



भाकृअनुप-राष्ट्रीय डेरी अनुसंधान संस्थान(मानद् विश्वविद्यालय)
ICAR-National Dairy Research Institute (Deemed University)
करनाल, हरियाणा (भारत). पिन-132001.
Karnal, Haryana (India). PIN-132001



(स्थापना अनुभाग-एक / Establishment Section-I)

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Dated: 31th July, 2025

CIRCULAR

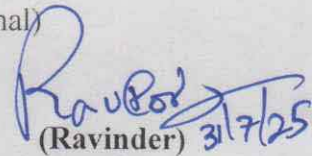
Sub: Filling up one post of Assistant Administrative Officer (SC) in the Pay Level-7 (Rs. 44900-142400) in 7th CPC Pay Matrix under Limited Departmental Competitive Examination Quota at SRS of ICAR-NDRI, Bangalore.

Applications are invited for filling up one post of Assistant Administrative Officer (SC) to be filled up at SRS of ICAR-NDRI, Bangalore under Limited Departmental Competitive Examination Quota from the eligible departmental candidates only. The Assistants/Personal Assistants having three years regular service in the Pay Level-6 (Rs. 35400-112400) in 7th CPC Pay Matrix as on **01.01.2025** may apply through their respective Heads/Incharges for aforesaid post on prescribed proforma as enclosed herewith **within 30 days (i.e. upto 30.08.2025)** from date of issue of circular. After stipulated date, no application will be entertained.

Candidates are allowed the option to answer all the five papers in English or in Hindi (Devanagiri). The option will be the same for all the five papers and not for different papers or different questions in all papers. The option once exercised shall be treated as final and no request for alteration in the said columns shall be entertained. The copy of syllabus and plan of examination is also enclosed.

Further, it is informed that, the Minimum passing marks of 35% in each paper and 40% in aggregate has been fixed for the above said Examination.

(This issues with the approval of Competent Authority, ICAR-NDRI, Karnal)


(Ravinder) 31/7/25

Sr. Admn. Officer

Encl: As Above

Distribution:-

1. JD (Res.)/JD (A)/JD (Admn.) / Sr.Registrar, ICAR-NDRI, Karnal.
2. CF&AO, ICAR-NDRI, Karnal.
3. All Heads/Incharges of Division/Section, ICAR-NDRI, Karnal.
4. Head, SRS of NDRI, Adugodi Post, Bangalore-560030.
5. Head, ERS of NDRI, Kalyani, Distt.-Nadia (WB)-741235.
6. CAO/SAOs/AO, ICAR-NDRI, Karnal.
7. The Incharge, Computer Centre for uploading the same on Institute Website as well as e-office notice board.
8. PPS to Director, ICAR-NDRI, Karnal for kind information of the Director.

PROFORMA

1	Name & Designation of the Candidate (In block letters)	
2	Name of the post applied for	
3	Name of Divn. /Sec./Station	
4	Present post held with date of regular service in the present post	
5	Total Service in the grade of Assistant / P.A.	
6	Brief particulars of Service including the present post:-	
7	Whether the employee belongs to reserved category, if so, whether SC/ST	
8	Whether the employee is permanent/Temporary	
9	Option for answering all papers either in Hindi or English	
10	Any other information.	

Date: _____

Place: _____

Signature of the Candidate

Employee No. _____

Email ID: _____

SCHEDULE
Syllabus of the Examination

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 precis.

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 Secretarial 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 Secretarial Training and Management.
- (iii) Manual of Administrative Instructions compiled by Sh. 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.
- (iii) The organisation of the machinery of Government of India – designation and allocation of subjects between Ministeries and Departments and attached 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.

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- (vi) Delegation of Powers in I.C.A.R.
- (vii) Rules and Bye-laws of the I.C.A.R.
- (viii) A.R.S. Booklet brought out by I.C.A.R.
- (ix) Handbook of Technical Services brought out by I.C.A.R.
- (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. Candidate's answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report etc.

APPENDIX

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 Agricultural Scientists Recruitment Board/concerned Institute at their discrete carrying a maximum of 150 marks.

2. The subjects in which the candidates will be required to take the written examination, will 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 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 minute duration.

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

3. Syllabus for the examination will be as shown in the Schedule.

4. Candidates are allowed the option to answer all the aforesaid five papers either in English or in Hindi (Devanagri). Question papers for all the five papers will be set in English and in Hindi.

Note 1. The option will be the same for all the five papers mentioned above and not of different papers or different questions in the same paper.

Note 2. 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 no request for alteration in the said column shall be entertained.

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- Note 3. 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.
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 Agricultural Scientists Recruitment board/ICAR have 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.