

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

F.No. 11-32/2015-E.III(M)- 2369-2370

Dated: 09<sup>th</sup> May, 2022

**CIRCULAR**

**Sub: Filling up of 02 (Two) Unreserved posts of Upper Division Clerk in Level-4 (Rs.25500-81100) of the Pay Matrix under Limited Departmental Competitive Examination at ICAR-NDRI Hq, Karnal.**

Applications are invited for filling up of 02 (Two) Unreserved posts of Upper Division Clerk to be filled up on the basis of Limited Departmental Competitive Examination from the eligible LDCs working at ICAR-NDRI, Karnal & its regional stations. The LDCs working at ICAR-NDRI, Karnal & its regional stations having five years regular service in the grade as on 01.04.2022 may apply through their respective Head/Incharges for the above posts on the prescribed proforma as enclosed herewith latest by **30.05.2022**. After stipulated date, no application will be entertained.

The syllabus and plan of examination is also enclosed herewith as Annexure-I for information of the candidates. The candidates should keep themselves ready for examination to be scheduled tentatively in the third or fourth week of June, 2022.

  
Senior Admn. Officer

Encl: As above

**Distribution:-**

1. All Head/Incharges of Division/Section, NDRI, Karnal.
2. The Head, SRS of NDRI, Adugodi Post, Bangalore-560 030
3. The Head, ERS of NDRI, Kalyani, Dist. Nadia (WB)-741 235
4. The Incharge, Computer Centre, NDRI, Karnal for uploading this Circular on NDRI's website and NDRI's office notice board.

**APPLICATION FORM FOR FILLING UP TWO POSTS OF UDC [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's Name -----
3. Date of Birth (DD-MM-YYYY format) -----
4. Educational Qualification -----
5. Date of continuous and regular appointment to the post of LDC -----
6. Medium for answering Question Papers: (English or Hindi) -----
7. Present place of posting (Name of Section/ Division/Unit where working) -----
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/UR) -----
10. Whether the employee is permanently/ temporarily. -----
11. Any other information relevant to the service of employee -----

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

Signature of the Candidate

**स्थापना अनुभाग-तीन**  
**भा.कृ.अनु.प.-राष्ट्रीय डेरी अनुसंधान संस्थान**  
**करनाल (हरियाणा)**

फा.सं. 11-32/2015/स्था.3 (मंत्रा.)- 2369 - 2370

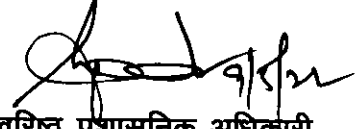
दिनांक: 09 मई, 2022

**परिपत्र**

**विषय:-** भा.कृ.अनु.प.-रा.डे.अनु.सं., करनाल में सीमित विभागीय प्रतियोगी परीक्षा के तहत वेतन मैट्रिक्स के लेवल-4 (रु 25500-81100) में प्रवर श्रेणी लिपिक के दो अनारक्षित पदों को भरने बावत्।

भा.कृ.अनु.प.-राष्ट्रीय डेरी अनुसंधान संस्थान, करनाल और इसके क्षेत्रीय स्टेशनों में कार्यरत योग्य अवर श्रेणी लिपिकों से सीमित विभागीय प्रतियोगी परीक्षा के आधार पर भरे जाने वाले प्रवर श्रेणी लिपिक के दो अनारक्षित पदों को भरने के लिए आवेदन आमंत्रित किये जाते हैं। रा.डे.अनु.सं., करनाल और इसके क्षेत्रीय स्टेशनों पर कार्यरत अवर श्रेणी लिपिक जिन्होंने दिनांक 01.04.2022 तक पाँच वर्ष की नियमित सेवा पूर्ण की है, उक्त पदों के लिए अपने संबंधित प्रभागाध्यक्ष/प्रभारी के माध्यम से निर्धारित संलग्न प्रोफार्मा में दिनांक 30.05.2022 तक आवेदन कर सकते हैं। निर्धारित तिथि के बाद प्राप्त हुए आवेदनों पर विचार नहीं किया जाएगा।

परीक्षा का पाठ्यक्रम और योजना उम्मीदवारों की जानकारी के लिए परिशिष्ट-1 के रूप में संलग्न है। उम्मीदवारों को जून-2022 के तीसरे या चौथे सप्ताह में संभावित रूप से निर्धारित परीक्षा के लिए खुद को तैयार रखना होगा।

  
वरिष्ठ प्रशासनिक अधिकारी

संलग्न उपरोक्त

**वितरण:-**

1. रा.डे.अनु.सं., करनाल के सभी अध्यक्ष/प्रभारी को संबंधित मंत्रालयिक स्टाफ की सूचना एवं आवश्यक कार्रवाई हेतु।
2. अध्यक्ष, दक्षिणी क्षेत्रीय केन्द्र, आडूगोडी, बेंगलूरु-560 030
3. अध्यक्ष, पूर्वी क्षेत्रीय केन्द्र, कल्याणी, जिला नदिया (पश्चिम बंगाल)- 741 235
4. प्रभारी, कंप्यूटर केन्द्र, रा.डे.अनु.सं., करनाल को इस परिपत्र को रा.डे.अनु.सं., करनाल की वेबसाइट एवं ई-ऑफिस नोटिस बोर्ड पर अपलोड करने हेतु।

**भा.कृ.अनु.प.-रा.डे.अनु.सं., करनाल में एल.डी.सी.ई. कोटे के तहत प्रवर श्रेणी लिपिक के दो अनारक्षित पदों को भरने हेतु आवेदन-प्रपत्र**

(उम्मीदवार द्वारा बड़े अक्षरों में अपनी हस्तलिपि में भरा जाना है)

1. उम्मीदवार का नाम एवं पदनाम .....
2. पिता/पति का नाम .....
3. जन्म तिथि (दिन-महीने-साल) .....
4. शैक्षणिक योग्यताएं .....
5. एल.डी.सी. के पद पर निरंतर एवं नियमित नियुक्ति की तिथिं .....
6. प्रश्न पत्रों के उत्तर देने का माध्यम (अंग्रेजी या हिन्दी) .....
7. तैनाती का वर्तमान स्थान (प्रभाग/ अनुभाग/यूनिट का नाम जहां कार्यरत है) .....
8. वर्तमान पद सहित सेवाओं का संक्षिप्त विवरण:-

सेवा अवधि	धारण किए गया पद	वेतन लेवल	कार्य का विवरण
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9. श्रेणी जिससे संबंधित है (अनुसूचित जाति/ अनुसूचित जनजाति/ अनारक्षित) .....
10. क्या कर्मचारी स्थाई/अस्थायी है .....
11. सेवा से संबंधित अन्य कोई जानकारी/ विवरण .....

दिनांक:

उम्मीदवार के हस्ताक्षर

**परिशिष्ट-1 / ANNEXURE-I**

The Examination shall be conducted according to the following plan:-

**Part-I**

Written examination carrying a maximum of **300 marks** in the subject as shown in Part - II below:-

**Part-II**

Evaluation of record of service of such of the candidates who attain at the written examination, minimum standard as may be fixed by the ICAR Headquarters/ICAR Institutes in their discretion, carrying a maximum of **100 marks**.

The subject of the written examination in Part-I, the maximum marks allotted to each paper and the time allowed will be as follows:-

"Objective - Multiple - Choice - Type" whereas **Paper-II** will be descriptive type.

**Note-** There will be separate papers on Noting, Drafting and Office Procedure for candidates belonging to following two categories viz.

Subject	Maximum Marks	Time for General Candidates
<b>Paper-I</b> (Objective Type) (c) General Awareness (100 Questions) (d) Comprehensive and writing Ability of English Language (100 Questions)	200 Marks	9.30 AM to 11.30 AM (2 hours)
<b>Paper-II</b> (Conventional Type) Noting, Drafting and Office Procedure	100 Marks	1.00 PM to 3.00 PM (2 hours)

The syllabus for the examination will be as shown in the Schedule.

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 once 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.

P.T.O.

:2:

The ICAR Headquarters/ICAR Institutes has discretion to fix qualifying marks in any or all the subject of the examination.

Marks will not be allowed for mere superficial knowledge.

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

Credit will be given for orderly, effective and exact expression, combined with due Economy of words in all the subject of the examination.

**SCHEDULE**  
**Syllabus of Examination**  
**PART-A**

**Standards and 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**

**(d) 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.

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