



कृषि वैज्ञानिक चयन मंडल  
(भारतीय कृषि अनुसंधान परिषद)  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012.

**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012  
Tele : 25842169, 25848172; Fax : 25842220



F.No.1(1)/2016-Exam.I

Dated: 17<sup>th</sup> October, 2017

**NOTICE**

**Limited Departmental Competitive Examination-2017**  
**for Recruitment to the Post of**  
**Section Officer and Private Secretary at ICAR Headquarters**

A Limited Departmental Competitive Examination for drawing up a select panel for filling up vacant posts of Section Officer and Private Secretary in the pay scale at Level-8 (Pre-revised pay scale of PB-2 Rs.9300 – 34800 + Grade pay of Rs.4800/-) falling under “Limited Departmental Quota” at the ICAR Headquarters is tentatively scheduled by the Agricultural Scientists Recruitment Board (ASRB) at New Delhi on **05 & 06 December, 2017** in accordance with the rules issued by the Indian Council of Agricultural Research (ICAR). The exact date, time and venue of the examination will be intimated to the candidates in due course of time. The venue of the written examination will be ASRB Online Exam Centre, LBS Building, IARI, Pusa, New Delhi – 110012.

2. The details of the vacancies are as follows:-

Section Officer			Private Secretary	
	Category	No. Of Vacancy	Category	No. Of Vacancy
2015-16	UR	03	UR	02(#)
	SC	03(*)	SC	Nil
	ST	01	ST	Nil
2016-17	UR	01	UR	01
2017-18	UR	06	Nil	Nil
<b>Total</b>		<b>14</b>	<b>Total</b>	<b>03</b>

\*Includes backlog vacancies (02) from LDCE 2014 as no SC candidate qualified against these vacancies.

#Includes backlog vacancy (01) from LDCE 2014 as no candidate qualified against the same.

The number of vacancies are tentative and liable to change.

3. The Limited Departmental Competitive examination for the post of Section Officer will be confined to the Assistants/ Personal Assistants/ Sr. Sales Assistants at the ICAR Hqrs. having at least 5 (five) years regular service in the grade as on 01.04.2015/01.04.2016/01.04.2017 in respect of vacancies in the respective recruitment years i.e. 2015-16/ 2016-17/2017-18.

4. The Limited Departmental Competitive examination for the post of Private Secretary will be confined to the Personal Assistants at the ICAR Headquarters having Bachelor's Degree & who have completed three years regular service in the grade as on 01.04.2015/01.04.2016 in respect of vacancies in the respective recruitment years i.e. 2015-16/ 2016-17.

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5. The ASRB will have the discretion to fix qualifying marks in any or all the subject of the examination. However, with the approval of competent authority, it has been decided that the cut-off marks for qualifying the written examination will be 40% for candidates belonging to UR/OBC categories and 30% for candidates belonging to SC/ST categories. The cut off shall be on the aggregate marks and not subject-wise.

(i) The Shorthand test has to be taken either in Hindi or English @100 words per minute (wpm) of 10 minutes duration in which the candidate will be required to transcribe in 40 (English)/ 55(Hindi) minutes.

(ii) Error upto 5% in the transcript version of the Shorthand (skill) in qualifying test for the post of Private Secretary will be admissible beyond which the candidates will be treated as disqualified in the Stenography (skill) test.

6. The rules, scheme of examination, syllabi and application form for the examination both in English and Hindi versions are available in ICAR website [www.icar.org.in](http://www.icar.org.in) and ASRB website [www.asrb.org.in](http://www.asrb.org.in). English version shall be treated as authentic version for the purpose of interpretation, in case of any dispute.

7. Interested persons who are eligible to appear in the aforesaid examinations may send their applications in the prescribed application forms (proforma enclosed) through proper channel so as to reach the undersigned latest by **10.11.2017**.

8. Application received after the due date, under any circumstances, is liable to be rejected.



(K.N. Choudhary)

Deputy Secretary (Exam)

Agricultural Scientists Recruitment Board,

Krishi Anusandhan Bhawan-I, Pusa,

New Delhi - 110012

Distribution:

1. PPS to Chairman, ASRB.
2. PA to Secretary, ASRB.
3. Deputy Secretary (Admn), ICAR.
4. Deputy Secretary (R)/ CoE / Under Secretary/CC-II, ASRB.
5. Section Officer, Estt-II Section, ICAR – with the request that a copy of the Notice may be sent to each of the eligible Assistant/Personal Assistant/ Sr. Sales Assistant including those who are on long leave or on deputation to other departments.





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### **Limited Departmental Competitive Examination-2017 for Recruitment to the Post of Section Officer and Private Secretary at ICAR Headquarters**

#### **APPLICATION FORM**

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

1. Candidates for the post of (S.O. only/  
P.S. only)/ S.O. & P.S. Both : \_\_\_\_\_
2. If applied for both, preference : \_\_\_\_\_  
(write preference for S.O. & P.S.)
3. Name of the candidate : \_\_\_\_\_
4. Designation : \_\_\_\_\_
5. Father/Husband's Name : \_\_\_\_\_
6. Date of Birth (DD-MM-YYYY format) : \_\_\_\_\_
7. Educational Qualification : \_\_\_\_\_
8. Date of continuous and regular : \_\_\_\_\_  
Appointment to the post of Assistant/  
Personal Assistant/Sr. Sales Assistant  
at ICAR Headquarters
9. Medium for answering Question Papers : \_\_\_\_\_  
(Write in words either English or Hindi)
10. Present place of posting (Name of : \_\_\_\_\_  
Section / Unit where working)
11. Category to which the candidate belongs : \_\_\_\_\_  
(SC / ST / OBC / UR)
12. Any other information : \_\_\_\_\_

#### **DECLARATION TO BE SIGNED BY THE CANDIDATE**

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

\_\_\_\_\_  
Signature of the Candidate

Tel. No. \_\_\_\_\_

Date: \_\_\_\_\_

Mobile No. \_\_\_\_\_

