014 to 02nd October, 2019

Phone: 011-25802825

E-mail: surbhi.bhagat@icar.gov.in

No. 3-112/92/PIII/Part II-Part(1) e-109219

Dated: 18.01.2024

CIRCULAR

Subject: Limited Departmental Competitive Examination for filling up 02 vacant posts of Upper Division Clerk at ICAR-NBPGR- reg.

It is proposed to conduct Limited Departmental Competitive Examination for filling up 02 vacant posts of Upper Division Clerk in ICAR-NBPGR as per recruitment rules circulated vide ICAR O.M. No. 11-2/2022-R&P dated 07.06.2023 and instructions circulated by ICAR from time to time. The details of the vacancies are as follows:

S.No.	Name of Post	Category	Pay Level	Eligibility
01.	Upper Division Clerk (02)	02 - UR	Level 04 of pay matrix of 7th CPC (pre-revised Pay Band-1 of Rs. 5200-20200 + Grade Pay Rs. 2400/-)	LDCs in Pay Level-2 (Rs. 19900-63200) (Pre-revised Pay Band-1, Rs.5200-20200 with GP Rs.1900) at the respective ICAR Hqrs./ ICAR Institutes who have completed five years regular service in the grade as on the date prescribed by DoP&T/ICAR.

The complete scheme and syllabus prescribed by the Council notified vide no. 33(7)/2012-Estt.I dated 27.11.2012 for conducting Limited Departmental Competitive Examination of UDC is attached at Annexure-I & II.

LDCs of ICAR-NBPGR having completed 05 years of regular service in ICAR as on 1st January, 2024 are eligible to apply. The eligible employees of this Institute may submit their applications in the prescribed format through proper channel latest by 16.02.2024 to the undersigned. Applications received after due date will not be accepted.

There will be 40 per cent qualifying marks in each paper for UR/OBC and 35 per cent qualifying marks in each paper for SC/ST as the case may be, subject to 40 percent in the aggregate for UR/OBC and 35 percent in the aggregate for SC/ST.

Surbhi
18/01/24
(Surbhi Bhagat)
Asstt. Admn. Officer

Distribution:-

1. All Head of Division/Section/Units/Cells ICAR-NBPGR.
2. All Officer-in-Charge, Regional Stations/Base Centres/ Issapur Farm.
3. AAO/F&AO/DDO/Purchase Officer/Stores Officer, ICAR-NBPGR, New Delhi.
4. In-charge, AKMU, ICAR-NBPGR, New Delhi for uploading in the Bureau's website.

**FORMAT FOR APPLYING FOR THE POST OF UPPER DIVISION CLERK
THROUGH LDCE AT ICAR-NBPGR**

1. Name of the candidate :
2. Father's name:
3. Present post held on regular basis
with date of appointment in ICAR:
4. Present Pay Band and Level:
5. Total service rendered in the Level-02:
6. Whether permanent or temporary:
7. Whether belonging to SC/ST :
8. Medium for writing answers(Hindi/English):
9. Any other information/ particular relevant to the service of the
employees:

SIGNATURE OF THE CANDIDATE WITH DATE

Name:

Designation:

CERTIFICATE BY THE HEAD OF DIVISION/ UNIT/SECTION

Certified that the particulars furnished above have been verified from the
service Book and found correct.

SIGNATURE OF HEAD OF DIVISION/ UNIT/SECTION

Annexure-I

Scheme of examination

The examination (aggregate 400 marks) shall be conducted according to the following scheme: -

1. Written Papers:-

Paper No.	Subject	Maximum Marks	Time allowed
I	(Objective Type) (a) General Awareness (100 Question) (b) Comprehension and writing ability of English Language (100 Question)	200 Marks	02 hours
II	(Conventional Type) Noting, Drafting and Office Procedure	100 Marks	02 hours

1. Calculation procedure of APARs for last five years:-

The APARs of last five years will be considered/ taken into account for the candidates who qualify the written part of the exam. The marks allotted for APARs of last five years are 100 (20 for each year APAR) and calculation of marks of APARs will be done as follows:-

1. APARs graded between 8 and 10 will be given a score of 9 for the purpose of calculation of score for empanelment/promotion and $(9 \times 2) = 18$ marks will be added with the written marks.
2. APARs graded between 6 and short of 8 will be given a score of 7 and $(7 \times 2) = 14$ marks will be added with the written marks.
3. APARs graded between 4 and short of 6 will be given a score of 5 and $(5 \times 2) = 10$ marks will be added with the written marks.
4. APARs graded below 4 will be given a score of "Zero".

Merit of the candidates shall be arrived by calculating total marks obtained, **out of maximum marks of 400 (i.e 300 for written +100 APAR).**

- Note-1: Candidates are allowed the option to answer the Paper-II on Noting, Drafting and Office Procedure either in English or Hindi.
- Note-2: The option will be for a complete paper and not for different question in the same paper
- Note-3: Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagari) or in English should indicate clearly in the application form, otherwise, it would be presumed that they would answer the Paper in English.
- Note-4: The option exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.
- Note-5: Question paper in respect of Paper-I(a) and Paper-II will be supplied both in English and Hindi.
- Note-6: No credit for Paper-II will be given for an answer written in a language other than the one opted by the candidate.

Deduction up to 5 percent of the maximum marks in the written subject will be made for illegible handwriting.

Syllabus of Examination

PART-A

Standard & Syllabus of the Written Test.

Paper-I

(a) General Awareness:-

Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society, Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b) Comprehension and Writing Ability of English Language:

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also.

Paper-II

(a) Noting Drafting and Office Procedure:

The paper on Noting, Drafting and Office Procedure will be designed to test the candidates knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts, Rules and Bye Laws of ICAR, Audit Manual and Delegation of Powers.
