



**NATIONAL RESEARCH CENTRE ON SEED SPICES
TABIJI, AJMER-305206, RAJASTHAN (INDIA)**

Tel: 0145-2684401/02/11, Fax: 0145-2684417

website: www.nrcss.org



Advt. No. 01/2013

F.No. 3-56/2013-Rectt.

Applications are invited in the prescribed format from the eligible candidates for filling up the vacant post of Lower Division Clerk at NRCSS, Tabiji, Ajmer under the administrative control of Indian Council of Agricultural Research, New Delhi.

S. No.	Name of the post	Pay Band and Grade Pay	No. of vacancies and reservation position	Age limit	Education qualifications
1.	Lower Division Clerk (LDC)	Pay Band-1, Rs. 5200-20200 + Grade Pay Rs. 1900/-	One (Unreserved)	18-27 years	(i) 12 th class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)

The applications complete in all respect should reach the DIRECTOR, NATIONAL RESEARCH CENTRE ON SEED SPICES, TABIJI, AJMER-305206, RAJASTHAN within 45 days from the date of publication of the advertisement in the Employment Newspaper along with a **Demand Draft** of Rs. 250/- drawn in favour of **"ICAR UNIT – NRCSS, Ajmer"** payable at Ajmer. Fee paid in any other mode than prescribed will not be accepted in any condition and such application will liable to be rejected. There is no fee to be paid by SC, ST, PH, Ex-service man & Woman (any category) candidates. The Department will not be responsible for late or non-receipt of application due to delay including postal delay/other reasons.

The centre's web site: www.nrcss.org may be visited for the text of advertisement, General Instructions for the Candidates, Application Format and other details related to the examination.

Administrative Officer

APPLICATION FORMAT FOR THE POST OF LOWER DIVISION CLERK

To,
The Director, National Research Centre on Seed Spices,
Tabiji, Ajmer-305206 (Rajasthan)

*Affix recent passport
size Photograph duly
attested by
Gazetted Officer*

1. Advertisement No. & Post Applied for: _ 2. Name of the candidate in full (in block letters): _ 3. Father's / Husband's name: _ 4. Nationality: _ 5. Sex (Male/Female): _ 6. Date of birth: _ 7. Age as on **Last Date of Receipt of Application**: Years _ Months _ Days _ 8. Whether belongs to SC/ST/OBC/PH/Ex-Servicemen category: _ 9. (i) Whether Registered with the Employment Exchange (**Yes/No**): _ (ii) If **Yes**, Please indicate Registration Number, Place of Registration and Valid up to: _ 10. (i) Whether he/she is related to any employees of this centre or in ICAR and if so, name the persons and describe the nature of his/her relationship (**Yes/No**): _ (ii) If **Yes**; Name: _ Designation: _ Address(O): _ Relationship: _ 11. Present Postal Address (**with PIN code**): _ 12. Permanent Address (**with PIN code**): _ 13. Mobile No.: _ 14. Phone/ Land Line No.: _ 15. Email ID: _ 16. Typing Speed (**on Computer**): _ words per minute 17. Language option for Typing (whether **English/Hindi**): _

18. Educational qualifications (*in chronological order*):

S.N.	Name of Examination passed	University / Board	Year of Passing	% of marks in aggregate	Grade/ Division	Subject(s) Passed
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19. Experience, if any (Particulars of all previous and present employment):

S. N.	Name of Office/ Institute/ Organization	Whether Private/ Government	Designation/ Post held	Scale of Pay/ Basic Pay	Period		Nature of duties performed
					From	To	

20. Professional qualification, if any: _ 21. Any other information relevant to the application: _ 22. (i) Demand Draft No.: _; (ii) Issuing Date of Demand Draft: _ (iii) Bank on which Demand Draft drawn: _ 23. List of enclosures (Please tick in the box, if relevant document is enclosed):
Attested copy of – a) Class-X Marksheet or equivalent (for DOB) b) Class-XII Marksheet or equivalent (Essential qualification) c) Caste /Category Certificate (for claiming Age Relaxation/Fee Exemption) d) Experience Certificate e) Demand Draft for Rs. 250/- (in original) f) Two Recent Passport size Photographs .

24. **Declaration**- (*Please tick in the box after thoroughly reading the declaration*) I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the Director, National Research Centre on Seed Spices, Tabiji, Ajmer. I have never been punished or debarred from Govt. (Central/State), Autonomous Organization and ICAR Service. I have not been convicted by a Court of Law for any offence.

Place :

Date :

(Signature of Candidate)

General Instructions for Candidates

1. **Age Limit:** The crucial date for determining the age limit, educational qualifications, experience etc. will be the last date of receipt of application. The candidate should have attained the age of 18 years and should not have attained the age of 27 years as on the last date of receipt of application. The upper age limit shall be relaxed to candidates belonging to SC/ST/OBC/Ex-service man category as per the instructions issued by Government of India/ICAR. The age limit for ICAR employees will be relaxed upto a maximum of 45 years.
2. **Last date for receipt of application:** The last date for receipt of the application is 45 days from date of publication of the advertisement in the "Employment News".
3. **Fee:** Fee **Rs. 250/- (Non-refundable)** in the form of **Demand Draft** drawn in favour of "**ICAR UNIT- NRCSS, Ajmer**" payable at Ajmer only. Fee paid in any other mode than Demand Draft will not be accepted & such application form will be rejected. No fee is to be paid by SC, ST, PH, Ex-service man & woman (any category) candidates.
4. Original certificate and mark sheets should not be submitted along with the application but should be brought if and when called for selection process. Attested copies of certificates regarding age, educational qualification, experience and caste/ category etc. should however be submitted along with the application.
5. Application should be submitted strictly as per prescribed proforma, neatly written/computer typed along with attested copies of certificates and two passport size photographs. **Incomplete/unsigned application or application without prescribed fee or application received after the due date for whatsoever the reason including postal delays will not be considered.**
6. Candidates applying for the posts will have to superscribe the envelope "**Application for the post of LDC**" addressed to the **DIRECTOR, NATIONAL RESEARCH CENTRE ON SEED SPICES, TABIJI, AJMER-305206, RAJASTHAN.**
7. Those already in service of the Central/ State/ Undertaking/ Autonomous Bodies etc should forward their applications **through proper channel**.
8. No correspondence will be entertained with the candidates with reference to selection/written test/interview/appointment. Canvassing in any form will lead to disqualification of the candidature.
9. When called for written test/ Skill test the candidate will have to appear at a place and date(s) to be notified by the Controller of Exam, NRCSS, Ajmer.
10. **Skill test for LDC:** Skill test will be taken on Computer & will be conducted for only those candidates who qualify in the written examination.
11. The appointment will be made on probation for a period of two years initially and the probation will be extended, if considered necessary.
12. The selected candidate will be governed under the New Defined Contributory Pension Scheme, 2004 and governed by ICAR Rules applicable from time to time.
13. The post is temporary but likely to continue.
14. The Director, NRCSS, Ajmer reserves the right to short-list the candidates for test/interview after due screening of applications.
15. The Director, NRCSS, Ajmer reserves the right to fill up the post and also to cancel/withdraw the selection process.
16. The Director, NRCSS, Ajmer reserves the right to adopt revised recruitment rules in the case the same is revised before selection.
17. The present place of posting of selected candidate will be National Research Centre on Seed Spices, Tabiji, Ajmer. However appointee will be liable to serve in any institute of ICAR anywhere in India.
18. Please visit our website www.nrcss.org for Date of written exam, Admit card for written exam & Skill Test and/or any other information related to the said examination from time to time.

Administrative Officer

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS**PART-I**

SCHEME OF 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 Visually Handicapped candidates
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	2 hours 20 mins 10.00 A.M. to 12.20 P.M.
IV	General Awareness (50 questions)	50		

NOTE-I: 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 the testing of 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 and Distance, Ratio and Time, Time and Work, etc.

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 neighbouring 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.

(B) Skill Test for I.D.Cs: (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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