

**INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR-243 122 (UP)**

No.F.9-1/2010-MRDPC

Dated the 26th October, 2016

C I R C U L A R

Sub.: Limited Departmental Competitive Examination – 2016 for the post (s) of Assistant in the pay band of Rs.9300-34800 plus GP Rs.4200/-.

Applications from the eligible **Upper Division Clerks** for promotion to the post(s) of **Assistant** in the pay band of Rs.9300-34800 plus Grade Pay Rs.4200/- by way of **Limited Departmental Competitive Examination-2016** are invited in the **prescribed format**, from the intending candidates who fulfill the required eligibility as mentioned below. The **last date for receipt of application** in the prescribed format is **21.11.2016** :-

Eligibility:	Upper Division Clerks working on regular basis with at least 06 years regular and continuous service in the grade as on 01st July, 2016 .
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The scheme of examination, syllabus of examination, format of application & admission card is given in Annexure-I, II, III & IV, respectively. Candidates are advised to submit their application on the prescribed format only. The application alongwith admission card, duly filled in, may be submitted to the Asstt. Adm. Officer (MRDPC), IVRI, Izatnagar.

All the **question papers** will be **bilingual** and the candidates are, therefore, asked to **give** their **option** whether they would like to answer the question papers in **Hindi (Devnagari script)** or in **English**, at the appropriate place given in the application format enclosed. The option will be for the **entire question paper** and **not for different parts/questions**. **Option once exercised will be final** and **no request for change of option will be entertained** at a later stage.

The candidates will **have to obtain** the **passing marks** in **each paper** as well as in **aggregate**, to consider his candidature for the post. The passing marks in each paper are **35%** for all categories. The passing marks, in aggregate, are **35 % for SC/ST** categories and **40 %** other categories. This is a competitive examination and not a qualifying examination. Merely getting the passing marks in the LDCE does not make them entitle for appointment on the post of Assistant.

All the candidates are, therefore, advised to **keep** themselves **ready** for the examination at a **short notice** and **no request for extension of time will be considered**. The exact date, time and venue will be intimated separately in due course of time. ***Applications received after the stipulated date or incomplete, in any respect, will not be entertained.***

Encls.: As above.

**Asstt.Adm.Officer
(MRDPC)**

Distribution:

1. All the JDs /HDs /PCs /OCs /SICs /Registrar /Comptroller /CAO /SAOs /AOs /F&AOs /A.F&A.O.s /AAOs, IVRI, Izatnagar/ Mukteshwar/ Bangalore/ Bhopal/ Kolkata/ Srinagar/ Palampur for favour of circulation amongst the eligible Upper Division Clerks working under their control including those who are on leave. The applications received from them may be forwarded to Asstt.Adm.Officer (MRDPC), IVRI, Izatnagar immediately so as to reach this office in time.
2. The PS to Director, IVRI, Izatnagar.
3. The Secretary, IJSC, IVRI, Izatnagar
4. Guard file.

Scheme of examination

The examination (aggregate 550 marks) shall be conducted according to the following scheme: -

1. Written Papers:-

Paper No.	Subject	Maximum Marks	Time allowed
I	Noting Drafting & Précis Writing	100	02 hours
II	Office Procedure and Practice generally and also specifically with reference to ICAR	100	02 hour
III	General Knowledge of the Constitution of India and machinery of government practice and procedure in Parliament.	100	02 hour
IV	General Financial & Service Rules	100	02 hours

1. Calculation procedure of APARs for last five years:-

The APARs of last five years will be considered taken into account for the candidates who qualify the written part of the exam. The marks allotted for APARs of last five years are 150 (30 for each year APAR) and calculation of marks of APARs will be done as follows:-

1. APARs graded between 8 and 10 will be given a score of 9 for the purpose of calculation of score for empanelment/promotion and $(9 \times 3) = 27$ marks will be added with the written marks.
2. APARs graded between 6 and short of 8 will be given a score of 7 and $(7 \times 3) = 21$ marks will be added with the written marks.
3. APARs graded between 4 and short of 6 will be given a score of 5 and $(5 \times 3) = 15$ marks will be added with the written marks.
4. APARs graded below 4 will be given a score of "Zero".

Merit of the candidates shall be arrived while calculating total marks obtained , **out of maximum marks of 550 (i.e 400 for written +150 APAR).**

- Note-1: Candidates are allowed the option to answer 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 (Devanagri) 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 exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.
- Note-5: Question paper will be supplied both in English and Hindi.
- Note-6: No credit will be given for an answer written in a language other than the one opted by the candidate.

Syllabus

Part-I

- Paper-I** **Noting Drafting & Précis Writing:** In addition to the question requiring candidates to prepare notes and drafts on specific problems, passages will be set for draft for summary or précis.
- Paper-II** **Office Procedure and Practice generally and also specifically with reference to ICAR:** This is intended to be an intensive and detailed test in methods and produce for work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally. Some guidelines 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. Hariharsankaran.
- Paper-III** **General Knowledge of the Constitution of India and machinery of government practice and procedure in Parliament:** 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 Rajya Sabha &
 - 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.
- Paper-IV** **General Financial & Service Rules :** The following books are recommended: -
- i) Fundamental and Supplementary Rules (AGP &TS) compilation or Chaudhari'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 ICAR (OD Garg's compilation).
 - vii) Rules and Bye-laws of the ICAR.
 - viii) ARS backlog brought out by the ICAR.
 - ix) Handbooks of Technical Services brought out by the ICAR.
 - x) Revised Leave Rules.

Part-II

Evaluation of records of the service of the candidates for a period of five years carrying a maximum of 150 marks.

Annexure-III

APPLICATION FOR APPEARING IN THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-2016 FOR THE POST OF ASSISTANT

For official use	Roll No. (in figures): _____ (in words): _____
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1. Name of the Candidates (In capital letters) : _____
2. Designation : _____
3. Place of Posting : _____
4. Exact date of birth (in Christian Era) : _____
5. Division/ Section in which working : _____
6. Category (Scheduled Caste/Scheduled Tribe/Gen) : _____
7. Option (English/Hindi) :
i) Paper-I : _____
ii) Paper-II : _____
iii) Paper-III : _____
iv) Paper-IV : _____

DECLARATION

I do 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 or 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.

Place:

Signature of the candidate

Date:

Forwarded to AAO (MRDPC)

**BRANCH OFFICER/HD/SO
(with seal)**

**INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR: 243 122 (UP)**

ADMISSION CARD

**FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-2016
FOR THE POST OF ASSISTANT**

Roll Number : _____
(filled by office only)
Name : _____
(in BLOCK letters)
Division/Section/Unit : _____

Signature of Candidate

Countersigned

**Asst. Adm. Officer
(MRDPC)**

HDs/PCs/OCs/SOs
(as the case may be)

FOR USE IN THE EXAMINATION HALL

Paper	Date	Signature of Candidate	Signature of Invigilator
Paper-I			
Paper-II			
Paper-III			
Paper-IV			

**Signature of Controller of Examination/
Chief Invigilator**

NOTE: THIS IS AN OFFICIAL DOCUMENT AND SHOULD BE DEPOSITED WITH INVIGILATOR BEFORE LEAVING THE EXAMINATION HALL FAILING WHICH THE CANDIDATE WILL BE DISQUALIFIED.