



भारतीय कृषि अनुसंधान परिषद  
उत्तर पूर्वी पर्वतीय कृषि अनुसंधान संस्थान, उमरोई रोड, बदाय़ाँ, मंगलाग  
Indian Council of Agricultural Research  
ICAR Research Complex for NEH Region  
Umroi Road, Umiam -793 103, Meghalaya



F.No.RC(R)12/2013

Dated Umiam the 26<sup>th</sup> December, 2015.

**Advertisement No. RC(R)2/2015/Admn.**

Applications are invited from eligible candidates for the following vacancies of **Lower Division Clerk** in **Pay Band -1, Rs.5,200-20,200/-with Grade pay of Rs. 1,900/-** plus other allowances.

Name of Centre	Vacancy details		Qualification required	
	Total	Reservation	Essential	Desirable
Hqs.Umiam	5	4 - UR	(i) Class 12 <sup>th</sup> passed from recognized Board or University	Proficiency in computer operation.
Mizoram	1	1 - ST	(ii) A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.	
Tripura	1	1 - OBC 1 - Ex- SM		

1. Last date for receipt of application is **20<sup>th</sup> February, 2016.**
2. Age limit 18-27 years as on date of closing. Upper age limit is relaxable for SC/ST/OBC/Ex. Serviceman/Physically handicapped as per Govt. of India instructions. Age limit relaxable upto 45 years in case of serving regular employees of ICAR in ministerial category.
3. Candidates will have to pay application fee of **Rs. 200/-** (Rupees two hundred) in the form of **crossed Indian Postal Order only** drawn in favour of Director, ICAR Research Complex for NEH Region, Umiam. Application fee for **SC/ST/PWD(PH) and women candidate** is **Rs. 100/-** (Rupees one hundred) only.

Details including format of application, terms and conditions of appointment etc. are available in the Institute website [www.icarneh.ernet.in](http://www.icarneh.ernet.in), [www.icarneh.admin.org](http://www.icarneh.admin.org) as well as [www.kiran.nic.in](http://www.kiran.nic.in).

Sd/-  
Director

Distribution :

1. In-charge, ARIS Cell/Technical Cell/KIRAN for uploading the advertisement in the concerned websites of the Institute.
2. The Joint Director(Sikkim/Tripura/Mizoram/Arunachal/Manipur/Nagaland)Centre.
3. All Heads of Division/Sections, ICAR Research Complex, Umiam.
4. The Director of Employment, Divisional Employment Exchange, Shillong/Aizawl/Agartala.
5. Director of Sainik Welfare, Sainik Bhawan, Lachit Nagar, Guwahati- 781 007.
6. Director of Sainik Welfare, PSC Building, Extn-2511, Beyond DC's Office, Shillong-793 001.
7. The Under Secretary(A), ICAR, Krishi Bhavan, New Delhi- 110 001.
8. The Vigilance Officer, ICAR Research Complex for NEH Region, Umiam.
9. Notice Boards of Complex Hqs. Umiam.

Administrative Officer(P)

## GENERAL INSTRUCTIONS

- 1 Age limit 18-27 years as on date of closing. Upper age limit is relaxable for SC/ST/OBC/Ex. Serviceman/ Physically handicapped as per Govt. of India instructions.
- 2 Age limit is relaxable upto 45 years in case of serving regular employees of ICAR in the ministerial category.
- 3 The selection shall be on the basis of written examination for which a common paper for all ICAR Institute/Headquarters will be provided by the ASRB, New Delhi.
- 4 The Institute shall have the right to fix criteria for screening the applications and screened candidates shall only be called for written examination/skill test to be held at a place and date(s) to be notified in due course.
- 5 No candidate will be admitted to the examination unless he/she holds certificate of admission issued by the Institute.
- 6 Typing test of the candidates who obtain such minimum qualifying marks as may be fixed by the Institute/ICAR will be conducted thereafter in the manner approved by the Governing Body of ICAR.
- 7 Candidates will have to pay application fee of **Rs. 200/-**(Rupees two hundred) only in the form of crossed **Indian Postal Order** drawn in favour of Director, ICAR Research Complex for NEH Region, Umiam. Application fee for **SC/ST/PWD**category is **Rs. 100/-**(Rupees one hundred)only.
- 8 The post is non-governmental and carry usual allowances. Selected candidate will be under “Defined Contributory Pension Scheme” as per Central Government Rules mutatis – mutandis applicable in ICAR.
- 9 Self-attested copies of mark sheets and certificate regarding age, educational qualifications, experience, caste etc. should be submitted along with the application.
- 10 Candidates seeking concessions under OBC category shall have to produce fresh certificate from competent authority regarding fulfillment of ‘Non Creamy Layer’ criteria.
- 11 A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.
- 12 Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.
- 13 A passport size photograph should be affixed on top of the application.
- 14 Applications received late and in incomplete form will not be considered. No correspondence will be entertained with the candidates. Mere fulfillment of requirements as laid down in the advertisement will not vest any right in the candidate for being called for interview. Canvassing in any form will disqualify the candidate for the post applied for.
- 15 Last date for receipt of application is **20<sup>th</sup> February, 2016**.
- 16 Abbreviation used : UR-Un Reserved, ST-Scheduled Tribe, SC- Scheduled Caste, OBC-Other Backward Class, Ex-SM-Ex-Serviceman, PWD-Persons with Disability.
- 17 Applications should be addressed to the Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam – 793 103, Meghalaya.
- 18 Format of application and Scheme of the written examination with syllabus is given below at Appendix-I and II respectively.

Administrative Officer(P)

**FORMAT OF APPLICATION FOR THE POST OF LDC**

1. Adv. No. of the post :
2. Name in full(in capital letters) :
3. Father's/Husband's name :
4. Full address
  - (i) Address for correspondence :  
(with pin code, e-mail-Id/contact no.)
  
  - (ii)Permanent address :  
(with Pin code)

Affix a recent self-attested passport size photograph here

5. Nationality :
6. Marital status (single or married)
7. Whether belongs to **SC/ST/OBC/PWD**:  
Self attested copies of such certificates from the competent authority should be enclosed with the application)
8. Date of birth :
9. Age as on **date of closing** :
10. Whether related to any employee of the Institute/ICAR :  
(if so, name of the persons and nature of his/her relationship)
11. Educational qualification(Details with self attested copies of certificate/mark sheets.

Exam passed	Board/university	Year of passing	Subjects(s)	% of marks
Matriculation				
H.S.(10+2)				

12. Details of work experience(Details with supporting documents/certificate) :

Name of the organization/ Institute	Post held	Emolument/Pay Band & Gr. Pay/ scale of pay	Period		Nature of duties performed
			From	To	

13. Choice/option for Skill(typing) Test Medium :  
( English or Hindi *please specify* )

14. **I. P.O.** Nos., date & value :

15. List of enclosures/documents attached :

i.

ii.

iii.

iv.

v.

### **Declaration**

I do hereby declare that all statements made in the 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, my candidature/application may be cancelled/terminated without any prior notice.

Date & Place

Full signature of the applicant  
(*unsigned application shall be rejected*)

**Scheme of examination for the post of Lower Division Clerks.**

**PART-I**

SCHEME OF THE WRITTEN EXAMINATION : The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

**(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS**

The written examination will consist of one objective type paper as shown below :

Part	Subject	Maximum Marks	Total Duration/ timing for general Candidates	Total Duration/ timing for general Candidates
I	General Intelligence ( 50 questions )	50	2 Hours 10.00 am to 12.00 noon	2 Hours 10.00 am to 12.20 P.M.
II	English Language ( 50 questions )	50		
III	Numerical Aptitude (Basic arithmetic skill) ( 50 questions )	50		
IV	General awareness ( 50 questions )	50		

NOTE -1 : The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi.

NOTE -II : There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

**SYLLABUS**

**General Intelligence :** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidates' abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**English Language :** In addition to testing candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. his/her writing ability would also be tested.

**Numerical Aptitude :** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time & Distance, Ratio and Time and Work etc.

Contd..P/4

**General awareness:** Questions will be designed to test the ability of the candidate's 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 everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**NOTE :** For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

## **PART-II**

**(B)** Skill Test for LDCs (Skill Test will be taken on computer)

Typing Test will be of qualifying in nature.

English Typing @ 35 w.p.m.(Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30 w.p.m.(Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word)

(Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the examination will have to indicate his/her choice /option for Skill Test Medium separately in the Application Form)

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