

**ICAR-CENTRAL INSTITUTE OF AGRICULTURAL ENGINEERING  
NABIBAGH, BERASIA ROAD, BHOPAL – 462 038**

F.No.: 2-9/2016-Rectt./AAO/

Date : 26.07.2021

**CIRCULAR**

As per Recruitment Rules circulated by ICAR vide letter No. Admn/14(2)/2010-Estt.I dated 20.11.2013 for the post of Assistant Administrative Officer in the Pay Matrix Level No. 7 of the 7<sup>th</sup> CPC (pre revised Pay Band of Rs.9300-34800 + GP Rs.4600/-), 25% vacancies are to be filled up by conducting Limited Departmental Competitive Examination **confined to Assistants / Personal Assistants having 3 years regular service** in the Pay Matrix Level No. 6 of the 7<sup>th</sup> CPC (pre revised Pay Band of Rs.9300-34800 + GP Rs.4200) as on 1<sup>st</sup> April, 2021 of the vacancy year at the Institute will be eligible for appearing in the examination. Accordingly, One (01 No.) post of Assistant Administrative Officer (UR) is proposed to be filled up on the basis of results of Limited Departmental Competitive Examination. The post is **UNRESERVED** as per reservation provisions but SC/ST candidates may also apply/compete in the above said examination. The eligible and interested candidates fulfilling the requisite conditions may submit their application in the prescribed pro-forma (Annexure-I enclosed herewith) for participating in the competitive examination.

- The question papers of the subject examination would be prepared in Hindi (Devanagari) and English, and
- The candidates would have the option to answer all papers either in Hindi (Devanagari) or in English.
- A copy of Syllabus for LDCE is enclosed herewith for guidance of the candidates.
- Applicants should send the duly filled application through their controlling officers **latest by 06.08.2021** for further necessary action.
- The examination will likely to be held in the month of September, 2021. However the examination schedule will be informed separately.

  
(Kumar Rajesh)  
Chief Administrative Officer

Encl.: As above.

**Distribution:**

1. All HODs/PCs/I/c. Section, CIAE, Bhopal with the request to bring the above contents in the knowledge of concerned Assistants/ Personal Assistants working under them.
2. Notice Board, ICAR-CIAE, Bhopal.
3. I/c. AKMU for uploading in Institute's website.

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**Plan of Examination for Limited Departmental Competitive Examination for the post of  
Assistant Administrative Officer**

1. The Examination shall be conducted according to the following Plan:-
  - Part – I Written Examination carrying a maximum of 500 marks in the subjects as shown in para 2 below.
  - Part – II Evaluation of record of service of such of the candidates as may be decided by the Director, CIAE, Bhopal at his discretion carrying a maximum of 150 marks.
2. The subjects in which the candidates will be required to take the written examination, will be as follows:-

Paper No.	Subjects
1	Noting, Drafting and Precis Writing.
2	Office Procedure and practice generally and also specifically with reference to the ICAR
3	General Knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
4	General Financial and Service Rules
5	General Studies (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

NOTE: The paper on General Studies will consist of objective type questions only.

3. Syllabus for the examination is shown separately (attached).
4. Candidates are allowed the option to answer all the aforesaid five papers in English or in Hindi (Devanagari). Question papers for all the five papers will be set in Hindi and in English. The option will be the same for all the five papers mentioned above and not for different papers or different questions in the same paper.

**Note 1:** Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagari) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

**Note 2:** Candidates exercising the option to answer the paper in Hindi (Devanagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.

5. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
  6. The Director, CIAE, Bhopal has the discretion to fix qualifying marks in any or all the subjects of the examination.
  7. Marks will not be allotted for mere superficial knowledge.
  8. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
  9. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.
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**Syllabus for Limited Departmental Competitive Examination for the post of  
Assistant Administrative Officer**

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 and Precis Writing.**

In addition to questions requiring candidates to prepare notes and drafts 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 ICAR specifically and also in the Government 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 Shri P.V. Hariharasnkaran.

**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 Government 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,
- (ii) The Central Civil Services (Pension) Rules, 1972
- (iii) The Central Civil Services (Conduct ) Rues, 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
- (vii) Rules and Bye-laws of the ICAR
- (viii) ARS booklet brought out by ICAR
- (ix) Handbook of Technical Services brought out by India council of Agricultural Research
- (x) CCS(Leave) Rules, 1972

**5. General studies**

The paper will cover subjects of interest and importance at the present day. Questions will be set to test knowledge of broad and salient features of the Five Year Plans and Community Development Schemes, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidates answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report, etc.

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APPLICATION FORM

(To be filled by the candidate in his / her own handwriting in capital letters)

1. Name of the Candidate : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Father / Husband's Name : \_\_\_\_\_
4. Date of Birth (DD-MM-YYYY format) : \_\_\_\_\_
5. Educational Qualifications : \_\_\_\_\_
6. Date of continuous and regular appointment to the post of Assistant/PA : \_\_\_\_\_
7. Medium for answering Question Papers.: Paper – I \_\_\_\_\_  
[Write in words either English or Hindi Paper – II \_\_\_\_\_  
(Devnagari Script)] Paper – III \_\_\_\_\_  
Paper – IV \_\_\_\_\_  
Paper – V \_\_\_\_\_
8. Present place of posting : \_\_\_\_\_  
(Name of Section / Unit where working)
9. Category to which belongs : \_\_\_\_\_  
(SC / ST / GENERAL)
10. Any other information : \_\_\_\_\_

DECLARATION TO BE SIGNED BY THE CANDIDATE

I 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.

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

Place: \_\_\_\_\_

Signature of the Candidate

Name.....

Designation

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FOR USE BY THE ADMINISTRATIVE SECTION

Certified that :

1. Shri / Smt. / \_\_\_\_\_ is having three years regular and continuous service in the grade of Assistant/PA as on \_\_\_\_\_ and is eligible for the post of Assistant Administrative Officer.
2. He / She belongs to \_\_\_\_\_ category.
3. There are no circumstances rendering him / her unsuitable for promotion to the post of Assistant Administrative Officer.

**Assistant Administrative Officer (Admn.)**