



ICAR-NATIONAL RESEARCH CENTRE ON CAMEL

Post Box No.7, Jorbeer, Bikaner – 334001, Rajasthan

Phone : +91 151 2230183

Fax: +91 151 2970153

Email : director.nrccamel@icar.gov.in / nrccamel@nic.in

F.No. NRCC/Adm./Estt./01(04)/Rect./Prom.-AAO/2022/ (Part)

Dated 25.10.2022

NOTICE

Sub: Filling up the post of Assistant Administrative Officer (UR) in the Pay Band-II Rs.9300-34800 + GP Rs. 4600 (level 07 as per 7th CPC pay matrix) under Limited Departmental Competitive Examination Quota at ICAR – NRCC Bikaner – Reg.

Applications are invited for filling up one vacant post of Assistant Administrative Officer (UR) to be filled up at ICAR – NRCC Bikaner under Limited Departmental Competitive Examination Quota from amongst the eligible departmental candidates only. The Assistants / Personal Assistants having three years regular service in the Pay Band-2 Rs.9300-34800 + Grade Pay – Rs.4200/- (level 06 as per 7th CPC pay matrix) as on 01.01.2022 (relaxation of eligibility criteria up to three months as per rule) may apply / submit their willingness to the Director, NRCC Bikaner through their respective In-charges for aforesaid post on prescribed proforma as enclosed herewith latest by 05.11.2022.

The copy of syllabus and plan of examination is also enclosed.

Interested persons who are eligible to appear in the aforesaid examination may send their applications in the prescribed application forms (proforma enclosed) through proper channel so as to reach the Director, ICAR - NRCC Bikaner latest by 05.11.2022. The application received after closing date or incomplete in any aspect will not be entertained.

The detailed schedule for the examination is attached as Annexure – I. No request for extension of date of examination will be entertained except for unavoidable reasons. The hall ticket for the LDCE examination will be issued well in advance of the scheduled date and time of the examination (through email)

Creating outside pressure or VIP reference may lead to cancellation of candidature.


(SK Singh)

Controller of Examination

Distribution:

1. All Assistants / Personal Assistants through their respective in-charges / Heads and through official mails of the individuals.
2. The Director (Animal Science), KAB – II, Pusa New Delhi for information.
3. Administrative Officer, ICAR – NRCC Bikaner for information and record.
4. F&AO, ICAR – NRCC Bikaner.
5. PS to the Director, ICAR – NRCC Bikaner
6. Notice Board / E-Notice Board of ICAR – NRCC Bikaner.

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 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 is attached.
4. Candidates are allowed the option to answer all the aforesaid five papers in English or in Hindi (Devanagri). Question Papers of all the five papers will be set in Hindi and in English. The option will be the same for all the five papers mentioned above and not for different papers or different questions in the same paper.
- NOTE 1 :** Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagri) 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 2:** Candidates exercising the option to answer the paper in Hindi (Devanagri) 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 competent authority of the institute has the discretion to fix qualifying marks in any or all the papers of the examination. However, with the approval of the Director, NRCC, it has been decided that cut-off marks for qualifying the written examination will be 35% in aggregate and 30 % in each paper respectively.
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.
-

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 Précis 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.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 Indian 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.

Limited Departmental Competitive Examination – 2022
for the posts of AAO at the ICAR – NRCC, Bikaner

APPLICATION FORM

(To be filled in by the candidate in his / her own handwriting in CAPITAL LETTERS)

1. Name of the Candidate : _____
2. Designation : _____
3. Father / Husband's Name : _____
4. Date of Birth (DD-MM-YYYY format) : _____
5. Educational Qualifications : _____
6. Date of continuous and regular appointment to the post of Assistant / PA : _____
7. Medium for answering Question Papers.: Paper – I _____
[Write in words either English or Hindi Paper – II _____
(Devanagri Script)] Paper – III _____
Paper – IV _____
Paper – V _____
8. Present place of posting : _____
(Name of Section / Unit where working)
9. Category to which belongs : _____
(SC / ST / OBC / GENERAL)
10. Any other information : _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect of ineligibility being detected at any time before or after the examination, action may be taken against me and I shall be bound by the decision of the employer.

Date :

Signature of the Candidate

Name.....

Place:

Designation.....

FOR USE BY THE ADMINISTRATIVE SECTION, ICAR – NRCC Bikaner

Certified that :

1. Shri / Smt. / _____ is having three years regular and continuous service in the grade of Assistant / PA as on 1st January, 2022 and is eligible for appearing in the Limited Departmental Competitive Examination – 2022 for the post of Assistant Administrative Officer.
2. He / She belongs to _____ category.
3. There are no circumstances rendering him / her unsuitable for promotion to the post of Assistant Administrative Officer.
4. He / She is clear from vigilance / disciplinary angle.

HEAD OF OFFICE
ICAR-NRCC, Bikaner


SCHEDULE OF EXAMINATION

Attention may kindly be drawn towards the subjected examination. It is hereby informed to all the eligible applicants of the LDCE that the schedule of written examination will be as under.

Hall tickets will be issued to the eligible applicants after screening of the applications.

Paper	Details	Date of Exam.	Hours of Exam.
Paper - I	Noting, Drafting and Precis Writing	10.11.2022	10:30 AM to 01:00 PM
Paper – II	Office Procedure and practice generally and also specifically with reference to the ICAR	10.11.2022	2:00 PM to 4:30 PM
Paper – III	General Knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.	11.11.2022	10:30 AM to 01:00 PM
Paper – IV	General Financial and Service Rules	11.11.2022	2:00 PM to 4:30 PM
Paper – V	General Studies (Objective Type)	12.11.2022	10:30 AM to 01:00 PM

The Written Examination will be conducted at **Committee Room, ICAR - NRCC, Bikaner**. If there is any change in the venue of the examination, the same will be intimated to the eligible candidates in their Hall Ticket.


(S K Singh)

Controller of Examination