



**CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (TEHSIL - MALPURA, DISTT. TONK) - 304501
VIA: JAIPUR (RAJASTHAN)**



No. 4(6)R/82/Adm.I/Vol.IV/

Dated : 23.07.2016

CIRCULAR

It is proposed to invite the applications for filling up one post of Assistant Administrative Officer in PB-2 Rs.9300-34800 + Grade Pay Rs. 4600/- under un-reserved category through Limited Departmental Competitive Examination (25% quota). The eligibility criteria for the post of Assistant Administrative Officer are as under:

“Assistants/Personal Assistant with at least 3 years regular service in the Pay Band-2 Rs.9300-34800 & GP Rs. 4200 as on the 1st July, 2016.

The subjects in which the candidates will be required to take the written examination are as follows:

Paper No.	Subject
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 30 minutes duration.

Note: The paper on General Studies will consist of Objective Type Question only.

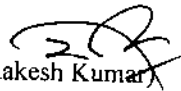
Syllabus for the examination will be as shown in the Schedule (enclosed).

Candidates are allowed the option to answer all the aforesaid five papers in English or in Hindi (Devanagri). 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 (Devanagri) 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 not request for alteration in the said column shall be entertained.

Note 2: Candidates exercising the option to answer the paper in Hindi (Devanagri) 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.

Eligible candidates may submit their applications through proper channel in the prescribed format (enclosed) to Chief Administrative Officer within 30 days from date of notification of this circular. Application received after closing date will be rejected summarily and no correspondence will be entertained in this regard.


(Rakesh Kumar)
Chief Administrative Officer

Distribution:-

- 1 All Divisions/Sections of Main Institute/Sub-Stations (Bikaner/Garsa & Mannavanur) with the request to circulate amongst the Administrative Staff.
2. Notice Board

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 Notifications.
- (ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- (iii) Manual of Administrative Instructions compiled by Shri P.V. Hariharasankaran.

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) 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.
- (vii) Rules and Bye-laws of the ICAR.
- (viii) ARS Booklet brought out by ICAR.
- (ix) Handbook of Technical Service brought out by Indian 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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Format of the Application

(Application should be filled up in his/her/ own handwriting by the candidate)

- Circular No. : _____
- Application for the post of : _____
1. Name in full (in block letters) : _____
2. Father's/Husband's Name : _____
3. Date of Birth & Place : _____
4. Sex (Male/Female) : _____
5. Present Postal Address : _____
: _____
6. Whether belongs to SC/ST/OBC : _____
7. Domicile (Name of the State) : _____
8. Educational Qualifications :

S. No.	Name of Examination	University/Board	Year of passing	Division & %age of marks	Remarks

9. Details of employment (after joining CSWRI/ICAR services) :

S.No.	Designation	Pay Scale	Period	Place of Posting

10. Medium to answer the Question paper : _____ (Hindi/English)

Declaration :

I do hereby declare that all the statement made in this application are true complete and correct to the best of my knowledge and belief.

Signature of Candidate

Place :

Date :