F.No. 14(3)/89 – Estt.I  

To

The Directors/Project Director of all the research Institutes under ICAR.

Sub:- Syllabus for Limited Departmental Competitive Examination for Filling up the post of Assistant at ICAR Hqrs and at its Research Institutes - Prescription of.

Sir,

I am to say that the Recruitment Rules for the post of Assistant at the Hqrs Of the Council and its Research Institutes prescribe a fixed percentage of vacancies to be filled up on the basis of Ltd. Departmental Competitive Examination confined to UDCs/Sr. Clerks. The matter regarding prescribing of uniform syllabus and scheme for the Ltd. Departmental Competitive Examination for the post of Assistant at the Council’s Hqrs as well as its Research Instts. has been under consideration for some time past. It has now been decided with the approval of DG, ICAR that the syllabus and scheme for the said exam will be as under:-

PART – I

Written examination carrying a maximum of 400 marks in the subject given below. Each paper will carry a maximum of 100 marks and will be of the two hours duration.

Paper I - Noting Drafting, Precis writing
Paper II - Officer Procedure and practice generally and also specifically with reference to the ICAR.
Paper IV - General Financial and Service Rules.

The Syllabus (in details) 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 a maximum of 150 marks.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-
(M.S. Kaundal)
Under Secretary (A)
SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF ASSISTANT

WHERE KNOWLEDGE OF THE RULES, ORDERS, INSTRUCTIONS ETC. IS
REQUIRED CANDIDATE WILL BE EXPECTED TO BE CONVERSANT WITH
AMENDMENTS ISSUED UPTO THE DATE OF NOTIFICATION OF THIS EXAM

1. NOTING AND DRAFTING, PRECIS WRITING

In addition to question requiring candidates to prepare notes and drafts on specific
problems, passages may also be set for summary of précis.

2. OFFICE PROCEDURE AND PRACTICE

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:-

ii) Notes on Office Procedure issued by the Institute of Secretariat Training and
    Management.

3. GENERAL KNOWLEDGE OF THE CONSTITUTION OF INDIA AND MACHINERY
   OF GOVT. 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
    subject 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
iv) The Central Civil Services (Classification, Control and Appeal) Rules 1965.
vii) Rules and Bye-laws of the ICAR.
ix) A.R.S. Booklet brought out by ICAR.
ix) Handbook of Tech. services brought out by Indian Council of Agricultural
    Research.
x) Revised Leave Rules.