

By Hand/Notice board/Website



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर/Jodhpur (राजस्थान/Rajasthan)342003



F.No.4-137/2012-13/Adm.I/Vol. IV

Dated: 13-10-2021

NOTIFICATION

Applications are invited from eligible candidates within the ICAR-CAZRI, Jodhpur and its RRS & KVKs for filling-up 02 (Two) posts (01 –Unreserved, earmarked for RRS, Jaisalmer & 01 – Reserved for SC, earmarked for RRS, Leh) of Assistant Administrative Officer in the Pay Level-7 under Limited Departmental Competitive Examination (25% quota) quota..

2. **Eligibility:** An Assistant/Personal Assistant working at CAZRI (HQ) or its RRS and KVKs and having at least three years regular service in the grade as on 1st July, 2021 are eligible to apply.

3. Therefore, all the candidates who fulfil the eligibility as per rules and willing to appear in the aforesaid examination may apply in the format printed overleaf for the same through proper channel. The application should be received at Recruitment Cell, CAZRI, Jodhpur **by or before 12-11-2021**. Applications received incomplete/unsigned and/or after due date will not be entertained.

4. The copy of syllabus and scheme of examination is being uploaded on CAZRI INTRA.

5. This is issued with the approval of the Competent Authority.


Assistant Administrative Officer (R)

Distribution:

1. HoDs of Division-I/II/III/IV/V/VI, AAOs of Admn-I/II/III/IV/V, AFAOs of Audit-I/II/III, , I/c, Rodent, I/c RCMS, I/c Library, I/c Farm Section, Security Section, OIC-Care Taker IGH/Student Hostel for information and circulation.
2. HDs/I/c, CAZRI's RRS, Pali/Jaisalmer/Bikaner/Bhuj/Leh for information and circulation.
3. I/c of KVK-Jodhpur/Pali/Bhuj for information and circulation.
4. I/c AKMU, CAZRI, Jodhpur for uploading a copy of this notification alongwith syllabus and scheme of examination on CAZRI-INTRA.
5. PS to Director/CAO/CFAO, CAZRI, Jodhpur for information.
6. Notice Board.

P.T.O.

Application form

{Application form for one post (Un-reserved) of Asstt.Admn.Officer (AAO) at CAZRI's RRS, Jaisalmer and one post (Reserved for SC) of Asstt.Admn.Officer (AAO) at CAZRI's RRS, Leh under LDCE quota}

To

The Director,
ICAR-Central Arid Zone Research Institute,
Jodhpur.

(Through proper channel)

Sub: Application for the post of Asstt.Admn.Officer under LDCE (25% quota) – regd.

Sir,

With reference to CAZRI's notification No. 4-137/2012-13/Adm.I (Vol. IV) dated 13-10-2021, I am willing to appear in the Limited Departmental Competitive Examination for the post(s) of Asstt. Administrative Officer (Un-reserved) / (Reserved for SC) in the Pay Level-7 under LDCE (25% quota).

2. Further, it is also to be mentioned that I will answer all the paper in _____.
(Please fill the appropriate language either **English** or **Hindi (Devanagari)**)

Yours faithfully,

Signature:

Name:

Dated: _____

Designation as on date:

Place: _____

Place of posting as on date:

Appendix

For AAO. (5)

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 Agricultural Scientists Recruitment Board / concerned Institute at their 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.	Subject
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 as shown in the Schedule.

4. Candidates are allowed the option to answer papers (2), (3) and (5) either in English or Hindi (Devanagari). 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 (Devanagari) 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.

.....contd.2/-

Note 3. Candidates exercising the option to answer the paper in Hindi (Devanagari) 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 Agricultural Scientists Recruitment Board / ICAR have 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.

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SCHEDULE

Syllabus of the Examination

~~For Assistant~~

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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 Precise writing

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

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 organisation 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

.....contd.2/-

- (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) 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. Candidates' answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report etc.
