

REGISTERED POST

ROLL NO.

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केन्द्रीय रोपण फसल अनुसंधान संस्थान
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
KASARAGOD - 671 124, KERALA, INDIA



No.F.4(27)KVK/05-Estt. (Vol.IV)

Date: 05.12.2013

MEMORANDUM

Shri/Smt./Ms., who has applied based on our Advertisement No.01/13-14 (CPCRI) or whose name has been sponsored by the Employment Exchange for the post of **Stenographer Grade-III (OBC)** in the pay band of Rs.5200-20200 + GP Rs.2400 (PB-1) at CPCRI Kasaragod is hereby directed to appear himself/herself for Written Examination on **03.01.2014 (FRIDAY) AT 10.00 A.M.** **at CPCRI, Kasaragod, Kerala.**

- 1) The Candidates should bring with him/her the following documents/certificates **in original** otherwise they will not be allowed to appear for written Examination.
- Certificate in proof of date of birth
 - Certificate in proof of educational qualifications
 - Caste Certificate (Creamy Layer Certificate in the case of OBC) issued by the Competent Authority (certificate issued within 6 months only will be accepted).
 - Valid registration card of Employment Exchange (in the case of candidates sponsored by the Employment Exchange)
 - Experience Certificate, if any.
 - Proof of Identity, such as Election ID Card/Driving License/Passport/Adhar Card or ID issued by the appropriate authority.
 - The candidates sponsored by the Employment Exchange also should bring with them a copy of their recent passport size photograph duly attested by a Gazette Officer on the reverse side of photograph so as to clearly indicate the designation and address of the Attesting Officer. Application format enclosed with this Memorandum may also be filled in and submitted along with a recent passport size photograph duly attested.

The result of the written examination will be announced/published on the same day on or before 5.00 P.M.

The candidates who qualify in the written examination will only be permitted to attend the Skill Test in Stenography and interview that will be conducted on the next day on 04.01.2014 (SATURDAY) at 09.00 A.M at CPCRI, Kasaragod.

Those who qualify in the written examination and proficiency test in Stenography will only be permitted to attend the personal interview that will be conducted on **04.01.2014 (SATURDAY) afternoon in the Committee Room of this Institute.**

- 2) The candidates should bring with them the **Memorandum** in original, failing which they will not be permitted to attend the Written Examination. **No separate hall ticket will be issued.**
- 3) The written examination will be conducted in the following manner. The candidates will be required to qualify the written examination. This Institute will have full discretion to fix the minimum qualifying marks required to summon for Skill Test in Stenography.
- 4) The Director, CPCRI reserves the right to short-list the candidates based on the performance in the written examination. Those who do not possess the minimum marks (as may be prescribed by this Institute) in the written examination will not be permitted to attend skill test in stenography/ interview.

SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

Part	Subject	Maximum Marks	Total Duration/ Timing for General candidates	Total Duration/Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50	2 Hours 10.00 AM to 12.00 Noon	2 Hours 20 Mins. 10.00 AM to 12.20 P.M
II	General Awareness (50 questions)	50		
III	English Language and Comprehension (100 questions)	100		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions except in Part III 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 candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

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.

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.

(B) Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the ICAR/Institute will only be called for the Skill Test. However, depending on the number of candidates, the ICAR/Institute may decide to call all the candidates for the skill test. It may also prescribe qualifying marks in each part of the Written Examination. The Skill Test will be of qualifying nature.

The candidates will have to appear for the stenography test. The candidates will be given one dictation **for 10 minutes in English/Hindi at the speed of 80 w.p.m.** The matter will have to be transcribed on computer only. The transcription time is as follows:

For Stenographer Grade – III - 50 minutes (English)
65 minutes (Hindi)

Note:

1. There is no exemption from skill test for any category of candidates.
2. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.

General Information: Success in the examination confers no right to appointment, unless the Institute is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the post.



(SURESH KUMAR)
CHIEF ADMINISTRATIVE OFFICER
For DIRECTOR

To

Shri/Smt/