



भा. कृ. अनु. प. केंद्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
ICAR – Central Arid Zone Research Institute  
जोधपुर (राजस्थान) Jodhpur (Rajasthan) 342003  
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Phone No. 0291 – 27865849(Dir.)/2786485(CAO,SG)

F.No.A-32015/1/2026-Admn-I-CAZRI

Dated:05-06-2026

## **NOTIFICATION**

Applications are invited from eligible candidate within the ICAR-CAZRI, Jodhpur and its RRS & KVK for filling-up 04 (Four) posts (Unreserved ) in the pay Level-6 under Limited Departmental Competitive Examination (10% Quota).

Eligibility:- An UDC working at CAZRI (HQ) or its RRS and KVKs and having at least Six years regular service in the grade as on 1<sup>st</sup> January, 2026 are eligible to apply.

Therefore, all the candidate who fulfill the eligibility as per rules and willing to appear in the aforesaid examination may apply in the format attached herewith for the same through proper channel. The application should be received at to the undersigned at Admn.I Section, ICAR-CAZRI, Jodhpur by or before 12.06.2026 through proper channel. Applications received incomplete/unsigned and /or after due date will not be entertained.

The copy of Syllabus and scheme of examination is being uploaded on CAZRI, website.

This is issued with the approval of the Competent Authority

(Indra Raj Meena)

**Senior Administrative Officer**

### **Enclosure:**

1. Application Pro-forma
2. Pattern of examination & syllabus
3. Declaration

### **Distribution:**

1. AO/AOs of Admn.I/II/III/IV/V for information and circulation
2. CFAO/AFAOs of Audit-I/II/III, Unit for information and circulation
3. I/C AKMU, CAZRI, Jodhpur for uploading a copy of this notification along with syllabus and scheme of examination on CAZRI-Website.
4. AAO ( Director)/CAO(SG)/SAO, CAZRI, Jodhpur for information

**Annexure - I**

**Application form**  
**{Application form for the post of Assistant}**

To

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

**(Through proper channel)**

Sub: Application for the post of Assistant under LDCE (10% quota) – regd.

Sir,

With reference to CAZRI's notification No. A-32015/1/2026-Admn-I-CAZRI dated 05.06.2026, I am willing to appear in the Limited Departmental Competitive Examination for the post of Assistant in the Pay Level-6 under LDCE (10% quota).

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:

Date& Place: \_\_\_\_\_

Designation as on date:

Place of posting as on date:

**Syllabus for Limited Departmental Competitive Examination for the post of Assistant at ICAR Headquarters & ICAR Research Institutes.**

WHERE KNOWLEDGE OF THE RULES, ORDERS, INSTRUCTION ETC. IS REQUIRED CANDIDATES WILL BE EXPECTED TO BE CONVERSANT WITH AMENDMENTS ISSUED UPTO THE DATE OF NOTIFICATION OF THIS EXAMINATION.

**1. NOTING AND DRAFTING, 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 I.C.A.R. 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 Institutes of Secretariat Training and Management.
- iii) Manual of Administrative Instructions compiled by 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 (A.G.P. & Ts.) compilation or Chaudhuri's compilation.
- 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. (O.D. Garg's Compilation).
- 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 Tech. Services brought out by Indian Council of Agricultural Research.
- x) Revised Leave Rules.

## **Syllabus for Limited Departmental Competitive Examination For the post of Assistant**

Where knowledge of the Rules, orders instruction etc, is required, candidates will be expected to be conversant with amendments issued up to the date of notification of this examination.

### **1. Noting, Drafting and Precis Writing**

In Addition to question requiring candidates to prepare notes and drafts on specific problems, passage may also be set for summery or précis

### **2. Office Procedure and Practise**

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 Notifications.
- (ii). Notes or Office procedure issued by the Institute of Secretariat Training and Management.
- (iii). Manual of Administrative Instruction 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 Principle of the Constitution of India.
- (ii). Notes 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 subject, between Ministers and Departments and attached and subordinates 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 Service brought out by Indian Council of Agriculture Research.
- (x). CCS (Leave) Rules. 1972

## APPENDIX - XVI

Syllabus for limited departmental competitive examination for filling up the various administrative posts of assistant at ICAR Hqs and Institutes

### Scheme and Syllabus for LDCE

INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN, NEW DELHI

No.F.14-(3)/89.E.stt. I

Dated the 8 January, 1990

To

The Directors/Project Directors of  
All the Research Institutes under ICAR.

Sub: **Syllabus for Limited Departmental Competitive Examination for filling up the post of Assistant at ICAR Hqs and at its Research Institutes-Prescription of-**

Sir,

I am to say that the Recruitment Rules for the post of Assistant at the Hqs. of the Council and its Research Institutes prescribed fixed percentage of vacancies to be filled up on the basis of Limited Departmental Competitive Examination confined to U.D.Cs./Sr. Clerks. The matter regarding prescribing of uniform syllabus and scheme for the Limited Departmental Examination for the post of Assistant at the Council's Hqs. as well as its Research Institutes has been under consideration for some time past. It has now been decided with the approval of D.G. ICAR that the syllabus and scheme for the said examination will be as under:-

#### 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, précis writing.   |
| Paper-II               | - | Office procedure and practice generally and also specifically with reference to the ICAR.         |
| Paper-III<br>Machinery | - | General knowledge of the Constitution of India and of Govt. 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 of maximum of 150 marks.

The receipt of this letter may kindly be acknowledged.

Yours faithfully

Sd/-  
(M.S. KAUNDAL)  
Under Secretary (A)

Copy forwarded:-

1. All Officers/Sections, Krishi Bhavan, New Delhi.
2. All Officers/Section, K.A.B., New Delhi.
3. Secretary (SS), CJSC and HJSC Krishi Bhawan, New  
Delhi.
4. Guard file/Spare copies (75).

Sd/-  
(M.S. KAUNDAL)  
Under Secretary (A)

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I \_\_\_\_\_ hereby declare that all the statements in this application form are true, complete and correct to the best of my knowledge and belief.

Signature of candidate:

Date:

E-mail ID:

Mobile No.