

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

No.F.9-1/2016-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 Upper Division Clerk in the pay band of Rs.5200-20200 plus GP Rs.2400/-.

Applications from the eligible **Lower Division Clerks** for promotion to the post(s) of **Upper Division Clerk** in the pay band of **Rs.5200-20200** plus Grade Pay Rs.2400/- 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:	Lower Division Clerks working on regular basis with at least 05 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 400 marks) shall be conducted according to the following scheme:-

1. Written Papers:-

Paper No.	Subject	Maximum Marks	Time allowed
I	(Objective Type) (a) General Awareness (100 Questions) (b) Comprehension and writing ability of English Language (100 question)	200 Marks	9.30 AM to 11.30 AM (02 hours)
II	(Conventional Type) Noting, Drafting and Office Procedure	100 Marks	1.00 PM to 3.00 PM (02 hours)

2. 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 100 (20 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 $(9 \times 2) = 18$ 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 $(7 \times 2) = 14$ 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 $(5 \times 2) = 10$ 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 400 (i.e 300 for written +100 APAR).**

- 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 (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 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.

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

Syllabus of Examination

PART-A

Standard & 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

(a) **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.

APPLICATION FOR APPEARING IN THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-2016 FOR THE POST OF UPPER DIVISION CLERK

For official use	Roll No. (in figures): _____
	(in words): _____

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) for Paper-II : _____

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 UPPER DIVISION CLERK

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

Signature of Candidate

Countersigned

**Asstt. 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			

**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.**