

F.No. 2(4)/2009-Exam.-II

Dated the 15th December, 2010

NOTIFICATION

**COMPETITIVE EXAMINATION FOR RECRUITMENT TO POSTS OF
ADMINISTRATIVE OFFICER (AO) AND FINANCE & ACCOUNTS OFFICER(F&AO)
AT ICAR RESEARCH INSTITUTES - 2011**

The Agricultural Scientists Recruitment Board (ASRB) will hold on **22nd May, 2011 (Sunday)**, a competitive examination for recruitment to the posts of Administrative Officers and Finance & Accounts Officers in the Pay Band of PB-3 Rs. 15600-39100 + Rs. 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	08	UR	05
SC	01	SC	Nil
ST	01	ST	01
OBC	08	OBC	01
PD (OH)	01	PD (OH)	01
Total	19	Total	08

(UR – Un-reserved, SC – Scheduled Caste, ST – Scheduled Tribes, OBC – Other Backward Classes, PD – Physically Disabled (Orthopaedically 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.

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.

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.

<u>Code No.</u>	<u>Name of Centre</u>
01	Bangaluru
02	Bhubneshwar
03	Coimbatore
04	Delhi
05	Guwahati
06	Hyderabad
07	Jammu
08	Kolkata
09	Mumbai
10	Nagpur
11	Patna
12	Varanasi

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:-

A candidate must have attained the age of 21 years and must have not attained the age of 30 years as on **1st January, 2011** i.e. he / she must have been born not later than 1st January, 1990 and not earlier than 2nd January, 1981. But 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 limits prescribed above will also be relaxable as follows:-

- i) Upto a maximum of five years if a candidate belongs to SC or ST.
- 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.
- iii) For Physically Disabled candidates, the upper age limit will be relax able upto a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Disabled category will be eligible for grant of cumulative age relaxation under both the.
- iv) Up to a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st 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 of Rs. 500/- (Rs. Five Hundred only) through a Crossed Bank Draft only, valid for six months from the date of issue, drawn in favour of Secretary, A.S.R.B. and payable at New Delhi** with the application form. Candidates should write their name and address on the reverse of the Bank Draft in the top corner at the time of submission of application. **The Board will accept no other form of payment.**

ALL FEMALE CANDIDATES AND CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULE TRIBE/PHYSICALLY DISABLED CATEGORIES ARE EXEMPTED FROM PAYMENT OF ANY FEE. NO FEE EXEMPTION IS HOWEVER, AVAILABLE TO OBC CANDIDATES AND THEY ARE REQUIRED TO PAY THE PRESCRIBED FEE IN FULL.

Physically disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/Posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Services/Posts (including any concessions specifically extended to the physically Disabled). A physically disabled candidate claiming fee concession will be required by the Board to submit along with their detailed application form, a certified copy of the certificate from a Government Hospital/Medical Board in support of his claim for being physically disabled.

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

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. Candidates claiming fee remission on account of being SC/ST must attach a copy of SC/ST certificate from the competent authority. A Physically Disabled candidate claiming fee concession will be required to submit along with his/her detailed application form, a certified copy of the certificate from a Government Hospital/Medical Board in support of his/her claim for being physically Disabled.

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 to the Controller of Examinations, Agricultural Scientists Recruitment Board, Krishi Anusandhan Bhavan, Pusa, New Delhi-110012 on the application form available on ICAR Website www.icar.org.in and ASRB Website www.asrb.org.in. The application form should be filled up by the candidate in his / her own handwriting only. The candidate must write his / her name as it appears in the Matriculation certificate. If the candidate has changed his / her name after Matriculation, necessary document / proof should be attached.

Note:- While filling in his application form, the candidate should carefully decide about his choice for the centre and option for the Administrative Officer or Finance & Accounts Officer for the 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.

If any candidate appears at a centre / optional examination other than the one indicated by the Board in his/her admission certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.

The envelopes containing the application form should be super scribed in bold letters as:

“Application for Competitive Examination for ADMINISTRATIVE OFFICER AND FINANCE & ACCOUNTS OFFICER -2011 Centre _____”.

A candidate must send the following documents with his/her application:-

- (i) Crossed Bank Draft for Rs. 500/- (Rupees Five Hundred only) payable to Secretary, A.S.R.B. and payable at New Delhi, with the name and address of the candidate written on its back.
- (ii) One unattested recent passport size photograph of the candidate pasted on the application form.
- (iii) Attested copy of matriculation certificate for a proof of date of birth.
- (iv) Attested copies of Bachelor’s degree / Provisional Degree certificate alongwith yearwise Mark Sheets and transcript.
- (v) Attested copy of certificate in support of claim of belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes/Physically Disabled wherever applicable.

10. CLOSING DATE FOR RECEIPT OF APPLICATIONS:-

- a) The completed application form must reach the Controller of Examinations, Agricultural Scientists Recruitment Board, Krishi Anusandhan Bhavan, Pusa, New Delhi-110012 by post or delivered in person on or before **14.02.2011**.

In respect of applications received only by post (by post/ speed post) from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi Sub-Division of Chamba Distt. of Himachal Pradesh, Andaman & Nicobar Islands, Lakshdweep **or abroad**, the last date for receipt of application will be **28.02.2011**. **The benefit of extended time will be available only in respect of applications received by post / speed post from the above-mentioned areas/regions. In the case of applications received by hand or through courier service, benefit of extended time will not be available regardless of the place of the residence of the applicant.**

- b) Candidates should clearly note that the Board will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. **No application, received after the prescribed closing date will be entertained under any circumstances and all the applications received after the prescribed date will be summarily rejected.** They should, therefore, ensure that their applications reach the Board’s Office on or before the prescribed closing date.

Applications received through Couriers or Courier Services of any type shall be treated as having been received ‘By Hand’ at the Board’s Counter.

IMPORTANT NOTES

(I) Candidates must ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission to the examination will also, therefore, be purely provisional. If on verification at any later stage, it is found that they do not fulfill all eligibility conditions; their candidature will be cancelled / rejected and fee paid for examination will be forfeited.

(II) 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 can not apply for both i.e. AO and F&AO. Paper-I will be common for AO and F&AO.

(III) No candidate will ordinarily be allowed to take the examination unless he holds a certificate of admission for the examination. On the receipt of Admission Certificate, check it carefully and bring discrepancies/errors, if any, to the notice of Board immediately.

(IV) Candidates should note that the name in the Admission Certificate in some cases, may be abbreviated due to technical reasons.

(V) In the event of a candidate receiving more than one admission certificate from the Board, he should use only one of these Admission Certificates for appearing in the examination and return the other(s) to the Board Office.

(VI) If a candidate receives an admission certificate in respect of some other candidate on account of handing error, the same should be immediately returned to the Board with a request to issue the correct Admission Certificate. Candidates may note that they will not be allowed to take the examination on the strength of an Admission Certificate issued in respect of another candidate.

(VII) The candidates are advised to read the Notification for the Examination carefully before filling up the application form. **No request for change in the entries once made in the application form will be entertained under any circumstances.**

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

1. Name and year of Examination
2. Name of candidate (In full and in Capital letters)
3. Centre of examination
4. Roll No. (If communicated)
5. Complete postal address with code numbers
6. Telephone/Mobile number

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

Any change in postal address should be communicated to the Board at once giving the above particulars. Although the Board makes every effort to take account of such changes, it cannot accept any responsibility in the matter.

(IX) 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.

(X) Notification along with application form is available on the ICAR website www.icar.org.in and ASRB website www.asrb.org.in

**Sd/-
Controller of Examinations**

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

No. F. 3-4/2009-Estt. I

Dated 19th February, 2010

The rules for the Combined Competitive Examination to be held by the Agricultural Scientists Recruitment Board (ASRB) in 2009-2010 for the purpose of filling up the posts Administrative Officers in the pay band -3, Rs. 15600-39100 + Rs. 5400 Grade Pay falling under direct recruitment quota under 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 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/ Physically Disabled 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 or Scheduled Tribes must submit the requisite certificate (as per Annexure – III). Otherwise their claim for SC/ST category will not be considered.

Note:-II Candidate who wish to be considered against vacancies reserved for OBCs must submit requisite certificate (as per Annexure-IV) from the competent authority as mentioned therein alongwith their application for the examination. Otherwise, their claim for OBCs status will NOT be considered.

Note:-III Physically Disabled candidates who are orthopaedically disabled are required to produce medical certificates in the prescribed form (Annexure - V) issued by the Competent Medical Authorities for the purpose of employment.

3. The examination will be conducted by the ASRB in the manner prescribed in Appendix-I to 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 1st 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 **1st January, 2011** i.e. he / she must have been born not later than 1st January, 1990 and not earlier than 2nd January, 1981. 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.
- ii) Upto a maximum of three years in respect of candidates belonging to Other Backward Classes.
- iii) For Physically Disabled candidates, the upper age limit will be relaxable upto a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Disabled 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/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.

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, 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 as may be fixed by ASRB at its discretion shall be summoned for an interview for a personality test which would inter-alia also comprise of a test on 'Working Knowledge of Computers'.

Provided that candidates belonging to Scheduled Caste or the Scheduled Tribe may be summoned for a personality test by ASRB by applying relaxed standards if the board is of the opinion that sufficient number of candidates from these communities are not likely to be available for this test on the basis of the general standards in order to fill up the vacancies reserved for them.

Provided further that other things being equal, preference will be given to persons coming from rural areas.

13. After the Interview, the candidates will be arranged by the ASRB in the order of merit as disclosed by the aggregate marks finally awarded to each candidate in the written examination as well as interview. In that order, as many candidates as are found by the ASRB to be qualified in the examination shall be recommended for appointment upto the number of unreserved vacancies decided to be filled on the results of the examination, subject to their being within the prescribed age limits.

Provided that candidates belonging to the Scheduled Castes or Scheduled Tribes may be appointed to the posts to the extent the number of vacancies reserved for the Scheduled Castes and Scheduled Tribes cannot be filled on the basis of the general standard by recommended by the ASRB, may be appointed by the relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of the candidates for appointment to the posts, irrespective of their ranks in the order of merit at the examination.

The candidates belonging to the Other Backward Classes, who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the OBC's to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

Physically Disabled candidates who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the physically disabled to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

14. 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.

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:-

- 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, shall be eligible for appointment to service.

Provided that the Council may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, 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 physically disabled candidates) likely to interfere with the efficient discharge of his duties as an officer of the service. 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. Only such candidates as are likely to be considered for appointment will be medically examined.

18. Success at 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 this 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-II.

SCHEME OF EXAMINATION FOR ADMINISTRATIVE OFFICERS

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

STRUCTURED INTERVIEW/PERSONALITY TEST

The candidates who qualify the written part of the 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	05
		60% and above	: 05
		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 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 paper 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.

APPENDIX – II

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

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

1. Chief Administrative Officer / Deputy Secretary - PB-3 Rs. 15600-39100 + Rs. 7600 (Grade Pay)
2. Senior Administrative Officer– PB-3 Rs.15600-39100 + Rs. 6600 (Grade Pay)
3. Administrative Officer - PB-3 Rs. 15600-39100 + Rs. 5400 (Grade Pay)

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 Rs. 37,400-67,000 + Rs. 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.

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

No. F. 3-4/2009-Estt. I

Dated 19th February, 2010

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2. The number of vacancies to be filled on the 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/ Physically Disabled 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 or Scheduled Tribes must submit the requisite certificate (as per Annexure – III). Otherwise their claim for SC/ST category will not be considered.

Note:-II Candidate who wish to be considered against vacancies reserved for OBCs must submit requisite certificate (as per Annexure-IV) from the competent authority as mentioned therein alongwith their application for the examination. Otherwise, their claim for OBCs status will NOT be considered.

Note:-III Physically Disabled candidates who are orthopaedically disabled and deaf are required to produce medical certificates in the prescribed form (Annexure-V) issued by the Competent Medical Authorities for the purpose of employment.

3. The examination will be conducted by the ASRB in the manner prescribed in Appendix-I to 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
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- (d) A Tibetan refugee who came over to India before the 1st 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:-

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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.
- ii) Upto a maximum of three years in respect of candidates belonging to Other Backward Classes.
- iii) For Physically Disabled candidates, the upper age limit will be relaxable upto a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Disabled 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/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.

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

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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 as may be fixed by ASRB at its discretion shall be summoned for an interview for a personality test which would inter-alia also comprise of a test on 'Working Knowledge of Computers'.

Provided that candidates belonging to Scheduled Caste or the Scheduled Tribe may be summoned for a personality test by ASRB by applying relaxed standards if the board is of the opinion that sufficient number of candidates from these communities are not likely to be available for this test on the basis of the general standards in order to fill up the vacancies reserved for them.

Provided further that other things being equal, preference will be given to persons coming from rural areas.

13. After the Interview, the candidates will be arranged by the ASRB in the order of merit as disclosed by the aggregate marks finally awarded to each candidate in the written examination as well as Interview. In that order, as many candidates as are found by the ASRB to be qualified in the examination shall be recommended for appointment upto the number of unreserved vacancies decided to be filled on the results of the examination, subject to their being within the prescribed age limits.

Provided that candidates belonging to the Scheduled Castes or Scheduled Tribes may be appointed to the posts to the extent the number of vacancies reserved for the Scheduled Castes and Scheduled Tribes cannot be filled on the basis of the general standard by recommended by the ASRB, may be appointed by the relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of the candidates for appointment to the posts, irrespective of their ranks in the order of merit at the examination.

The candidates belonging to the Other Backward Classes, who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the OBC's to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

Physically disabled candidates who are found to be qualified at the examination may be recommended for appointment by the ASRB, by going down the merit list for the physically disabled to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

14. 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.

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:-

- 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, shall be eligible for appointment to service.

Provided that the Council may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, 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 physically disabled candidates) likely to interfere with the efficient discharge of his duties as an officer of the service. 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. Only such candidates as are likely to be considered for appointment will be medically examined.

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

19. 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

SECTION – A 50

General Awareness

SECTION – B 50

General Intelligence & Reasoning Ability

SECTION – C 50

Arithmetical and Numerical Ability

SECTION – D 50

Language Comprehension
(Hindi or English)

PAPER – II Descriptive Type (300 MARKS) 3 HOURS

SECTION – A 75

General Studies Writing Ability
(English or Hindi)

SECTION – B 75

Arithmetical Ability

SECTION – C 150

Subject concerned
Commerce (This paper will cover the subjects
of commerce commonly taught in the Degree Course
of Indian University/Institutions)

STRUCTURED INTERVIEW 100

STRUCTURED INTERVIEW/PERSONALITY TEST

The candidates who qualify the written part of 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	05
		60% and above	: 05
		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 paper 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.

APPENDIX – II

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

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

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

**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 _____

Caste/Tribe* which is recognized as a _____
Scheduled Caste
Scheduled Tribe*

under:-

- * 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.

- * 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 _____ State _____
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.

* 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.**

[G.I., Dept. of Per.&Trg., O.M. No. 36033/28/94-Estt. (SCT), dated 23-11-1995]

This is to certify that Sh / Smt. / Kumari _____ son /
daughter of Sh. _____ of Village _____
District / Division _____ in the _____ State
_____ belongs to the _____ community
which is recognized as a Backward class under :-

- * (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part I, Section I, No. 186, dated the 13th September, 1993.
- * (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated 19-10-94, published in the Gazette of India, Extraordinary, Part I, Section I, No. 163, dated 20-10-1994.
- * (iii) Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part I, Section I, No. 88, dated 25-5-1995.

Shri _____ and/or his family ordinarily reside(s) in the _____
District/Division of the _____ State. 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

*Strike out whichever is not applicable.

- NB : (a) The term ' ordinarily ' used here will have the same meaning as in Section 20 of the
Representation of the Peoples Act, 1950.
- (b) Where the certificates are issued by Gazetted Officers of the Union Government or
State Governments, they should be in the same form but countersigned by the District
Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and
attested by District Magistrate/Deputy Commissioner are not sufficient).

PHYSICAL REQUIREMENTS FOR THE PHYSICALLY DISABLED CANDIDATES

For being considered against the vacancies for the category of physically Disabled persons, the Disabled persons should have disability of 40% or more. However, such candidates shall be required to meet one or more of the following physical requirements/disability, which may be necessary for performing the duties in the concerned post:-

Physical Requirements

1. Work performed by manipulation by fingers.
2. Work performed by pulling and pushing.
3. Work performed by lifting.
4. Work performed by kneeling and crouching.
5. Work performed by bending.
6. Work performed by sitting (on bench or chair).
7. Work performed by standing.
8. Work performed by walking.
9. Work performed by seeing.
10. Work performed by hearing / speaking.
11. Work performed by reading and writing.
12. Communication.

Functional Classification

1. Both legs affected but not arms
2. Both arms affected
 - a. Impaired reach
 - b. Weakness of grip
 - c. Ataxic
3. Both legs and both arms affected.
4. One leg affected (R or L)
 - a. Impaired reach
 - b. Weakness of grip
 - c. Ataxic
5. One arm affected (R or L)
 - a. Impaired reach
 - b. Weakness of grip
 - c. Ataxic
6. One arm and One leg affected.
7. Muscular weakness.
8. The blind.
9. Low Vision.
10. Hearing.

3. Postal Address for Correspondence

----- PIN -----
Telephone No. ----- Mobile No. -----
e-mail address -----

4. Permanent Postal Address

----- PIN -----

5. Date of Birth

Date	Month	Year

6. Age as on 01.01.2011

Year	Month	Days

7. Are you seeking age relaxation, if yes, on which ground(s) _____

8. Are you a citizen of India by Birth / Domicile: Yes No

9. Gender: Male Female

10. Indicate whether you are a regular/permanent ICAR Employee, if yes, mention post held, name & address of the employer

12. Particulars of examinations passed

Examination	Class or Division	%	Year of Passing	Name of the University / Board
(1)	(2)	(3)	(4)	(6)
Intermediate				
Graduation				
Post Graduation				
Professional Qualification				

13. If you have at any time been employed, give details starting from present employment.

Designation of Post held and description of work	Period with exact dates		Full address of employer	Whether employment is Under Govt./ ICAR / PSU/other
	From	To		

14. Have you ever been debarred or disqualified by the ICAR/ASRB or any Public Service Commission from any of their examination/selections. If so, give details:-

DECLARATION TO BE SIGNED BY THE CANDIDATE:

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Board. I have read the provisions in the Notification for Examination - 2011 carefully and I hereby undertake to abide by the same. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed for admission to the examination.

I have informed my Head of Office / Department in writing that I am applying for this examination. (If applicable)

DATE _____

PLACE _____

SIGNATURE OF THE CANDIDATE