



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)  
ICAR-National Dairy Research Institute (Deemed University)  
करनाल, हरियाणा (भारत). पिन-132001  
Karnal, Haryana (India). PIN-132001



( स्थापना अनुभाग-तीन / Establishment Section-III )

फा.सं. 11-28 / 2014-ई.3(एम)-67-68

दिनांक: 26 अप्रैल, 2024

सेवा में

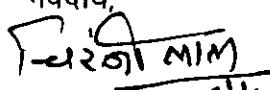
सर्वसंबंधित को (संलग्न परिपत्र में उल्लेखित अनुसार)  
(To all concerned as mentioned in enclosed Circular)

महोदय / महोदया,

कृपया इस पत्र के साथ संलग्न परिपत्र सूचनार्थ एवं आवश्यक कार्रवाई हेतु देखें।

धन्यवाद।

संलग्न: उपरोक्तानुसार

भवदीय,  
  
सहायक प्रशासनिक अधिकारी

प्रतिलिपि:

प्रभारी, कंप्यूटर केन्द्र, रा.डे.अनु.सं., करनाल  
को संस्थान की वेबसाइट एवं ईऑफिस नोटिस  
बोर्ड पर अपलोडिंग हेतु।

**Establishment-III(M) Section  
ICAR-National Dairy Research Institute  
Karnal-132 001 (Haryana)**

F.No. 11-28/2014-E.III(M)-67-68

Dated: 26<sup>th</sup> April, 2024

**परिपत्र / CIRCULAR**

**Sub:** Filling up the 01 post of Assistant (1-UR) in Level-6 (Rs.35400-112400) of the Pay Matrix under LDCE quota at ICAR-NDRI HQ, Karnal.

Applications are invited for filling up the 01 post of Assistant (1-UR) at ICAR-NDRI HQ, Karnal on the basis of Limited Departmental Competitive Examination Quota from the eligible departmental candidates only. The Upper Division Clerks working at ICAR-NDRI, Karnal & its regional stations who have completed six years regular service in the grade as on **01.01.2024** may apply through their respective Head/Incharges for the aforesaid post on the prescribed proforma as enclosed herewith latest by **24.05.2024**. Applications received after stipulated date or incomplete, in any respect, will not be entertained. The syllabus and plan of examination are given as under:-

**Part-I**

Written Examination carrying maximum 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	General knowledge of the Constitution of India and Machinery of Govt. practice and procedure in Parliament.
Paper-IV	General Financial and Service Rules.

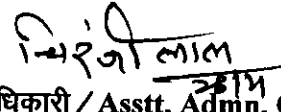
The Question Papers of each subject would be prepared both in Hindi and English. Candidates are allowed the option to answer the papers either in English or Hindi (Devanagari). The syllabus for the above question papers is also enclosed (Annexure-I).

Note:1: The option will be the same for all the papers mentioned above and not for different papers or different questions in the same paper.

The candidates will have to obtain minimum marks of 33% in each paper and minimum marks of 35% in aggregate in all papers to qualify the written exam.

**Part-II**

Evaluation of record of service of the candidates for a period of 5 years carrying a maximum of 150 marks.



सहा.प्रशा. अधिकारी / Asstt. Admn. Officer

Encl: As above

**वितरण / Distribution:-**

1. All Head/Incharges of Division/Section, NDRI, Karnal for favour of circulation amongst the eligible Upper Division Clerks working under their control.
2. The Incharge, Computer Centre, NDRI, Karnal for placing this Circular on NDRI's website and e-office notice board.

## Annexure-I

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

**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 & PRECIS WRITING**

In addition to questions requiring candidates to prepare notes and draft 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 Govt. 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 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 Govt. 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 & Appeal) Rules, 1965.
- v) Compilation of the General Financial Rules, 2017
- vi) Delegation of powers in I.C.A.R. (O.D.Garg's Compilation).
- vii) Rules and Bye-Laws of the ICAR.
- viii) A.R.S.Booklet brought out by ICAR.
- ix) Handbook of Technical Services (latest edition) brought out by I.C.A.R.
- x) Revised Leave Rules.

नोट:- सभी अभ्यर्थियों को यह अवगत कराया जाता है कि चारों प्रश्नपत्रों का पाठ्यक्रम भारत सरकार एवं भा.कृ.अनु.प. मुख्यालय, नई दिल्ली के द्वारा समय-समय पर जारी नवीनतम आदेशों/निर्देशों नियमों आदि के अनुरूप रहेगा।

**APPLICATION FORM FOR FILLING UP OF ONE POST OF ASSISTANT [01-UR]**  
**UNDER LDCE QUOTA AT ICAR-NDRI HQ, KARNAL**

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

1. Name & Designation of the Candidate \_\_\_\_\_
2. Father's/Husband name \_\_\_\_\_
3. Date of Birth (DD-MM-YYYY format) \_\_\_\_\_
4. Educational Qualification \_\_\_\_\_
5. Date of continuous and regular appointment to the post of UDC \_\_\_\_\_
6. Medium for answering Question Papers:  
(Write in words either English or Hindi) \_\_\_\_\_
7. Name of Division/Section \_\_\_\_\_
8. Brief particulars of service including the present post:-

<u>Period</u>	<u>Post held</u>	<u>Pay Scales</u>	<u>Nature of duties</u>

9. Category to which belongs (SC/ST/OBC/GEN) \_\_\_\_\_
10. Whether the employee is permanently/  
temporarily. \_\_\_\_\_
11. Whether opted for Council's service  
or not. \_\_\_\_\_
12. Any other information \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Candidate