



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(2)/2016-Exam.II

Dated the 18th August, 2017

NOTIFICATION

STENOGRAPHER GRADE-III and LOWER DIVISION CLERK (LDC)
COMPETITIVE EXAMINATION - 2017

Please Visit Website: <http://www.asrb.org.in/>

1. The Agricultural Scientists Recruitment Board (ASRB) will hold computer Based Test (CBT) in Online mode for Recruitment to the followings Posts under Indian Council of Agricultural Research (ICAR), an autonomous body under Dept. of Agricultural Research & Education, Ministry of Agriculture & Farmers Welfare, Govt. of India:
 - (i) 95 posts of Stenographer Grade-III for ICAR HQ, New Delhi and its Research Institutes, including vacancies in the Krishi Vigyan Kendras (KVKs) located all over the country in the Pay Band – I, Rs. 5200 – 20200 + Grade Pay of Rs. 2400. [Since revised to Level 4 as per 7th CPC]
 - (ii) 78 posts of Lower Division Clerk (LDC) at ICAR HQ, New Delhi in the Pay Band – I, Rs. 5200 – 20200 + Grade Pay of Rs. 1900. [Since revised to Level 2 as per 7th CPC]

IMPORTANT DATES:

Sl. No.	Activity	Date & Time
1.	Start of Online Registration of Application	31.08.2017 (10.00 am onwards)
2.	Closing of Online Registration of Application	25.09.2017 (upto 05.00 pm)
3.	Editing of Application Form	26-28.09.2017 (upto 05.00 pm)
4.	Downloading of Admission Certificate	14.10.2017 (10.00 am onwards)
5.	Examination for the LDC	29.10.2017 (10:00 A.M. to 12:00 Noon)
6.	Examination for the Stenographer Grade-III	29.10.2017 (02:30 P.M. to 04:30 P.M.)

The examination will be held in Online mode at 21 Centres across India as per the Rules and Scheme of Examination indicated in this notification. Interested and eligible candidates having required skills in Stenography/Typing as per prescribed standards given in this notification may apply On-line only. A candidate may apply for both the posts by submitting separate applications along with the prescribed fee for each post separately. Candidates are advised to read the notification carefully before filling up the Online Application Form. Admission Certificate for CBT shall not be issued to those candidates who declare in their application that they do not possess skills in Stenography/Typing.

All those candidates desirous of appearing for Examination are required to take the CBT and the requisite skill test in English/Hindi. Only those candidates, who qualify the CBT as per prescribed standards, will be shortlisted for Skill Test in Stenography/Typing in the ratio of 1:20 i.e. 20 candidates for one post, in order of merit.

For Stenographer Grade-III posts only:

Candidates who qualify in the Skill Test will be recommended for appointment as Stenographer Grade-III at ICAR HQ, New Delhi & its various Institutes including vacancies in the Krishi Vigyan Kendras (KVKs) located all over the country, [as per details of vacancy position given in **Annexure-III** of this notification] on the basis of their merit in the CBT for the Institute(s) opted by the candidates and depending upon available number of vacancies. Select list will be prepared separately for ICAR HQ and each Research Institute/KVKs as the cadre of each Unit/Institute is separate. A candidate may therefore, exercise his/her option, in order of priority, for ICAR HQ / each Institute / KVK while filling up Online application.

For LDC posts only:

Candidates who qualify in the Skill Test will be recommended for appointment as Lower Division Clerk at ICAR HQ, New Delhi, [as per details of vacancy position given in **Annexure-IV** of this notification] on the basis of their merit in the CBT.

2. CENTRES:-

Centres of Examination, where the exam will be conducted in Online Computer Based Test (CBT) mode and for Skill Test are mentioned in **Annexure-I** and **Annexure-II** respectively. The Centres and date(s) of holding the Examinations as mentioned above could be changed at the discretion of ASRB. Candidates must select the centre of examination carefully. No request for change of centre would be entertained.

3. VACANCIES:

Details of the vacancies for Stenographer Grade-III and LDC are given in **Annexure-III** and **Annexure-IV** respectively. The number of vacancies are tentative and liable for alteration.

4. RULES OF EXAMINATION

Rules of the Examination for Stenographer Grade-III and LDC are given in **Annexure-V** and **Annexure-VI** respectively. The candidate must read the Rules of examination carefully before filling up the Online Application form.

5. PRESCRIBED QUALIFICATIONS

(i) For Stenographers Grade-III posts

Educational- A candidate must be 12th class pass or equivalent from a recognised Board/University, completed on or before the closing date for submission of online application.

Professional Efficiency- The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on computer.

(ii) For LDC posts

Educational- A candidate must be 12th class pass or equivalent from a recognised Board/University, completed on or before the closing date for submission of online application.

Professional Efficiency- A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depression Per Hour on an average of 5 key depressions for each word).

6. AGE LIMIT:-

A candidate must have attained the age of **18 years** but not have attained the age of **27 years as on the closing date of online applications**. Age relaxation is admissible to the various categories as per Rule 4 of the Rules of the Examination as given in **Annexure-V** for the posts of Stenographers Grade-III and **Annexure-VI** for the posts of LDC respectively.

7. REGISTRATION FEE: -

Details of Registration fee to be paid:

S. No.	Category of candidate	Fee ()
1	Unreserved (UR) / Other Backward Class (OBC)	200/-
2	Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Divyang/ Ex-Serviceman/ Women candidate	NIL

Transaction charges for Debit Card/Credit Card/Net Banking payment, as the case may be, have to be borne by the candidate.

The fee must be paid online through the online application form available on the ASRB's website: <http://www.asrb.org.in> and ICAR's website: <http://www.icar.org.in>. Payment must be made through Debit Card/Credit Card/Net Banking upto closing time of online applications.

N.B.: A candidate may apply for both the posts by submitting separate applications along with prescribed fee.

8. SCHEME OF EXAMINATION INCLUDING SYLLABUS:-

Detailed scheme of Examination including syllabus is given in *Appendix-I* to **Annexure-V** for the posts of Stenographers Grade-III and in *Appendix-I* to **Annexure-VI** for the posts of LDC respectively.

9. HOW TO APPLY:-

A candidate seeking admission to the Examination must apply online in the prescribed Application Form available on the website: <http://www.asrb.org.in>. Important instructions to the candidates for filling online applications are given in **Appendix-I**.

A candidate must read the provisions, contained in this Notification carefully and abide by the same. A candidate must fulfil all the conditions of eligibility regarding age, educational qualifications, etc. prescribed for admission to the examination.

The candidates are not required to attach copy of any of the documents /certificates in support of their candidature at the time of submission of online application. The candidates who qualify the Examination as per prescribed standards and qualify for Skill Test call, will be required to submit the self-attested copies of the documents/certificates in support of their candidature along with the print-out of the online application form when called for Skill Test, failing which the candidate will not be allowed to appear in the Skill test. Mere issue of admit card for the examination should not be considered that the candidate is eligible for the post in all respects. Eligibility of a candidate is checked only after qualifying the skill test. Hence, a candidate should satisfy himself / herself about his / her eligibility for the post at the time of online registration.

No request for change in any field i.e., Centre of Examination, Name, Father's Name, Date of Birth, Gender, E-mail Id, Mobile No., Phone No., Category, Medium of Examination etc. except bonafide spelling/typing mistakes, will be considered under any circumstances after the time allowed for editing of an application is over. Candidates are therefore advised to be very careful while filling up their application forms.

10. MODE OF SELECTION: -

The minimum qualifying marks for the written examination (CBT) are as follows:

Srl. No.	Category	Minimum Qualifying Marks
1.	Unreserved (UR)	45 %
2.	Other Backward Class (OBC)	40 %
3.	Scheduled Caste (SC)/Scheduled Tribe (ST)/ Divyang/ Ex-Serviceman	35%

- (i) Candidates who qualify the written examination (CBT) as per prescribed standards will be shortlisted for the Skill Test in the ratio of 20 candidates for each post i.e. 1:20 ratio.
- (ii) The Board may change these qualifying marks as well as the prescribed ratio for all or any of the category at its sole discretion.

For Stenographer Grade-III posts only:

Candidates who qualify in the Skill Test as per minimum prescribed standards under para B of *Appendix-I* to **Annexure-V** will be arranged in order of merit as per marks secured in the Written Test (CBT) for the respective opted unit viz ICAR HQ/Institute/KVK etc. and will be recommended for appointment by the ASRB on the basis of their merit in the Written Examination (CBT) for the respective unit. Appointment will be recommended for only one unit which occupy highest position in the priority/option given by the candidate.

For LDC posts only:

Candidates who qualify in the Skill Test as per minimum prescribed standards under para B of *Appendix-I* to **Annexure-VI** will be arranged in order of merit as per marks secured in the Written Test (CBT) and will be recommended for appointment against the posts of LDC at ICAR HQ, New Delhi.

Success in the examination confers no right of appointment unless ICAR is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

11. IMPORTANT NOTES:-

- i. **Candidates must ensure that they fulfil all the eligibility conditions for admission to the examination such as the qualification, age, category, etc. Their admission to the examination will be purely provisional. If on verification at any later stage, it is found that they do not fulfil all eligibility conditions; their 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 submitted by them will be done at the time of or after the Skill Test. The Board shall summarily reject the candidature if he/she does not fulfil the eligibility conditions.**

- ii. Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/Divyang/Ex-Servicemen etc must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notice for such benefits, and these certificates should be issued earlier than the closing date of application.
- iii. The candidates are not required to attach any certificates/mark sheets with the application. The candidates who qualify the Examination as per prescribed standards and qualify for Skill Test call, will be required to submit the self-attested copies of the documents/certificates in support of their candidature along with the print-out of the online application form when called for Skill Test failing which the candidate will not be allowed to appear in the Skill test.
- iv. In cases, where any certificates/documents submitted by the candidates in support of their eligibility as stipulated in the preceding paragraph, is not found as per prescribed format, such candidates will not be given the opportunity to submit such certificate at a later date and consequently their eligibility will be scrutinized only as per the available documents/certificates. Accordingly, **the candidates belonging to SC, ST, OBC, Divyang and Ex-S are advised to ensure while submitting the documents that all the certificates/ documents are in the respective prescribed format as given in the Annexure-VII, VIII, IX and X of the notification. The documents/certificates in any language other than Hindi or English will not be accepted.** In such cases, the candidates must submit either the certificates/documents in Hindi/English or its translated copy duly attested by Notary Public.
- v. Candidates already in the Service of Indian Council of Agricultural Research, Central/State Government/Scientific Institutions/Universities, whether in a permanent or a temporary capacity or as a work charged employee, other than a casual or daily rated employee, are required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination. However, a candidate seeking age relaxation on account of being ICAR Employee must attach a certificate to this effect in the prescribed format as given in Annexure-XI from the concerned Institute at the time of submission of documents/certificates. Candidates should obtain permission/NOC from his/her employer immediately while applying and keep it for future requirements.
- vi. OBC candidates whose caste is not listed in Central List (as available on National Commission for Backward Classes website www.ncbc.nic.in) and who are not covered under the provisions as applicable to OBC-Non-Creamy Layer (NCL) candidates shall be treated as General Category candidates for all purpose. Accordingly, OBC Candidates not belonging to OBC Non-Creamy Layer shall indicate their category as 'Unreserved'.
- vii. In case their claim regarding Age, Educational Qualifications, Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ Divyang /Ex-Servicemen (Ex-S) / being ICAR employee is found to be incorrect, it may render them liable to be disqualified by the Board / ICAR and their candidature will stand cancelled.
- viii. In terms of the judgement of Hon'ble Supreme Court of India dated 17.03.2015 in WP (C) No. 274/2014 titled Ram Singh and others Vs Union of India, no benefit of OBC reservation will be given to the Jat OBC candidates of the States of

Bihar, Gujarat, Haryana, Himachal Pradesh, Madhya Pradesh, Uttar Pradesh, Uttarakhand, NCT of Delhi and Bharatpur & Dholpur Districts of Rajasthan. Accordingly, such candidates should not apply under OBC category.

- ix. Due care should be taken by the candidates to fill up their application form. No request for change in any field i.e., Centre of Examination, Name, Father's Name, Date of Birth, Gender, E-mail Id, Mobile No., Phone No., Category, Medium of Examination etc. except bonafide spelling/typing mistakes, will be considered under any circumstances. Candidates are therefore advised to be very careful while filling up their application forms.
- x. No candidate will be allowed to take the examination unless he/she holds a certificate of admission for the examination. After downloading the Admission Certificate, the candidates should check it carefully and bring discrepancies / errors, if any, to the notice of Controller of Examinations, ASRB, KAB – I, Pusa, New Delhi – 110012 or e-mail to steno_ldc@asrb.org.in .
- xi. Candidates should note that the name in the Admission Certificate in some cases, may be abbreviated due to technical reasons.
- xii. In the event of a candidate being issued more than one admission certificate from the Board, he/she should use only one of these Admission Certificates for appearing in the examination and inform about the same immediately to the Controller of Examinations, ASRB, KAB – I, Pusa, New Delhi – 110012 or e-mail to steno_ldc@asrb.org.in .
- xiii. No request for withdrawal of candidature/application / refund of application fee will be entertained after he/she has submitted his/her application.
- xiv. The Admission Certificates would be made downloadable from the ASRB's website: <http://www.asrb.org.in> and ICAR's website: <http://www.icar.org.in> only. Candidates are requested to visit the website: www.asrb.org.in regularly for updates. No other form of communication will be used for issue of admission certificates.
- xv. The Call letters (through e-mail) for Skill test will be sent separately after the result of the Examination and all instructions/information therefore will be indicated therein. No hard copy/letter will be sent for this purpose.
- xvi. In case of any discrepancy (spelling or surname etc.) 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.
- xvii. The candidates are advised to regularly visit the ASRB's website: <http://www.asrb.org.in>. All the information related to the examination will be uploaded/updated on this website only.
- xviii. All communication in respect of an application made for this Examination should be addressed to the Controller of Examinations, ASRB, KAB – I, Pusa, New Delhi – 110012 or e-mail to steno_ldc@asrb.org.in and should invariably contain the following particulars:-
 1. Name and year of Examination- Stenographer Grade-III / Lower Division Clerk Exam- 2017
 2. Name of candidate (In full and in Capital letters)

3. Registration No.
4. Centre of Examination
5. Roll No. (If communicated)
6. E mail id (as indicated in the Application Form)
7. Telephone/Mobile number

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

- xix. Please note that carrying of Mobile Phones/ pagers or any other communication device 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 since the provision for their safe keeping cannot be assured. The candidates are also 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 these instructions.
- xx. The Examination will be conducted in Online format at the designated Centres. The questions of the Examination will be available in bilingual form i.e. in Hindi and in English medium. The answers are to be indicated on the Computer itself during the Examination.
- xxi. The Skill Test (Stenography/Typing) will be conducted in Hindi and English medium only. The candidates will have to opt their medium of Skill Test in the online application form. Candidates will not be allowed to appear in a medium other than the opted one.
- xxii. In case of any discrepancy between Hindi and English versions of the notification /advertisement / information, Question/answer etc, the English version will be treated as final.
- xxiii. This notification including Online Application is available on ASRB's Website: <http://www.asrb.org.in> and ICAR's website <http://www.icar.org.in>.
- xxiv. The candidates are required to bring along the original of the Aadhar Card or any other Valid Photo Identity Card like Voter Card / Passport/ Driver's License/ PAN card / Govt. issued identity card and two passport size photographs, apart from the Admission Certificate to be issued by ASRB, when coming for the Examination at all stages. Please note, that in case the candidate does not present the original of the Identity Card at the registration desk at the centre, he/she will not be allowed to take the examination under any circumstances.
- xxv. The decision of the Board as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- xxvi. Any attempt on the part of a candidate to obtain support for his/her candidature by any means may disqualify him/her for admission to the examination.
- xxvii. A candidate who is or has been declared by the Board guilty of impersonation or of submitting fabricated documents or documents which have been tempered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, or of using or attempting to use unfair means or of misbehaviour or misconduct in the examination hall, may, in addition to rendering himself liable to criminal prosecution:

- a) Be debarred permanently or for a specific period.
 - By the Board, from admission to any examination or appearance at an interview held by the Board for selection of candidates and
 - By the Indian Council of Agricultural Research from Employment under them
- b) Will be liable to disciplinary action under the appropriate rules, if he/she is already in service under Government / Indian Council of Agricultural Research/State Agricultural Universities.

12. Resolution of Tie Cases:-

In case where more than one candidate secure equal aggregate marks in the written examination, tie will be resolved by applying the following methods one after another:-

- i) Date of birth, with older candidates placed higher.
- ii) Alphabetical order in which first names of the candidates appear.

13. Board's decision final:-

The decision of the Board in all matters including those relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and Skill Test, allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

(S.P. SANWAL)
CONTROLLER OF EXAMINATIONS

IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS:

- i. Candidates are required to apply online using the application form available on the ASRB's website: <http://www.asrb.org.in> and ICAR's website <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 and no modification thereto can be done subsequently. **Hence, they are advised to be very careful while filling the Application Form. They are, therefore, advised to thoroughly read this Notification before filling the online Application Form.**
- ii. Due care should be taken by the candidates to fill up their application form. No request for change in any field i.e., Centre of Examination, Name, Father's Name, Date of Birth, Gender, E-mail Id, Mobile No., Phone No., Category, Medium of Examination etc. except bonafide spelling/typing mistakes, will be considered under any circumstances.
- iii. In case multiple applications are received from a candidate for one post, the latest application will be considered, ignoring all earlier one(s) received; without refunding / adjusting any Application Fee received for the other Applications.
- iv. Candidates are required to complete the Application Form by filling all the parts for which they will be guided in the course of filling the Application Form.
- v. Candidates are required to keep ready the following relevant details /information / documents at the time of filling the online form:
 - a) Notification for Stenographer Grade-III and Lower Division Clerk Examination - 2017.
 - 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) 12th Class Certificate/Provisional Certificate/ Marksheet
 - h) Aadhar Card (if available) or any other Valid Photo Identity Card like Voter Card / Passport/ Driver's License/ PAN card / Govt. issued identity card.
 - i) 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 2/3rd of the total space and taken without spectacles.
 - j) Scanned copy of signatures taken in Black/Blue ink on a white paper only in .jpg format only.
 - k) Debit Card/Credit Card/Net Banking details for online payment of fee.
 - l) Valid and active e-mail id.
- vi. The candidates are required to enter their valid and active e-mail id as well as mobile No. in the Application Form since all communication/ information/ update(s) for this Examination would be sent to their e-mail id only and SMS alerts will also be sent on their mobile No. In case, they do not have a mail id, 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 id and mobile No. in the prescribed field in the Application Form is mandatory/ compulsory.

In case, for whatever reason a candidate wish to fill another online Form , he/she will have to use another e-mail id , since an e-mail id once registered in our database cannot be used for another Form, even if the Name, Date of Birth, etc., fields are the same.

- vii. Please keep all relevant information regarding the payment towards Application Fee, ready for successfully completing the Application process. For payment of Application Fee, please keep your Debit/Credit Card, Net Banking ready for payment using them, (in case you are paying using these card(s)).
- viii. It is proposed to display the marks scored / rankings of all the candidates in public domain. If any candidate does not wish the display of his / her marks scored / ranking in public domain, he / she may choose 'NO' in the appropriate column in the online application form.
- ix. The candidate should keep the scanned copy of his/her recent passport size photograph {taken against a light background (preferably white) for prominence} of a maximum size of 150 KB in .jpg format only (with the face covering at least 2/3rd of the total space for easy identification) and Scanned copy of his/her Signature (taken in black ink only on a white paper for prominence) of a maximum size of 80 KB in .jpg format only for uploading during the process of Application Form Submission. The candidates are strongly advised to ensure that the same is duly and clearly uploaded in the application form. They should use only clear scanned copies (and not blurred or hazy) since the application form may not be considered if these are not clear. The photograph and signature would be used to be put on the Admission Certificate and entry to the examination centre is subject to verification of the photograph & signature.

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 in the course of Applying. They 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, they want to use another photograph/signature (i.e., use any other photograph / signature), then select the edit button on the link and repeat the same process as before. Online Application Form will not be accepted for submission unless the candidate has successfully uploaded photograph and signature.

The candidate should retain a printed copy of the same photograph for use in the subsequent stages of the examination/selection process.

- x. Candidates are informed that there are provisions for editing at many stages. Once the complete process of filling up the information in the Application Form, the Photograph and Signature is completed, 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.
- xi. The applicants are advised to regularly check the e mail provided in the Application Form for update(s)/ information/ communication with regard to the Examination. They must check the spam/junk/inbox/trash folders also of the mailbox.

- xii. Once the payment is successfully made, a message informing the successful submission of Application Form will be displayed. In case, this does not appear, the process needs to be repeated, since it signifies/implies that the Application Form has not been successfully uploaded/ submitted.
 - xiii. Candidates are advised to keep a print or soft copy of the completed Application Form for any future reference.
 - xiv. Mere successful submission of the Application Form and/or issuance of Admission Certificate does not automatically ensure admission to the Examination. If on verification at any later stage, it is found that a candidate does not fulfil any of the eligibility condition(s) or has given wrong/incorrect /misleading /false information, either intentionally or otherwise error of omission or commission, his/her candidature will be cancelled/rejected and fee paid will be forfeited, including any other action as deemed fit by the Board.
 - xv. For any clarification /assistance, Candidate may call ph. No. 011-25843907/25840251 /25848172 during 0930 hrs to 1700 hrs (Monday to Friday, except Gazetted Holiday(s)) or contact the Controller of Examinations, ASRB, KAB – I, Pusa, New Delhi – 110012 or via e-mail to steno_ldc@asrb.org.in.
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CENTRES OF ONLINE EXAMINATION

**STENOGRAPHERS GRADE-III and LOWER DIVISION CLERK
EXAMINATION -2017**

Centre Code	Centre	State
01	Ahmedabad	Gujarat
02	Bengaluru	Karnataka
03	Bhopal	Madhya Pradesh
04	Bhubaneswar	Odisha
05	Chandigarh	U.T.
06	Chennai	Tamil Nadu
07	Cochin	Kerala
08	Dehradun	Uttarakhand
09	Delhi / NCR	Delhi / NCR
10	Guwahati	Assam
11	Hyderabad	Telangana
12	Jodhpur	Rajasthan
13	Kolkata	West Bengal
14	Lucknow	Uttar Pradesh
15	Mumbai	Maharashtra
16	Nagpur	Maharashtra
17	Patna	Bihar
18	Port Blair	Andaman & Nicobar Islands
19	Shimla	Himachal Pradesh
20	Srinagar	Jammu & Kashmir
21	Varanasi	Uttar Pradesh

CENTRES OF EXAMINATION FOR SKILL TEST

**STENOGRAPHERS GRADE-III and LOWER DIVISION CLERK
EXAMINATION -2017**

The candidates will be required to indicate the choice of the centres for Skill Test from amongst following centres in the Application Form:

Centre Code	Centre*	State
01	Bengaluru	Karnataka
02	Barapani (Shillong)	Meghalaya
03	Bhubaneswar	Odisha
04	Cochin	Kerala
05	Delhi / NCR	Delhi / NCR
06	Hyderabad	Telangana
07	Jammu	Jammu & Kashmir
08	Kolkata	West Bengal
09	Lucknow	Uttar Pradesh
10	Mumbai	Maharashtra

* The Board may adjust candidates of any of the opted centre to another centre if in its opinion number of candidates for a particular centre is not sufficient enough to arrange for skill test at such centre.

ANNEXURE -III

**DETAILS OF VACANCY POSITION FOR STENOGRAPHERS GRADE-III at
ICAR HQRS AND ITS RESEARCH INSTITUTES**

S. No.	Name of the Institute %	Vacancies in the Institute							Vacancies in KVK % of the Institutes
		UR	OBC	SC	ST	Divyang (OD/VD)	Ex- SM	Total	
1.	CICR, Nagpur	-	-	-	-	-	-	-	Nagpur - 01(OBC)
2.	NRRI, Cuttack	03	-	-	-	-	-	03	-
3.	CTRI, Rajahmundry	01	01	-	-	-	-	02	Kandukur - 01 (UR) Kalavacharla - 01 (UR)
4.	IARI, New Delhi	-	-	-	-	-	-	-	Shikohpur - 01[UR- Divyang(OD)]
5.	VPKAS, Almora	-	-	-	-	-	-	-	Kafligair, Bageshwar - 01(UR), Chinyalisaur, Uttarakashi- 01 (UR),
6.	Directorate on R&M, Bharatpur	01	-	-	-	-	-	01	01(UR), Gunta, Bansur, Alwar
7.	IIMR, Hyderabad	-	01	-	-	-	-	01	-
8.	IIRR, Hyderabad	01	-	-	-	-	-	01	-
9.	IIW&B, Karnal	01	-	-	-	-	-	01	-
10.	IISS, Mau	01	-	-	-	-	-	01	-
11.	CIARI, Port Blair	-	-	-	-	-	-	-	Sippighat, Port Blair - 01 (UR) Car Nicobar -01 (UR)
12.	CISH, Lucknow	01	-	-	-	-	-	01	-
13.	CITH, Srinagar	-	-	-	-	-	-	-	Baramulla - 01 (UR)
14.	CPCRI, Kasargod	02	-	01	-	01(OD)	-	03*	-
15.	CPRI, Shimla	03	01	01	-	-	-	05	-
16.	IISR, Calicut	01	-	-	-	-	-	01	-
17.	IIVR, Varanasi	01	-	01	-	-	-	02	Sargatia (Kushinagar) - 01 (UR) Deoria - 01 (UR) Bhadohi- 01 (UR)
18.	NRC on Litchi, Muzaffarpur	01	-	-	-	-	-	01	-
19.	IVRI, Izatnagar	02	01	-	-	01 (VD)	-	03*	-
20.	NIANP, Bangalore	01	-	-	-	-	-	01	-
21.	Directorate of Poultry Research, Hyderabad	-	01	-	-	-	-	01	-
22.	CAZRI, Jodhpur	-	-	-	-	-	-	-	Bhuj -01 (UR) Pali- 01[UR-Divyang (OD)] Jodhpur -01 (UR)

S. No.	Name of the Institute	Vacancies in the Institute							Vacancies in KVKs
		UR	OBC	SC	ST	Divyang (OD/VD)	Ex-SM	Total	
23.	CRIDA, Hyderabad	04	-	-	-	-	-	04	-
24.	IIS&WC, Dehradun	02	01	01	-	01 (OD)	-	04#*	-
		#These four posts are to be filled at Institute's Regional Stations at Bellary (Karnataka), Datia (Madhya Pradesh), Koraput (Odisha) & Udhagamandalam (Tamil Nadu)							
25.	ICAR RC NEH Region, Umiam	03	-	-	01	-	01	04*	BC Manu, South Tripura - 01 (UR) Tura, Meghalaya - 01 (ST) Parena, Nagaland - 01 (ST) Ri Bhoi, Meghalaya - 01 [UR-Divyang (OD)] Anjaw, Arunachal Pradesh - 01 (UR-Ex-SM)
26.	NBSS&LUP, Nagpur	02	01	01	-	-	-	04	-
27.	CIFRI, Barrackpure	01	-	-	-	-	-	01	-
28.	CIFA, Bhubaneswar	01	-	-	-	-	-	01	Khudra - 01 (UR)
29.	CIFE, Mumbai	01	-	-	-	-	-	01	-
30.	CIFT, Kochi	01	01	-	-	-	-	02	-
31.	CMFRI, Kochi	-	-	01	-	-	-	01	-
Total (Sl. No. 1-31)		35	08	06	01	03(OD-2, VD-1)	01	50*	22 [UR-19 (inclusive 03 Divyang-OD & 01 Ex-SM), OBC-01, ST-02]
32.	ICAR Hqrs. New Delhi	13	06	03	01	01(OD)	02	23*	-
Total (Sl. No. 1-32)		48	14	09	02	04(OD-3, VD-1)	03	73*	22 [UR-19 (inclusive 03 Divyang-OD & 01 Ex-SM), OBC-01, ST-02]

* Vacancy position of Divyang (OD/VD) and Ex-Servicemen candidates is included in the total number of vacancy through lateral reservation.

N.B. The Posts of Stenographers Grade-III have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm & Leg (OAL), Both Legs (BL), Blind (B) and Low Vision (LV) as per guidelines of Ministry of Social Justice and Empowerment.

Abbreviations used: UR- Unreserved; SC- Scheduled Caste; ST- Scheduled Tribe; OBC- Other Backward Class; OD- Orthopedically Divyang; VD- Visually Divyang; Ex-SM- Ex-Servicemen.

% The details of the Institute and its location including its Regional Stations and Krishi Vigyan Kendras (KVKs) may be seen on ICAR's website www.icar.org.in

DETAILS OF VACANCY POSITION FOR LOWER DIVISION CLERK at ICAR HQRS

S. No.	Category	No. of vacancies
1	Unreserved	36
2	Scheduled Castes (SC)	16
3	Scheduled Tribe (ST)	11
4	Other Backward Classes (OBC)	15
5	Divyang	01
6	Ex-Servicemen (Ex-S)	06
Total:		78*

* The total number of vacancies includes 01 vacancy reserved for Divyang (OD/VD/HD) and 06 vacancies for the Ex-Servicemen (Ex-S). Such reservation is horizontal and will be restricted to the category to which the Divyang/Ex-S candidate belongs.

N.B. The posts of Lower Division Clerk have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm & Leg (OAL), Both Legs (BL), Blind (B), Low Vision (LV) and Hearing Handicapped as per guidelines of Ministry of Social Justice and Empowerment.

Abbreviations used: Unreserved – UR, Other Backward Classes - OBC, Scheduled Caste – SC, Scheduled Tribes – ST, Orthopedically Divyang – OD, Visually Divyang – VD, Hearing Divyang – HD

RULES OF EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III

The rules for the Competitive Examination to be held in case of ICAR Hqrs and Institutes for the purpose of filling up the posts of Stenographer Grade-III in the pay band of PB-I, Rs. 5200-20200 + Grade Pay of Rs. 2400 [since revised to Level 4 as per the 7th CPC] falling under direct recruitment quota have been detailed as under:

2. The number of vacancies to be filled on the basis of results of the examination will be specified in the Notice issued by the Agricultural Scientists Recruitment Board (ASRB). Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs/Divyang/Ex-Servicemen in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.
3. The examination will be conducted in the manner prescribed in Appendix-I to these rules.
4. (a) Age limits for this examination will be as under:

A candidate must have attained the age of 18 years and must not have attained the age of 27 years as on the closing date of the online applications. The upper age limit will be relaxable for SC/ST/OBC/Divyang/Ex-Servicemen as per the Govt. of India rules. The maximum age limit in the case of serving regular employees of ICAR in the administrative (ministerial) category will be relaxable up to 45 years.

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

- i. Up to a maximum of five years if a candidates belongs to SC or ST category.
- ii. Up to a maximum of three years in respect of candidates belonging to Other Backward Classes (Non Creamy Layer).
- iii. For Divyang candidates, the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Divyang category will be eligible for grant of cumulative age relaxation under both the categories.
- iv. To other bonafide displaced persons/repatriates of Indian origin /Defence Services Personnel/Central Police Forces personnel, Ex-Servicemen, etc. as per the existing instructions of the Government of India on the subject.

SAVE AS PROVIDED ABOVE THE AGE LIMIT PRESCRIBED IN NO CASE BE RELAXED

5. Educational and Other Qualifications for the Post of Stenographer Grade-III

Educational- 12th class pass or equivalent from a recognized Board or University, completed on or before the closing date for submission of application.

Professional Efficiency- The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 minutes on computer.

6. All candidates who are 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 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.
 7. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
 8. No candidate will be admitted to the examination unless he/she holds certificate of admission from the ASRB.
 9. Candidates must pay the prescribed fee.
 10. After the written examination, the candidates who obtain such minimum qualifying marks as fixed in the Examination notification shall be called for Skill Test.
 11. The form and manner of communication of the result of the examination to individual candidates shall be as per procedure given in the Examination notification and the Board will not enter into individual correspondence with them regarding result.
 12. Appointment will be made by the ICAR/Institutes initially on probation for a period of two years. The period of probation may be extended, if considered necessary.
 13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an employee of the service. Candidates who after such medical examination, as may be prescribed by the competent authority are found not to satisfy these requirements will not be appointed. Moreover, only such candidates as are likely to be considered for appointment will be medically examined.
 14. Success at the examination confers no right to appointment, unless the Board/Council 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.
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SCHEME OF EXAMINATION FOR STENOGRAPHER GRADE - III

SCHEME OF EXAMINATION: The examination will consist of written examination and Skill Test in Stenography:

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Max. Marks	Total Duration/Timing	
			for all Candidates except VD	for Visually Divyang candidates
I	General Intelligence (50 Questions)	50	2 Hours	2 Hours 40 Mins
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.

English Language and Comprehension: In addition to the testing candidate’s 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.

General Awareness: Questions will be designed to test the ability of 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 events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries, especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution and Scientific Research etc.

NOTE: For VD 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.

(B) SKILL TEST IN STENOGRAPHY:

Candidates who obtain the qualifying marks in the written examination as prescribed in the examination notification will only be called for Skill Test in the notified ratio of 1:20. Skill Test will be of Qualifying in nature.

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. The candidates will have to indicate their medium of Stenography Test (in English or Hindi) in the online application form. The candidates will not be allowed to change the medium at a subsequent stage.
2. There is no exemption from Skill Test for any category of candidates.
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English stenography and vice-versa after their appointment.
4. VD candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the posts of Stenographer Grade-III.
5. Detailed instructions regarding Skill Test will be sent to the candidates called for Skill Test.
6. Candidates will be shortlisted for the skill test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test will be recommended for appointment on the basis of their performance in the Written Examination.
7. Provided that SC, ST, OBC, Divyang and Ex-Servicemen candidates who are selected on their own merit without relaxed standards will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, Divyang and Ex-Servicemen candidates will be accommodated against the general/unreserved vacancies as per their position in the overall merit list. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, Divyang and Ex-Servicemen candidates who are lower in merit than the last general candidate on the merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

8. An Ex-Serviceman or Divyang category candidate who qualifies on the basis of relaxed standards viz. age limit, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for the selection. Such candidates may also be recommended at relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Servicemen are concerned, deduction of military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

Note – I: Success in the examination confers no right of appointment unless ASRB / ICAR is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

Note – II: The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and skill test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the ASRB / ICAR.

9. The decision of the ASRB / ICAR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination (s) and skill test, allotment of examination centres, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
 10. Any dispute in regard to this recruitment will be subject to Court/Tribunals having jurisdiction at Delhi/New Delhi.
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RULES OF EXAMINATION FOR THE POST OF LOWER DIVISION CLERK

The rules for the competitive examination to be held in case of ICAR Hqrs for the purpose of filling up the posts of Lower Division Clerk in the pay band of PB-I, Rs. 5200-20200 + Grade Pay of Rs. 1900 [since revised to Level 2 as per the 7th CPC] falling under direct recruitment quota have been detailed as under:

2. The number of vacancies to be filled on the basis of results of the examination will be specified in the Notice issued by the Agricultural Scientists Recruitment Board (ASRB). Reservations will be made for candidates belonging to Scheduled Castes/Scheduled Tribes/OBCs/Divyang/Ex-Servicemen in respect of the vacancies as may be fixed by ICAR in accordance with the Government of India instructions on the subject.
3. The examination will be conducted in the manner prescribed in Appendix-I to these rules.
4. (a) Age limits for this examination will be as under:

A candidate must have attained the age of 18 years and must not have attained the age of 27 years as on the closing date of the online applications. The upper age limit will be relaxable for SC/ST/OBC/Divyang/Ex-Servicemen as per the Govt. of India rules. The maximum age limit in the case of serving regular employees of ICAR in the administrative (ministerial) category will be relaxable up to 45 years.

(b) The upper age limit prescribed above will be relaxable:

- i. Up to a maximum of five years if a candidates belongs to SC or ST category.
- ii. Up to a maximum of three years in respect of candidates belonging to Other Backward Classes.
- iii. For Physically Handicapped candidates, the upper age limit will be relaxable up to a maximum of 10 years. Candidates belonging to SC, ST, OBC and Ex-Serviceman who are also covered under the Physically Handicapped category will be eligible for grant of cumulative age relaxation under both the categories.
- iv. To other bonafide displaced persons/repatriates of Indian origin /Defence Services Personnel/Central Police Forces personnel, Ex-Servicemen, etc. as per the existing instructions of the Government of India on the subject.

SAVE AS PROVIDED ABOVE THE AGE LIMIT PRESCRIBED IN NO CASE BE RELAXED

5. Educational and Other Qualifications for the Post of LDC

Educational- 12th class pass or equivalent qualification from a recognized Board or University, completed on or before the closing date for submission of application.

Professional Efficiency- A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depression Per Hour on an average of 5 key depressions for each word).

6. All candidates who are 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 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.
 7. The decision of the ASRB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
 8. No candidate will be admitted to the examination unless he/she holds certificate of admission form the ASRB.
 9. Candidates must pay the prescribed fee.
 10. After the written examination, the candidates who obtain such minimum qualifying marks as fixed in the Examination notification shall be called for Skill Test.
 11. The form and manner of communication of the result of the examination to individual candidates shall be as per procedure given in the Examination notification and the Board will not enter into individual correspondence with them regarding result.
 12. Appointment 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.
 13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an employee of the service. Candidates who after such medical examination, as may be prescribed by the competent authority, are found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.
 14. Success at the examination confers no right to appointment, unless the Board/Council 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.
-

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERK

SCHEME OF EXAMINATION: The examination will consist of written examination and Typing Test:

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Max. Marks	Total Duration/Timing	
			for all Candidates except VD	for Visually Divyang candidates
I	General Intelligence (50 Questions)	50	2 Hours	2 Hours 40 Mins
II	English Language (Basic Knowledge) (50 Questions)	50		
III	Numerical Aptitude (Basic Arithmetic Skill) (50 Questions)	50		
IV	General Awareness (50 Questions)	50		

NOTE-I: The paper will consist of Objective Type – Multiple Choice Questions only. The questions except in Part-II 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 analysis, 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 candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language: In addition to testing candidate’s 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.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of 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 events and of such matters of

everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries, especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution and Scientific Research etc.

NOTE: For VD 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.

(B) SKILL TEST IN TYPING:

Candidates who obtain the qualifying marks in the written examination as prescribed in the examination notification will only be called for Typing Test in the notified ratio of 1:20. Typing Test will be of Qualifying in nature and will be taken on Computer.

English Typing @ 35 w.p.m. (Time allowed 10 Minutes)(30 Minutes for VD candidates)
Hindi Typing @ 30 w.p.m. (Time allowed 10 Minutes) (30 Minutes for VD candidates)
(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions per Hour/9000 Key Depressions per Hour on an average to 5 Key Depressions for each word)

NOTE:

1. The Typing Test will be conducted in English and Hindi only.
 2. The candidates will have to indicate their medium of Typing Test (in English or Hindi) in the online application form. The candidates will not be allowed to change the medium at a subsequent stage.
 3. There is no exemption from Typing Test for any category of candidates.
-

**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/TRIBE 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)

Place _____
 Date _____

State _____
 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.

* 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

*- 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)**

**(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. _____
permanentresidentofHouseNo. _____ Ward/Village/
Street _____ PostOffice _____
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:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(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)**

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	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(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.
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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)**

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	Both Eyes		
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.

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.

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN CANDIDATES

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-servicemen in terms of the Ex-Servicemen Re-employment in Central Civil services and Posts rules, 1979, as amended from time to time.

I also undertake that I shall have no claim on a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- (a) Date of appointment in Armed Forces : _____
- (b) Date of Discharge : _____
- (c) Length of service in Armed Forces : _____
- (d) My last Unit/Corps : _____

Place: _____

Date: _____

(Signature of the Candidate)

(On official Letter Head of the Institute / ICAR Hqrs.)

It is certified that Sh./Smt./Dr. _____ (Name) is working as _____ (Designation) in this Office. His/her initial date of appointment is _____. His/her pay in _____ (Pay Band) is _____ (Pay in Pay Band i.e. without Grade Pay) and a Grade Pay of _____. He/she is a _____ (Regular/Contractual) employee of this Office / Institute. This Office has no objection to his/her applying for Stenographer Grade-III and Lower Division Clerk (LDC) Competitive Examination-2017 conducted by Agricultural Scientists Recruitment Board.

(Head of Office)

