

भा.कृ.अनु.प. - केन्द्रीय कंद फसल अनुसंधान संस्थान
ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE
श्रीकार्यम, तिरुवनंतपुरम 695017
Sreekariyam, Thiruvananthapuram 695017

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फ. सं/F.No.1-2/2021-Rectt.

दिनांक/Dated 22.11.2021

परिपत्र / CIRCULAR

Sub: Filling up of 01 (one) post of Lower Division Clerk (LDC) [UR-01] in Pay Matrix Level-2 (₹19900-63200) under Limited Departmental Competitive Examination Quota at ICAR-CTCRI, Thiruvananthapuram.

Applications are invited for filling up one post of Lower Division Clerk (UR-01) to be filled up on the basis of **Limited Departmental Competitive Examination quota** confined to the Skilled Support Staff (Pay Matrix level-1, ₹18000-56900) of this Institute having at least **03 (Three) years regular service in the grade as on 01st August, 2021** and meeting the following criteria viz. age limit, educational qualifications etc.

Age limit : The candidate should not attain the age of 45 years as on 01st August 2021.

Educational Qualification : 10+2 or equivalent (as on 01.08.2021).

The candidates who qualify the written examination will also be required to qualify a typing test with a minimum speed of 30 w.p.m in English or 25 w.p.m in Hindi within a period of one year from the date of appointment failing which no annual increment shall be allowed until he/she passed the typing test or this condition has been waived off by the Competent Authority according to the relevant rules in this regard.

The interested departmental candidates may submit their application in the prescribed format enclosed as Annexure-I along with two copies of latest passport size photographs to the undersigned through their respective controlling authorities latest by **21.12.2021**.

Applications incomplete in any aspect and/or received after the due date will be summarily rejected.

The scheme of examination and syllabus is also enclosed as **Annexure-II** for information of the candidates.

The date and time of the written examination will be furnished in the admission tickets.

 22-11-2021
सहायक प्रशासनिक अधिकारी (स्थापना)/
Assistant Administrative Officer (Estt.)

वितरण/Distribution:

1. All Head/In-charges of Division/Section/Unit, ICAR-CTCRI.
2. SIC, Regional Station of CTCRI, Bhubaneswar.
3. Officer In-Charge, ARIS Cell, ICAR-CTCRI – for uploading in e-office notice board.
4. All Notice Boards.

For circulation amongst the Skilled Support Staff working under their control.

Annexure-I

APPLICATION FOR THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR THE POST OF LOWER DIVISION CLERK IN THE PAY MATRIX LEVEL-2 (₹19900-63200) AT ICAR-CTCRI, THIRUVANANTHAPURAM.

Recent Passport
Size photograph of
the candidate*.

1.	Name of Candidate	:	
2.	Employee Number (ERP ID)	:	
3.	Father's/Husband's Name	:	
4.	Name of the Division/Section/Unit in which working	:	
5.	Date of Birth	:	
6.	Are you a members of SC/ST ? (Yes/No)	:	
7.	Are you physically challenged? (Yes/No)	:	
8.	Educational Qualifications (incl. name of Board/University)	:	
9.	Present post held with date of joining the post	:	
10.	Present basic pay	:	
11.	Whether you have rendered three years regular service in the grade of SSS (GP 1800/ Pay Level-1) as on 01.08.2021 ? (Yes/No)	:	
12.	Medium of written examination (English/Hindi)	:	
13.	<u>DECLARATION TO BE SIGNED BY THE CANDIDATE</u> I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. <p style="text-align: right;">Signature of the candidate with date</p>		
14.	Forwarded to the Establishment Section. <p style="text-align: right;">Signature of Controlling Officer with date</p>		

*One additional passport size photograph to be submitted along with this application.

SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF LOWER DIVISION CLERK AT ICAR HQ/RESEARCH INSTITUTES

The Limited Departmental Competitive Examination will be conducted according to the following scheme:-

Paper No.	Subject	Maximum Marks	Time Allowed
I	Short Essay	100	1 ½ hours
II	General English	50	1 hour
III	General Knowledge including Geography of India	50	1 hour

Syllabus

Paper- I

Short Essay:

An essay to be written on any one of the several specified subjects.

Paper- II

General English:

Candidates will be tested in simple composition, applied grammar and Elementary Tabulation (to test candidates' ability in the art of compiling, arranging and presenting data in a tabular form).

Paper- III

General Knowledge incl. Geography of India:

Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include questions on Geography of India.

Note :-

Candidates are allowed the option to answer Paper-I and/or Paper-III either in Hindi (in Devanagari Script) or in English.

Paper-II must be answered in English by all candidates.

Paper-I and Paper-III will be published in bilingual form, Hindi and English.

The option for Paper- III will be for the complete paper and not for different parts/questions in it.

1. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of scribe to write the answers for them.
2. The Competent Authority of ICAR-CTCRI will have the discretion to fix qualifying marks in any or all of the subjects of the examination.
3. Marks will not be allotted for mere superficial knowledge.
4. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subject of the examination.