



**कृषि वैज्ञानिक चयन मंडल**  
(भारतीय कृषि अनुसंधान परिषद)  
कृषि अनुसंधान भवन-I, पूसा, नई दिल्ली 110 012.  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012



F.No. 2(1)/2014-Exam.II

Dated the 8<sup>th</sup> July, 2014

**NOTIFICATION**

**COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF ADMINISTRATIVE OFFICER (AO) AND FINANCE & ACCOUNTS OFFICER (F&AO) AT ICAR RESEARCH INSTITUTES - 2014**

The Agricultural Scientists Recruitment Board (ASRB) will hold on **23.11.2014 (Sunday)**, a competitive examination for recruitment to the posts of Administrative Officers and Finance & Accounts Officers in the Pay Band of PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay) at ICAR Research Institutes. The examination will be conducted in accordance with the rules issued by the Council.

**2. VACANCIES:**

The number of vacancies to be filled up on the basis of this examination are given below:-

Administrative Officer		Finance and Accounts Officer	
Category	No. of Posts	Category	No. of Posts
UR	13	UR	04
SC	01	SC	02
ST	01	ST	01
OBC	03	OBC	03
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>10*</b>

\* Including one post for PwD(OH)

(UR – Un-reserved, SC – Scheduled Castes, ST – Scheduled Tribes, OBC – Other Backward Classes, PwD (OH) – Person with Disability (Orthopedically Handicapped)

(The number of vacancies given above is tentative and subject to change).

**3. EDUCATIONAL QUALIFICATIONS:-**

**a) For Administrative Officer:-**

Candidate must be a Graduate of a recognized University securing not less than 55% mark in the final degree examination or equivalent and should have working knowledge of computer. (The graduation course must be of minimum three years' duration. In case of combined degree course leading to post graduation, separate degree certificate at graduation level must be awarded to the candidate).

**b) For Finance & Accounts Officer:-**

Candidate must be a Graduate of a recognized University securing not less than 55% marks in the final degree examination or equivalent and should have working knowledge of computer. (The graduation course must be of minimum three years' duration. In case of combined degree course leading to post graduation, separate degree certificate at graduation level must be awarded to the candidate).

Desirable Qualification:- Specialization in Finance/ Accounting/ Commerce at the Post Graduation level or professional qualification such as CA/ ICWA/ CS.

**4. FOR DEPARTMENTAL CANDIDATES:-**

All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.

Candidates should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for / appearing at the examination, their applications will be liable to be rejected / cancelled.

The decision of the Agricultural Scientists Recruitment Board as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**5. CENTRES OF EXAMINATION & THEIR CODE NOS.**

<b>Code No.</b>	<b>Name of Centre</b>
<b>01</b>	Bengaluru
<b>02</b>	Bhubaneswar
<b>03</b>	Coimbatore
<b>04</b>	Delhi
<b>05</b>	Guwahati
<b>06</b>	Hyderabad
<b>07</b>	Jammu
<b>08</b>	Kolkata
<b>09</b>	Lucknow
<b>10</b>	Mumbai
<b>11</b>	Nagpur
<b>12</b>	Patna

**No request for change of centre will be entertained under any circumstances. Therefore, the candidates are advised to make the choice of centre carefully.**

**6. AGE LIMIT:-**

The candidate must have attained the age of 21 years and must have not attained the age of 30 years as on **1<sup>st</sup> September, 2014** i.e. the closing date for receipt of the online application form (He / she must have been born not later than 1<sup>st</sup> September, 1993 and not earlier to 2<sup>nd</sup> September, 1984). The upper age limit is relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category. The upper age limit prescribed above will also be relaxable as follows:-

- i) Upto a maximum of five years if a candidate belongs to SC or ST in respect of posts reserved for them.
- ii) Upto a maximum of three years in respect of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates in respect of posts reserved for them.
- iii) For candidates being Persons with Disability, the upper age limit will be relaxable upto a maximum of 10 years in respect of posts reserved for them. Candidates belonging to SC, ST and OBC who are also covered under the Person with Disability (OH) category will be eligible for grant of cumulative age relaxation under both the categories. The reservation for PwD(OH) is horizontal across all the categories.
- iv) Upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1<sup>st</sup> January, 1980 to the 31<sup>st</sup> day of December, 1989.
- v) To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

**SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.**

**7. FEE:-**

The candidates seeking admission to the examination must pay to the Board a fee as follows:

S. No.	Category of candidate	Examination fee	Registration fee	Total
1	UR / OBC	Rs. 480/-	Rs. 20/-	Rs. 500/-
2	Women/ Schedule Castes/ Schedule Tribes / Persons with Disability	Nil	Rs. 20/-	Rs. 20/-

**ALL FEMALE CANDIDATES AND CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULE TRIBE/PERSON WITH DISABILITY ARE EXEMPTED FROM PAYMENT OF EXAMINATION FEE. THEY HAVE TO PAY REGISTRATION FEE ONLY. NO FEE EXEMPTION IS HOWEVER, AVAILABLE TO OBC CANDIDATES AND THEY ARE REQUIRED TO PAY THE PRESCRIBED FEE IN FULL.**

**NOTE I:** ONLINE APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE (UNLESS REMISSION OF FEE IS CLAIMED) SHALL BE SUMMARILY REJECTED/NOT ACCEPTED.

**NOTE II:** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**NOTE III:** The fee can be paid through Debit/Credit Card or NEFT/Challan through Syndicate Bank.

**8. PLAN OF EXAMINATION:-**

The scheme and syllabus of the examination are given in the rules of the examination for the respective posts vide Annexures I & II.

**9. HOW TO APPLY:-**

A candidate seeking admission to the Examination must apply online in the Application Form available on the website [www.asrb.org.in](http://www.asrb.org.in) or [www.icar.org.in](http://www.icar.org.in).

A candidate must read the provisions contained in this Notification carefully and abide by the same. A candidate must fulfill all the conditions of eligibility regarding age limit, educational qualification, etc. prescribed for applying for the examination.

**While filling his/her online application form, the candidate should carefully decide about his/her choice for the centre and option for the Administrative Officer or Finance & Accounts Officer examination. More than one application from a candidate giving different centre and option for the Administrative Officer or Finance & Accounts Officer examination will not be accepted in any case. Even if a candidate sends more than one completed application, the Board will accept only one application at its discretion and the Board's decision in the matter shall be final.**

**10. IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION**

- i) The candidates are required to apply online only using the link of application form available on the website: [www.asrb.org.in](http://www.asrb.org.in) or [www.icar.org.in](http://www.icar.org.in) only. No other mode of application is allowed.

Candidates are hereby informed that the details they provide in the Online Application Form will be used for all future references. They are advised to be very careful while filling the Application Form. They are, therefore, requested to thoroughly read this notification carefully before filling the online Application Form.

- ii) Candidates are required to complete the Application Form by filling all the parts for which they will be guided during the course of filling the Online Application Form.
- iii) Candidates are required to keep ready the following relevant details /information / documents:

- a) Notification for AO and F&AO Examination-2014.
  - b) Name (as recorded in Secondary level Examination certificate).
  - c) Father's name (as recorded in the Secondary level Examination certificate).
  - d) Complete Address for Correspondence.
  - e) Complete Permanent Address.
  - f) Matriculation or equivalent Certificate.
  - g) Bachelor's Degree Certificate/Provisional Degree Certificate and Year-wise Marksheets.
  - h) Master's Degree Certificate / Doctorate Degree Certificate / Provisional Degree Certificate/Transcript/ Marksheet, if available.
  - i) Centres opted for the Examination (Please check the Examination Centres given in Para 5 of this notification).
  - j) Scanned copy of recent passport size photograph taken against white background only of a maximum size of 150 KB in .jpg format only with the face covering at least 2/3<sup>rd</sup> of the total space and taken without spectacles.
  - k) Scanned copy of signatures taken in Black/Blue ink on a white paper only of a maximum size of 80 KB in .jpg format only.
  - l) Debit Card/Credit Card details for online payment of fee.
  - m) Valid and active e-mail address.
- iv) The candidates are required to enter their valid and active e-mail address only in the Application Form since all the communication/ information/ update(s) for this Examination would be sent to this e-mail address only. In case, they do not have an e-mail address, they may obtain one from any of the e-mail service providers of the candidate's choice. Please note that entry of the e-mail address in the prescribed field in the Application Form is mandatory.
- v) Please keep ready all relevant information regarding the payment towards Application Fee for successfully completing the Application process.
- (a) For payment of Application Fee, please keep your Debit/Credit card ready for payment. (in case you are paying using these card(s)).
  - (b) Please keep UTR Number provided by the Bank/Branch where you have carried out NEFT/Challan transaction, in case you are adopting the NEFT / Challan payment option.

While using this option of payment , take a printout of the Online pre-printed generated Challan form, deposit the requisite amount with any branch of the Syndicate Bank and thereafter re-login your application form, go to Part-IV (it will automatically take you to Part-IV), fill the UTR No., date of deposit, Branch Name and Number, **upload the scanned copy of the ASRB portion of the deposited challan** through the link provided in the Part-IV of the Application Form and submit. PLEASE NOTE THAT WITHOUT THIS PROCESS HAVING BEEN COMPLETED, YOUR APPLICATION FORM WILL NOT BE CONSIDERED TO BE COMPLETE.

- vi) Please keep the scanned copy of your recent passport size photograph (taken against white background only of a maximum size of 150 KB in .jpg format only with the face covering at least 2/3rd of the total space and taken without spectacles for easy identification) and Scanned copy of your Signature (taken in black/blue ink only on white paper) of a maximum size of 80 KB in .jpg format only for uploading during the process of Application Form submission. Please note that you should use only clear scanned copies (and not blurred or hazy) since your application form may not be considered if these are not clear. The photograph and signature would be used to print them on the Admission Certificate. **The scanned photograph and signature must be uploaded in .jpg format only.** These would be required to be uploaded using the links that will be guided to during the course of applying. You may browse and select the location where the scanned photograph/ signature file has been saved, select it and click the upload button. Once uploaded, a message informing about the successful uploading of the photograph/signature, as the case may be, will be displayed. In case, you want to use any other photograph/signature, then select the edit button on the link and repeat the same process as before. Your online Application Form will not be submitted unless you have successfully uploaded your photograph and signature. PLEASE VIEW THE IMAGES IN PART-III OF THE APPLICATION FORM AND SATISFY YOURSELF THAT THESE ARE CLEAR AND SUFFICIENTLY VISIBLE. HAZY / UNCLEAR PHOTOGRAPHS / SIGNATURE WILL NOT BE ACCEPTED).
- vii) Candidates are informed that there are provisions for editing the Application Form at many stages. Once the complete process of filling up the information in the Application Form and the Photograph and Signature is uploaded successfully, the candidate can view the entire Application Form together with the photograph and signature and can still edit at this point to make / incorporate any change/ editing in any field of the Application Form. After final submission of the application form, no change in any of the entries is allowed.
- viii) **The online application process will be open from 00:00 Hrs of 1<sup>st</sup> August, 2014 to 17:00 Hrs of 1<sup>st</sup> September, 2014** after which the link will automatically get disabled. It is, therefore advised that candidates may submit their Application Form well in advance without waiting for the last date of Application Form submission.
- ix) The candidates are advised to regularly check their e-mail provided in the Application Form for update(s)/ information/ communication with regard to the Examination. They must check the spam/junk folders also of the mailbox.
- x) Once the payment is successfully made, a message informing the successful submission of your Application Form will be displayed. In case, this does not appear, the process needs to be repeated, since it signifies/implies that your Application Form has not been successfully uploaded/ submitted.
- xi) The candidates are strongly advised to keep a print or soft copy of the completed Application Form for any future reference.

- xii) Please note that mere successful submission of the Application Form and/or issuance of Admission Certificate does not automatically ensures admission to the Examination. If on verification at any later stage, it is found that any candidate does not fulfill all eligibility conditions or has furnished any wrong/incorrect/misleading/false information either intentionally or otherwise, his/her candidature will be cancelled / rejected and fee paid for examination will be forfeited and any action as deemed fit by the Board shall be taken in this regard.

### **LAST DATE FOR FILING UP OF ONLINE APPLICATIONS**

**The last date for filling up of online application form is 1700 Hrs (05:00 PM) on 01.09.2014.**

### **IMPORTANT INSTRUCTIONS**

- I. Candidates must ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission to the examination will be purely provisional. If on verification at any later stage, it is found that any candidate does not fulfill all eligibility conditions; his/her candidature will be cancelled / rejected and fee paid for examination will be forfeited. The verification of the eligibility of the candidates with respect to the documents and information submitted by them will be done after the result of the written part of the examination.
- II. While filling up the online application form, the candidate should carefully decide about his/her choice for the centre and post for the examination. If a candidate submits more than one completed online application, the Board will accept only one application at its discretion and the Board's decision in the matter shall be final.
- III. **Scheme and syllabus of Paper-II of AO and F&AO are different and therefore, candidate may apply either for AO or F&AO as per his/her choice and eligibility. Candidate cannot apply for both i.e. AO and F&AO. Paper-I will be common for AO and F&AO.**
- IV. It is the sole responsibility of the candidates to ensure that they fulfill the specified eligibility before applying for the examination. The candidate must have documents/certificates (Bachelor's Degree/Caste Certificate/Disability Certificate/Matriculation Certificate, etc.) in support of their eligibility/candidature at the time of applying for the posts. **The Other Backward Classes (OBC) candidates in particular shall ensure that they possess the OBC Certificate in the prescribed format as given in Appendix-IV to apply for posts under Govt. of India. If they do not possess such OBC Certificate in prescribed format, they are suggested not to apply under OBC Category. The OBC Certificate applicable for the posts under their respective State will not be accepted.**
- V. The candidates are not required to submit any printed/hard copy of their online application or copies of any certificates at this stage.

- VI. **The candidates will be required to submit the self-attested copies of the documents/certificate in support of their candidature after the declaration of the result of the written part of the examination but before the cut-off date which would be announced at the time of declaration of the result of the written part, failing which the candidature of the candidate will be rejected.**
- VII. Furnishing of any false/fabricated/incorrect/misleading information by ICAR employees applying for this examination will render him/her liable for disciplinary action by the Board/ICAR as per CCS (CCA) Rules.
- VIII. Only such SC/ST/OBC/PwD(OH) candidates who are selected on the same standard as applied to UR candidates shall be treated as own merit candidates. If any SC/ST/OBC and PwD(OH) candidate qualify after getting any relaxation in age or qualifying marks than what is provided for Unreserved category candidates then such SC/ST/OBC/PwD candidate shall be considered against reserved vacancies and they cannot be considered for appointment against an unreserved vacancy.
- IX. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- X. The candidates are advised to read the Notification for the Examination carefully before filling up the online application form. **No request for change in the entries once made in the online application form will be entertained under any circumstances.**
- XI. No request for withdrawal of candidature/application received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
- XII. The candidates are requested to visit the websites: [www.asrb.org.in](http://www.asrb.org.in) and [www.icar.org.in](http://www.icar.org.in) regularly for updates. All the information related to the examination will be uploaded on the above websites only. The Admission Certificate can be downloaded from the website only about three weeks prior to the date of examination. No other form of communication will be used for issue of admission certificates.
- XIII. The Interview letters (through e-mail) for the AO and F&AO Examination-2014 will be sent separately after the result of the Examination and all instructions/information therefor will be indicated therein.
- XIV. Scheme and Syllabus for AO and F&AO Examination-2014 is available on ASRB's websites.
- XV. In case of any difference in name or father's name of the candidate, he/she will be required to submit an original affidavit indicating the discrepancy and certifying the correct name along with other documents at the time of their submission.



XVI. All communications in respect of an application made for this Examination should be addressed to the **Controller of Examinations-I, Agricultural Scientists Recruitment Board, Krishi Anusandhan Bhavan-I, Pusa, New Delhi – 110012** and should invariably contain the following particulars: -

1. Name and year of Examination (AO and F&AO Examination – 2014)
2. Name of the candidate (In full and in capital letters)
3. Online Registration No.
4. Centre of examination with code number.
5. Roll No. (If communicated)
6. Complete postal address with PIN code.
7. E-mail address (as indicated in the application form)
8. Telephone/Mobile number

Note:- Communication not containing the above particulars will not be attended to.

XVII. **No request for change in postal address shall be entertained.**

XVIII. Please note that carrying of mobile phones or any other communication device/electronic gadget is absolutely prohibited in the Examination Centre premises. Any infringement of this instruction can lead to disqualification. Candidates are advised, in their own interest, not to bring any of these item(s) to the Examination venue as no provision for their safe keeping will be made.

XIX. The candidates are advised not to bring any valuable/costly items to the Examination Venue. The Board will not be responsible for any loss incurred due to non adherence of this instruction.

XX. The Paper-I (Objective) will be conducted on OMR Sheet (for Multiple Choice Objective Questions provided in the Question Booklet) and the candidates are required to return the OMR Sheet after the Examination is over to the Invigilator concerned. They cannot take it with them under any circumstances. Strict action will be taken for any violation of this instruction.

**XXI. Rules for Tie-Breaker:- At the time of drawing final merit list i.e. if there is a tie after aggregating marks of Paper-I + Paper-II + Interview, the candidate senior in age will be ranked higher.**

XXII. In case of any discrepancy between English and Hindi versions of the advertisement / information, the English version will be treated as final.

XXIII. **NOTIFICATION INCLUDING ONLINE APPLICATION FORM IS AVAILABLE ON ASRB WEBSITE [www.asrb.org.in](http://www.asrb.org.in) and ICAR WEBSITE [www.icar.org.in](http://www.icar.org.in).**

XXIII. In case of any difficulty, please e-mail to [aofaoexam2014@asrb.org.in](mailto:aofaoexam2014@asrb.org.in) or call: 011-25848172/011-25840251 during 0930 Hrs to 1700 Hrs (Monday to Friday, except Gazetted Holiday (s)).

**NOTE: There is no provision of re-evaluation of the OMR/answer script and therefore, no request for re-evaluation of the OMR/answer script will be entertained. The Board will not enter into any correspondence in this regard.**

Sd/-

**(Gurunathagouda Harakangi)  
CONTROLLER OF EXAMINATIONS-I**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI  
RULES FOR ADMINISTRATIVE OFFICER**

The rules for the Combined Competitive Examination to be held by the Agricultural Scientists Recruitment Board (ASRB) on 23.11.2014 for the purpose of filling up the posts of Administrative Officers in the pay band -3 of ₹ 15600-39100 + ₹ 5400 Grade Pay falling under direct recruitment quota of the Indian Council of Agricultural Research at its Research Institutes are published for general information.

2. The number of vacancies to be filled on the basis of results of the examination is specified in the Notice issued by the ASRB. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes/Persons with Disability in respect of the vacancies as may be fixed by ICAR in accordance with the Govt. of India instructions on this subject.

**Note:-I** Candidates who claim to belong to one of the Scheduled Castes (SC) or Scheduled Tribes (ST) will be required to submit the requisite certificate in the prescribed format as per Appendix – III. Otherwise their claim for SC/ST category will not be considered.

**Note:-II** Candidates who claim to belong to Other Backward Classes (OBC) will be required to submit requisite certificate in the prescribed format as per Appendix - IV from the competent authority as mentioned therein. Otherwise, their claim for OBC status will NOT be considered. The OBC Certificate in a format other than the prescribed one will not be accepted/considered. The OBC Certificate should be issued for applicability for Govt. of India's posts and not for applicability for the respective state of the candidate only.

**Note:-III** Candidates who claim to be Persons with Disability will be required to produce medical certificates as per disability in the new prescribed applicable format i.e. Form II/III/IV as per Appendix - V issued by the Competent Medical Authorities for the purpose of employment.

3. The examination will be conducted by the ASRB as per Scheme and Syllabus given in these rules.

The dates on which and the places at which the examination will be held shall be fixed by the Agricultural Scientists Recruitment Board.

4. **A candidate must be either:-**

- (a) A citizen of India, or
- (b) A citizen of Nepal, or
- (c) A citizen of Bhutan, or
- (d) A Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) A person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India. Provided that a candidate belonging to

categories (b), (c), (d) & (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Govt. of India.

5. a) Age limits for this examination will be as under:-

A candidate must have attained the age of 21 years and must have not attained the age of 30 years as on **1<sup>st</sup> September, 2014** i.e. the closing date for receipt of the online application form (He / she must have been born not later than 1<sup>st</sup> September, 1993 and not earlier to 2<sup>nd</sup> September, 1984). But the upper age limit is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.

b) The upper age limits prescribed above will be relaxable:-

- i) Upto a maximum of five years if a candidate belongs to SC or ST in respect of posts reserved for them.
- ii) Upto a maximum of three years in respect of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates in respect of posts reserved for them.
- iii) For candidates being Person with Disability, the upper age limit will be relaxable upto a maximum of 10 years in respect of posts reserved for them. Candidates belonging to SC, ST and OBC who are also covered under the Person with Disability category will be eligible for grant of cumulative age relaxation under both the categories. The reservation for PwD(OH) is horizontal across all the categories.
- iv) Upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1<sup>st</sup> January, 1980 to the 31<sup>st</sup> day of December, 1989.
- v) To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

**SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.**

**6. Educational & other qualifications for the post of Administrative Officer:**

Candidate must be a Graduate of a recognized University securing not less than 55% mark in the final degree examination or equivalent and should have working knowledge of computer. (The graduation course must be of minimum three years' duration. In case of combined degree course leading to post graduation, separate degree certificate at graduation level must be awarded to the candidate).

7. All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in temporary capacity or as work-chaged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.

8. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

9. No candidates will be admitted to the examination unless he/she holds a certificate of admission from the ASRB.

10. Candidates must pay the fee prescribed by the ASRB.

11. A candidate who is or has been declared by the ASRB to be guilty of:

- a) obtaining support for the candidature by any means, or
- b) impersonating, or
- c) procuring impersonation by any person, or
- d) submitting fabricated document or documents which have been tampered with, or
- e) making statements which are incorrect or false, or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- g) using unfair means during the examination, or
- h) writing irrelevant matter, including obscene language or pornographic matter, in the script(s), or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the ASRB for the conduct of examination, or
- k) attempting to commit or, as the case may be, abetting the ASRB of all or any other acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
  - a) to be disqualified by the ASRB from the examination for which he is a candidate, or
  - b) to be debarred either permanently or for a specified period:
    - i) by the ASRB from any examination or selection held by them;
    - ii) by the ICAR from any employment under them, and
  - c) if he/she is already in service under ICAR, to disciplinary action under the appropriate rules.

**12. After the written examination, the candidates who obtain such minimum qualifying marks in the written examination as may be fixed by the Board at their discretion shall be summoned for a structured interview/personality test which would inter-alia comprise of a test on "Working knowledge of computer" in the ratio of 1:5 (category-wise) for each post.**

13. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ASRB and the ASRB will not enter into correspondence with them regarding result.

15. Appointments will be made by the ICAR initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

16. No person shall be eligible for appointment to service:-

- a) Who has entered into or contracted a marriage with a person having a spouse living, or

- b) Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Council may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party consent to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

17. A candidate must be in possession of good mental and physical health and free from any other physical defects (save as prescribed for Person with Disability candidates) likely to interfere with the efficient discharge of his duties as an officer of the service. Only such candidates as are likely to be considered for appointment will be medically examined. 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.

18. Success in 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 his character and antecedents is suitable in all respects for appointment to the post.

19. Conditions of service of the Combined Cadre of Administrative Officers under the ICAR are briefly stated in Appendix-I.

**SCHEME OF EXAMINATION FOR ADMINISTRATIVE OFFICERS**

<b>PAPER – I</b>	<b>Objective Type (200 marks)</b>	<b>2 Hours</b>
	<b>SECTION – A</b> General Awareness	50
	<b>SECTION – B</b> General Intelligence & Reasoning Ability	50
	<b>SECTION – C</b> Arithmetical and Numerical Ability	50
	<b>SECTION – D</b> Language Comprehension (Hindi or English)	50
<b>PAPER-II</b>	<b>Descriptive Type (300 marks)</b>	<b>3 Hours</b>
	<b>SECTION – A</b> General Knowledge of Development of Economic, Social, Scientific & Cultural Fields	100
	<b>SECTION – B</b> Arithmetical Ability	100
	<b>SECTION – C</b> Essay	100
	<b>STRUCTURED INTERVIEW</b>	100

### **STRUCTURED INTERVIEW / PERSONALITY TEST**

The candidates who qualify in the written examination will be called for structured interview / personality test. The marks allotted for interview/personality test are 100. Interview Board has, therefore, to award marks to candidates out of 100 marks only. Keeping in view the functions and traits required to perform efficiently the duties attached to the post for which recruitment is being made, these 100 marks for interview/personality test have been divided under the following six heads:

(i)	(a)	Essential Educational Qualifications (Total)	05 (Maximum)
		(i) 60% and above :	05
		(ii) 55% and above but below 60% :	04
	(b)	Highest or Desirable Academic/Professional Qualification/Experience	05
(ii)		Extra Curricular Activities	05
(iii)		General Awareness/General Knowledge	10
(iv)		In-depth knowledge of the subject studied	20
(v)		Personality	20
(vi)		Working Knowledge of Computers	20
(vii)		Aptitude and Suitability	15

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## **SYLLABUS FOR ADMINISTRATIVE OFFICER'S EXAMINATION**

### **PAPER - I**

#### **GENERAL AWARENESS**

Questions will be designed to test 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 affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected to an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, Human Rights Social Conflicts, Disabilities etc. It will also include questions on India and its neighboring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science and Scientific Research, National/International Organizations/Institutions etc.

#### **GENERAL INTELLIGENCE AND REASONING ABILITY**

The syllabus for General Intelligence includes questions on both verbal and non-verbal types. Test will include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test also includes questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

#### **ARITHMETICAL AND NUMERICAL ABILITY**

The test of Arithmetical and Numerical Abilities will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

#### **LANGUAGE COMPREHENSION AND WRITING ABILITY**

##### **English OR Hindi**

This part will include questions to test the candidates understanding and comprehension of language and writing ability.

### **PAPER - II**

For Section - A & B, the syllabus will be as given above for paper – I

Section - C (Essay) The topics on essay writing will be on current international and national events about which a graduate level candidate is expected to be aware. The topics may cover social, cultural, economical and political aspects. An opinion may be given and candidate may have to submit his/her arguments for and against the opinion and sum up in the end of his/her views.

Brief particulars about the services to which recruitment is being made through the examination are as under:

There are at present the following five grades in the Combined Cadre of Administrative Officer under the ICAR.

1. Administrative Officer - PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay)
2. Senior Administrative Officer– PB-3 ₹ 15600-39100 + ₹ 6600 (Grade Pay)
3. Chief Administrative Officer / Deputy Secretary - PB-3 ₹ 15600-39100 + ₹ 7600 (Grade Pay)
4. Director / Registrar – PB-4 ₹ 37400-67000 + ₹ 8700 (Grade Pay)
5. Senior Registrar-PB-4 ₹ 37400-67000 + ₹ 10000 (Grade Pay)

Director/Registrar having three years regular service in the grade are eligible for consideration to the post of Senior Registrar. Deputy Secretaries / Chief Administrative Officers having five years of service are also eligible for consideration for appointment to the post of Director / Registrar in PB-4 ₹ 37,400-67,000 + ₹ 8700 (Grade Pay). Senior Administrative Officers with five years of service are eligible for consideration for appointment to the post of Deputy Secretary / Chief Administrative Officer. Administrative Officers with 5 years service are eligible for consideration for appointment to the post of Senior Administrative Officer.

Persons recruited directly as Administrative Officers will be appointed initially on probation for a period of two years during which they will undergo such trainings etc. as prescribed by the ICAR. However, if the work or conduct of a probationer has, in the opinion of ICAR, not been found satisfactory, either he may be discharged from the service or his period of probation may be extended for such further period as ICAR may deem necessary.

On satisfactory completion of the period of probation or the extended period of probation, as the case may be, the ICAR may confirm the person in his appointment, if he/she fulfils the conditions prescribed as per the rules/instructions issued by ICAR/Govt. of India from time to time.

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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI  
RULES FOR FINANCE & ACCOUNTS OFFICER**

The rules for the Combined Competitive Examination to be held by the Agricultural Scientists Recruitment Board (ASRB) in 23.11.2014 for the purpose of filling up the posts of Finance and Accounts Officers in the pay band-3, ₹ 15600-39100 + ₹ 5400 Grade Pay falling under direct recruitment quota under the Indian Council of Agricultural Research at its Hqrs. and Research Institutes are published for general information.

2. The number of vacancies to be filled on the basis of results of the examination is specified in the Notice issued by the ASRB. Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes/ Persons with Disability in respect of the vacancies as may be fixed by ICAR in accordance with the Govt. of India instructions on this subject.

**Note:-I** Candidates who claim to belong to one of the Scheduled Castes (SC) or Scheduled Tribes (ST) will be required to submit the requisite certificate in the prescribed format as per Appendix – III. Otherwise their claim for SC/ST category will not be considered.

**Note:-II** Candidates who claim to belong to Other Backward Classes (OBC) will be required to submit requisite certificate in the prescribed format as per Appendix - IV from the competent authority as mentioned therein. Otherwise, their claim for OBC status will NOT be considered. The OBC Certificate in a format other than the prescribed one will not be accepted/considered. The OBC Certificate should be issued for applicability for Govt posts and not for applicability for the respective state of the candidate only.

**Note:-III** Candidates who claim to be Persons with Disability will be required to produce medical certificates as per disability in the new prescribed applicable format i.e. Form II/III/IV as per Appendix - V issued by the Competent Medical Authorities for the purpose of employment.

3. The examination will be conducted by the ASRB as per Scheme and Syllabus given in these rules.

The dates on which and the places at which the examination will be held shall be fixed by the Agricultural Scientists Recruitment Board.

4. **A candidate must be either:-**

- (a) A citizen of India, or
- (b) A citizen of Nepal, or
- (c) A citizen of Bhutan, or
- (d) A Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or

- (e) A person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) & (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Govt. of India.

5. a) Age limits for this examination will be as under:-

A candidate must have attained the age of 21 years and must have not attained the age of 30 years as on **1<sup>st</sup> September, 2014** i.e. the closing date for receipt of the online application form (He / she must have been born not later than 1<sup>st</sup> September, 1993 and not earlier to 2<sup>nd</sup> September, 1984). But the upper age limit is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.

b) The upper age limits prescribed above will be relaxable:-

- i) Upto a maximum of five years if a candidate belongs to SC or ST in respect of posts reserved for them.
- ii) Upto a maximum of three years in respect of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates in respect of posts reserved for them.
- iii) For candidates being Person with Disability, the upper age limit will be relaxable upto a maximum of 10 years in respect of posts reserved for them. Candidates belonging to SC, ST and OBC who are also covered under the Person with Disability category will be eligible for grant of cumulative age relaxation under both the categories. The reservation for PwD(OH) is horizontal across all the categories.
- iv) Upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1<sup>st</sup> January, 1980 to the 31<sup>st</sup> day of December, 1989.
- v) To other bonafide displaced persons/repatriates of Indian origin/Defence Services Personnel/Border Security Force Personnel etc. as per the existing instructions of the Government of India on the subject.

**Save as provided above, the age limits prescribed can in no case be relaxed.**

**6. Educational & other qualifications for the post of Finance & Accounts Officer:**

Candidate must be a Graduate of a recognized University securing not less than 55% marks in the final degree examination or equivalent and should have working knowledge of computer. (The graduation course must be of minimum three years' duration. In case of combined degree course leading to post graduation, separate degree certificate at graduation level must be awarded to the candidate).

Desirable Qualification:- Specialization in Finance/ Accounting/ Commerce at the post graduation level or professional qualification such as CA/ ICWA/ CS.

7. All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in temporary capacity or as work-charged employees, other than casual or daily rated employees, will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.

8. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

9. No candidates will be admitted to the examination unless he/she holds a certificate of admission from the ASRB.

10. Candidates must pay the fee prescribed by the ASRB.

11. A candidate who is or has been declared by the ASRB to be guilty of:

- a) obtaining support for the candidature by any means, of
- b) impersonating, or
- c) procuring impersonation by any person, or
- d) submitting fabricated document or documents which have been tampered with, or
- e) making statements which are incorrect or false, or suppressing material information, or
- f) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- g) using unfair means during the examination, or
- h) writing irrelevant matter, including obscene language or pornographic matter, in the scrip(s), or
- i) misbehaving in any other manner in the examination hall, or
- j) harassing or doing bodily harm to the staff employed by the ASRB for the conduct of examination, or
- k) attempting to commit or, as the case may be abetting the ASRB of all or any other acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
  - a) to be disqualified by the ASRB from the examination for which he is a candidate, or
  - b) to be debarred either permanently or for a specified period:
    - i) by the ASRB from any examination or selection held by them;
    - ii) by the ICAR from any employment under them, and
  - c) if he/she is already in service under ICAR, to disciplinary action under the appropriate rules.

**12. After the written examination, the candidates who obtain such minimum qualifying marks in the written examination as may be fixed by the Board at their discretion shall be summoned for a structured interview/personality test which would inter-alia comprise of a test on "Working knowledge of computer" in the ratio of 1:5 (category-wise) for each post.**

13. The form and manner of communication of the result of the examination to individual candidates shall be decided by the ASRB at their discretion and the ASRB will not enter into correspondence with them regarding result.

14. Appointments will be made by the ICAR initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

15. No person shall be eligible for appointment to service:-

- a) Who has entered into or contracted a marriage with a person having a spouse living, or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Council may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party consent to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

16. A candidate must be in possession of good mental and physical health and free from any other physical defects (save as prescribed for physically disabled candidates) likely to interfere with the efficient discharge of his duties as an officer of the service. Only such candidates as are likely to be considered for appointment will be medically examined. 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.

17. Success in 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 his character and antecedents is suitable in all respects for appointment to the post.

18. Conditions of service of the Combined Cadre of Finance and Accounts Officers under the ICAR are briefly stated in Appendix-II.

**SCHEME OF EXAMINATION FOR FINANCE AND ACCOUNTS OFFICERS**

**PAPER-I Objective Type (200 MARKS) 2 HOURS**

<b>SECTION – A</b> General Awareness	50
<b>SECTION – B</b> General Intelligence & Reasoning Ability	50
<b>SECTION – C</b> Arithmetical and Numerical Ability	50
<b>SECTION – D</b> Language Comprehension (Hindi or English)	50

**PAPER – II Descriptive Type (300 MARKS) 3 HOURS**

<b>SECTION – A</b> General Studies Writing Ability (English or Hindi)	75
<b>SECTION – B</b> Arithmetical Ability	75
<b>SECTION – C</b> Subject concerned Commerce (This paper will cover the subjects of commerce commonly taught in the Degree Course of Indian University/Institutions)	150
<b>STRUCTURED INTERVIEW</b>	100

### STRUCTURED INTERVIEW/PERSONALITY TEST

The candidates who qualify in the written examination will be called for structured interview / personality test. The marks allotted for interview/personality test are 100. Interview Board has, therefore, to award marks to candidates out of 100 marks only. Keeping in view the functions and traits required to perform efficiently the duties attached to the post for which recruitment is being made, these 100 marks for interview/personality test have been divided under the following six heads:

(i)	(a)	Essential Educational Qualifications (Total)	05 (Maximum)
		(i) 60% and above :	05
		(ii) 55% and above but below 60% :	04
	(b)	Highest or Desirable Academic/Professional Qualification/Experience	05
(ii)		Extra Curricular Activities	05
(iii)		General Awareness/General Knowledge	10
(iv)		In-depth knowledge of the subject studied	20
(v)		Personality	20
(vi)		Working Knowledge of Computers	20
(vii)		Aptitude and Suitability	15

\*\*\*\*\*



**SYLLABUS FOR FINANCE & ACCOUNTS OFFICER'S EXAMINATION**

**PAPER - I**

**GENERAL AWARENESS**

Questions will be designed to test 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 affairs and of such matters of everyday observation and experience in their scientific aspect as may be expected to an educated person. The test will include questions relating to Indian Society, Socio-Economic agricultural and Geo-Cultural Development Issues, Human Rights Social Conflicts, Disabilities etc. It will also include questions on India and its neighboring countries especially pertaining to History, Geography, Economics, Indian Polity and Constitution, Art & Culture, General Science and Scientific Research, National/International Organizations/Institutions etc.

**GENERAL INTELLIGENCE AND REASONING ABILITY**

The syllabus for General Intelligence includes questions on both verbal and non-verbal types. Test will include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test also includes questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

**ARITHMETICAL AND NUMERICAL ABILITY**

The test of Arithmetical and Numerical Abilities will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.F.C., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**LANGUAGE COMPREHENSION AND WRITING ABILITY**

**English OR Hindi**

This part will include questions to test the candidates understanding and comprehension of language and writing ability.

**PAPER - II**

For Section - A & B, the syllabus will be as given above for paper – I

For Section – C (Commerce). This paper will cover the topics like Accounting, Financial Accounting, Auditing, Business Organization, Cost Accounting, Taxation, Financial Institutions etc. commonly taught in the Degree Course of Indian Universities / Institutes.

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Brief particulars about the services to which recruitment is being made through the examination are as under:

There are at present the following Four grades in the Combined Cadre of Finance & Accounts Officer under the ICAR.

1. Finance & Accounts Officer - PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay).
2. Senior Finance & Accounts Officer – PB-3 ₹ 15600-39100 + ₹ 6600 (Grade Pay).
3. Deputy Director (Finance)/Chief Finance & Accounts Officer - PB-3 ₹ 15600-39100 + ₹ 7600 (Grade Pay)
4. Director (Finance)/Comptroller on PB-4 ₹ 37,400-67,000 + ₹ 8700 (Grade Pay).

The Deputy Director (Finance) / Chief Finance & Accounts Officer having five years of service are also eligible for consideration for appointment to the post of Director (Finance) / Comptroller in PB-4 ₹ 37,400-67,000 + ₹ 8700 (Grade Pay). Senior Finance & Accounts Officers with five years of service are eligible for consideration for appointment to the post of Deputy Director (Finance)/ Chief Finance & Accounts Officer. Finance & Accounts Officer with 5 years service are eligible for consideration for appointment to the post of Senior Finance & Accounts Officer.

Persons recruited directly as Finance & Accounts Officer will be appointed initially on probation for a period of two years during which they will undergo such trainings etc. as prescribed by the ICAR. However, if the work or conduct of a probationer has, in the opinion of ICAR, not been found satisfactory, either he may be discharged from the service or his period of probation may be extended for such further period as ICAR may deem necessary.

On satisfactory completion of the period of probation or the extended period of probation as the case may be the ICAR may confirm the person in his appointment, if he/she fulfils the conditions prescribed as per the rules/instructions issued by ICAR/Govt. of India from time to time.

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**FORM OF CERTIFICATE PRESCRIBED FOR  
SCHEDULED CASTE AND SCHEDULED TRIBE**

Form of Certificate as prescribed in M.H.A., O.M. No. 42/21/49-N.G.S., dated 28-1-1952, as revised in Dept. of Per. & A.R., Letter No. 36012/6/76-Estt. (SCT) dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Shrimati\*/Kumari\* \_\_\_\_\_ Son/  
daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in  
District/ Division\* \_\_\_\_\_ of the State/Union Territory\*  
\_\_\_\_\_ belongs to the \_\_\_\_\_

Scheduled Caste  
Caste/Tribe\* which is recognized as a ----- under:-

Scheduled Tribe\*

- \* The Constitution (Scheduled Castes) Order, 1950.
- \* The Constitution (Scheduled Tribes) Order, 1950.
- \* The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[ (As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976].

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959,  
as amended  
by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- \* The Constitution (Dadra and Nagar haveli) Scheduled Tribes Order, 1962.
- \* The constitution (Pondicherry) Scheduled Castes Order, 1964.
- \* The constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- \* The Constitution (Goa, Daman and Diu) Scheduled Caste Order, 1968.
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978.
- \* The Constitution ( Sikkim) Scheduled Tribes order, 1978.
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.

Contd.....next page

- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
- \* The Constitution (Scheduled Tribes) Order Amendment Act, 1991.
- \* The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Shrimati\*\_\_\_\_\_father/mother\* of Shri/Shrimati/Kumari\*\_\_\_\_\_ of village/town\*\_\_\_\_\_ in District/Division\*\_\_\_\_\_ of the State/Union Territory\*\_\_\_\_\_ who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\*\_\_\_\_\_ issued by the \_\_\_\_\_ Dated \_\_\_\_\_

3. Shri/Shrimati\*/Kumari\*\_\_\_\_\_ and/\*or his/her\* family ordinarily reside(s) in village/town\*\_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_

**Signature**\_\_\_\_\_

**Designation**\_\_\_\_\_  
**(With Seal of Office)**

State

Place\_\_\_\_\_

Date\_\_\_\_\_

Union Territory

NOTE:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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\* Please delete the words which are not applicable.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF  
INDIA.**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_  
in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ community  
which is recognized as a backward class under the Government of India, Ministry of Social  
Justice and Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family  
ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she does  
not belong to the persons/sections (Creamy layer) mentioned in Column 3 of the Schedule to  
the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.  
(SCT) dated 8.9.1993\*\*.

**District Magistrate,  
Deputy Commissioner etc.**

Dated

SEAL

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\*- The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

Form-II

**Disability Certificate  
(In cases of amputation or complete permanent paralysis of limbs  
and in cases of blindness)  
(See rule 4)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)**

Recent PP size Attested Photograph (Showing face only) of the person with disability
---

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.  
\_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_  
Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_ Age \_\_\_\_\_ years, male/female  
Registration No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/ Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,  
whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(A) He/ She has \_\_\_\_\_%(in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_(part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

<b>Nature of Document</b>	<b>Date of Issue</b>	<b>Details of authority issuing certificate</b>

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--

**Form-III**

**Disability Certificate  
(In case of multiple disabilities)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)  
(See rule 4)**

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the person  
with disability

Certificate No. \_\_\_\_\_

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

This is to certify that we have carefully examined  
Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_/son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth  
(DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_ Age \_\_\_\_ years,  
male/female \_\_\_\_\_ Registration  
No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,  
whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	<b>Both Eyes</b>		
4	Hearing impairment	£		
5	Mental retardation	<b>X</b>		
6	Mental-illness	<b>X</b>		



(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:- \_\_\_\_\_percent

In words:- \_\_\_\_\_ percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

**Or**

(ii) is recommended/ after \_\_\_\_\_years\_\_\_\_\_months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

**@ - e.g. Left/Right/both arms/legs**

**# - e.g. Single eye/both eyes**

**£ - e.g. Left/Right/both ears**

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--

**Form-IV**

**Disability Certificate**  
**(In cases other than those mentioned in Forms II and III)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)**  
**(See rule 4)**

Recent PP size Attested Photograph (Showing face only) of the person with disability
---

Certificate No. \_\_\_\_\_

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

This is to certify that I have carefully examined  
Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_ son/ wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD /  
MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
Registration No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/ Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,  
whose photograph is affixed above, and am satisfied that he/she is a case  
of \_\_\_\_\_ disability. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (to be specified) and is shown  
against the relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	<b>Both Eyes</b>		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

**Or**

(ii) is recommended/ after \_\_\_\_\_years\_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

**@ - e.g. Left/Right/both arms/legs**

**# - e.g. Single eye/both eyes**

**£ - e.g. Left/Right/both ears**

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

{ Countersignature and seal of the  
CMO/Medical Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal) }

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District."

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.