



भा.कृ.अनु.प.- राष्ट्रीय कृषि उच्चतर प्रसंस्करण संस्थान
ICAR-NATIONAL INSTITUTE OF SECONDARY AGRICULTURE
नामकुम, राँची-834010 Namkum, Ranchi - 834 010 Jharkhand



F.No. Adm.I/Rectt./LDCE/23/ 3609

Dated : 14.11.2023

NOTIFICATION

Applications are invited from eligible candidates within the ICAR-NISA, Ranchi for filling-up 01 (One) post (UR) of Assistant Administrative Officer in the Pay Level – 7 under Limited Departmental Competitive Examination (25% quota).

2. **Eligibility** : An Assistant / Personal Assistant working at ICAR – NISA, having at least three years regular service in Pay Level – 6 / P.B.-2 (Rs. 9,300 – 34,800) + G.P. -4,200/- (Pre-revised as on 01.01.2024).

3. Therefore, all the candidates who fulfil the eligibility as per rules and willing to appear in the aforesaid examination may apply in the format printed overleaf for the same through proper channel. The application should be received to the office of the Head of Office / CAO (SG) by **18.12.2023, 05:00 PM**. Applications received incomplete/unsigned and or/after due date will not be entertained.

4. The copy of syllabus and scheme of examination is being uploaded on ICAR-NISA.

5. This is issued with the approval of the Competent Authority.


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Assistant Administrative Officer

- (i) Application Format
- (ii) Syllabus of the examination

Distribution :

- 1. All HoDs/Section of ICAR-NISA
- 2. PS to Director / CAO (SG)/ CF&AO, ICAR-NISA
- 3. Notice Board
- 4. *Institute website.*

APPLICATION FORM

Application form for one post (Un-reserved) of Asstt. Admn. Officer (AAO) at ICAR-NISA, Ranchi under LDCE Quota

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

1.	Name of the applicant	
2.	Designation	
3.	Pay level of the post presently held	
4.	Father's Name	
5.	Date of Birth (DD-MM-YYYY)	
6.	Education Qualification	
7.	Date of continuous and regular appoint to the post of Assistant	
8.	Medium of answering Question Papers (Write in words either Hindi or English)	
9.	Present place of posting (Name of the Section)	
10.	Category to which the candidate belongs (SC / ST / OBC / UR)	
11.	Any other relevant information	

(Signature of the Candidate)

DECLARATION TO BE SIGNED BY THE CANDIDATE

I (name of the candidate)
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)

Date :

Email Id (official email) :

Mobile No.

FOR USE BY THE ADMINISTRATIVE SECTION

Certified that Shri / Smt. / Kumari fulfils the
eligibility criteria. This is also certified that there is no circumstances rendering him/her
unsuitable for being considered for promotion to the post of Assistant Administrative
Officer through LDCE.

He / She is clear from vigilance / disciplinary action.

Assistant Administrative Officer

Date :

SCHEME OF LDCE. FOR THE POST OF AAO

1. The examination shall be conducted according to the following plan:-

Part I Written examination carrying a maximum of 500 marks in the subjects as shown in para 2 below.

Part II Evaluation of record of service of such of the candidates as may be decided by the Agricultural Scientists Recruitment Board/concerned Institute at their discretion carrying a maximum of 150 marks.

2. The subjects in which the candidates will be required to take the written examination, will be as follows:-

Paper No.	Subject
1	Noting, drafting and Precis writing
2	Office procedure and practice generally and also specifically with reference to the ICAR.
3	General knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
4	General Financial and Service Rules.
5	General Studies. (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

Note:- The paper on General Studies will consist of objective type questions only.

3. Syllabus for the examination will be as shown in the schedule.

4. Candidates are allowed the option to answer papers (2), (3) and (5) either in English or Hindi (Devanagari). Papers (1) and (4) must be answered in English. Question papers will be set both in English and Hindi.

Note1. The option will be the same for all the three papers mentioned above and not for different papers or different questions in the same paper.

Note 2. Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagari) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers

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in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

Note 3: Candidates exercising the option to answer the paper in Hindi (Devanagri) may, if they so desire, give English version within brackets of the description of the technical terms, if any in addition to the Hindi version.

5. Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
6. The Agricultural Scientists Recruitment Board/ICAR have the discretion to fix qualifying marks in any or all the subjects of the examination.
7. Marks will not be allotted for mere superficial knowledge.
8. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
9. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.

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