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कृषि वैज्ञानिक चयन मंडल
(कृषि अनुसंधान एवं शिक्षा विभाग)
कृषि एवं किसान कल्याण मंत्रालय
कृषि अनुसंधान भवन-I, पूसा, नई दिल्ली 110 012
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
(DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION)
MINISTRY OF AGRICULTURE AND FARMERS' WELFARE
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012

F.No. 2(2)/2021-Exam.II Dated the 19th July, 2021

NOTIFICATION

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF ADMINISTRATIVE OFFICER (AO) AND FINANCE & ACCOUNTS OFFICER (F&AO) AT ICAR RESEARCH INSTITUTES - 2021

The Agricultural Scientists Recruitment Board (ASRB) will conduct competitive examination for recruitment to the posts of Administrative Officer and Finance & Accounts Officer in Pay Level 10 of 7th CPC Pay Matrix [Pre-revised PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay)] at ICAR Research Institutes in accordance with the rules issued by the Indian Council of Agricultural Research.

Important Dates*:

Submission of online applications starts on	23.07.2021 (11.00 AM)
Last date and time for receipt of online applications	23.08.2021 (05.00 PM)
Last date and time for making online fee payment	23.08.2021 (05.00 PM)
Date of online objective type examination - Tier-I (CBT)**	10.10.2021
Date of descriptive type examination - Tier-II	To be notified later
Date of Structured Interview/Personality Test	To be notified later

* subject to change
** Online Computer Based Test

2. **VACANCIES:**

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

Name of the post	No. of vacancy	Number of vacancy					Reservation for Persons with Benchmark Disabilities	Eligible category of PwBD*	Functional Requirement**
		UR	EWS	SC	ST	OBC			
AO	**44**	17	04	07	02	14	01- Cat. a 01- Cat. b Total- 02	a) B, LV b) D, HH	S, ST, RW, C
F&AO	**21**	13	02	02	00	04	01- Cat. a 01- Cat. b Total- 02	a) B, LV b) D, HH	S, BN, MF, RW, SE, C

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

* Category Abbreviations Used:
B=Blind, LV= Low Vision, D=Deaf, HH= Hard of Hearing

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** Functional Requirement Abbreviations Used:
S= Sitting, ST=Standing, BN=Bending, RW= Reading & Writing, SE=Seeing, C=Communication, MF=Manipulation by Fingers

3. **ESSENTIAL 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 must have working knowledge of computer.

b) For Finance & Accounts Officer:-

Candidate must be a Graduate of a recognized University securing not less than 55% mark in the final degree examination or equivalent and must have working knowledge of computer.

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

4. **FOR DEPARTMENTAL CANDIDATES:-**

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

5. **CENTRES:-**

The centres where the Tier-I Examination will be conducted in Online Computer Based Test (CBT) mode are mentioned in ANNEXURE- I and the centres where the Tier-II Examination will be conducted in conventional pen and paper (descriptive) mode are mentioned in ANNEXURE-II. Candidates may select three (03) centres in order of their preference. The ASRB will make all efforts to allot preferred centre of first choice. However, the Centres of Examination could be changed at the discretion of ASRB. *Candidates must select the centre of examination carefully while submitting their online application for the examination. No request for change of centre would be entertained at later stage. There may be more than one venue at any/all centres depending upon the number of candidates registered for the examination.*

6. **Age Limits for this examination will be as under:-**

(a) The candidate must have attained the age of 21 years and must have not attained the age of 30 years as on 23.08.2021 i.e. the closing date of online registration of application (He/ she must have been born not later than 23.08.2000 and not earlier than 24.08.1991). But the maximum age limit for Council's regular employees holding the post in administrative (ministerial) category will be relaxable upto 45 years.

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

i) Upto a maximum of five years if a candidate belongs to SC or ST in respect of posts reserved for them.

ii) Upto a maximum of three years in respect of candidates belonging to Other Backward Classes who are eligible to avail reservation in respect of posts reserved for them.

iii) For candidates belonging to 'Persons with Benchmark Disability' category, the upper age limit will be relaxable upto a maximum of 10 years. However, candidates belonging to SC, ST and OBC who are also covered under the 'Person with Benchmark Disability' category will be eligible for grant of cumulative age relaxation under both of their respective categories. The reservation for PwBD is horizontal across all 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 AS PRESCRIBED CAN IN NO CASE BE RELAXED. THE CANDIDATES CAN CLAIM THE RELAXATION IN AGE LIMITS ONLY ON PRODUCTION OF THEIR RESPECTIVE VALID CATEGORY CERTIFICATES.

7. **FEE:-**

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

(i) For Administrative Officer post only:

S. No.	Category of candidate	Examination fee (₹)	Registration fee (₹)	Total (₹)
1	UR / OBC / EWS	480/-	20/-	500/-
2	Women/ Schedule Caste/ Schedule Tribe / Person with Benchmark Disability	NIL	20/-	20/-

(ii) For Finance & Accounts Officer post only:

S. No.	Category of candidate	Examination fee (₹)	Registration fee (₹)	Total (₹)
1	UR / OBC / EWS	480/-	20/-	500/-
2	Women/ Schedule Caste/ Schedule Tribe / Person with Benchmark Disability	NIL	20/-	20/-

(iii) For both AO and F&AO posts:

S. No.	Category of candidate	Examination fee (₹)	Registration fee (₹)	Total (₹)
1	UR / OBC / EWS	960/-	40/-	1000/-
2	Women/ Schedule Caste/ Schedule Tribe / Person with Benchmark Disability	NIL	40/-	40/-

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ALL FEMALE CANDIDATES AND CANDIDATES BELONGING TO SCHEDULED CASTE/ SCHEDULE TRIBE/ PERSON WITH BENCHMARK DISABILITY ARE EXEMPTED FROM PAYMENT OF EXAMINATION FEE. THEY HAVE TO PAY REGISTRATION FEE ONLY.

As the candidates can exercise their option for being considered either for AO or F&AO or both, the fee shall be paid by the candidates depending upon the option they exercised.

NOTE-I: The fee must be paid online while filling the online application form available on the website i.e. http://www.asrb.org.in only.

NOTE-II: ONLINE APPLICATIONS NOT ACCOMPANIED BY THE PRESCRIBED FEE SHALL BE SUMMARILY REJECTED/ NOT ACCEPTED.

NOTE-III: Transaction charges for Debit Card/ Credit Card/ Net Banking/ UPI Payment, as the case may be, will have to be borne by the candidate.

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

NOTE V: Payment of fee can be made through Debit Card/ Credit Card/ Net Banking/ UPI Payment from 11.00 hrs on **23.07.2021** till 17.00 hrs on **23.08.2021**.

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 III & IV.

9. **HOW TO APPLY:-**

A candidate seeking admission to the Examination must apply online in the prescribed online Application Form available on the website i.e. **http:/www.asrb.org.in.**

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

The process of filling up of online application process will begin from 11.00 Hrs on 23.07.2021 upto 17.00 Hrs on 23.08.2021 after which the application link will automatically be disabled.

While filling his/her online application form, the candidate should carefully decide about his/her choice for the centre, medium of examination (which shall remain the same for whole examination, including Section-D of Tier-I Examination) and posts i.e. Administrative Officer or Finance & Accounts Officer or both. More than one application from a candidate will not be accepted in any case. In case multiple applications are received from a candidate, the latest application will be considered, ignoring all earlier one(s) received; without refunding/ adjusting any Examination/ Registration Fee received for the other application(s).

Scheme and syllabus of Tier-II Exam (Paper-III & Paper-IV) of AO and F&AO are different and candidate may apply either for AO or F&AO or both. Tier-I Exam will be common for AO and F&AO.

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10. **IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM**

i) Candidates are required to apply online only using the online application form link available on the website: http://www.asrb.org.in. No other mode of submission of application is allowed. Candidates can exercise their option in the Application Form for being considered either for the post of AO only, F&AO only or both the posts. **If a candidate applies for both the posts option (i.e. AO and F&AO), then he/ she must indicate the order of preferences (in descending order) in the application form. Order of preferences once indicated by the candidate at the application stage will be treated as final and will not be changed subsequently under any circumstances.** Candidates are hereby informed that the details provided 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, requested to thoroughly read this Notification before filling the online Application Form.**

ii) Candidates are required to complete the Application Form by filling all the parts for which they will be guided during the course of filling the Online Application Form.

iii) Candidates are required to keep ready the following relevant details/ information/ documents at the time of filling the online form:

a) Notification for AO and F&AO Examination-2021.
b) Name (as recorded in Secondary level Examination certificate).
c) Father's name (as recorded in Secondary level Examination certificate).
d) Complete Address for Correspondence.
e) Complete Permanent Address.
f) Matriculation or equivalent Certificate.
g) Bachelor's Degree Certificate/Provisional Degree Certificate and Year-wise Marksheets.
h) Master's Degree Certificate / Doctorate Degree Certificate / Provisional Degree Certificate/Transcript/ Marksheet, if available.
i) Centre opted for the Examination (Please check the Examination Centres given in Para 5 of this notification).
j) Scanned copy of recent passport size photograph taken against white background only, of a maximum size of 150 KB in .jpg format only with the face covering at least 2/3rd of the total space and taken without spectacles.
k) Scanned copy of signatures in Black/Blue ink on a white paper only, of a maximum size of 80 KB in .jpg format only.
l) Scanned copy of Left Thumb Impression in Blue ink on a white paper only, of a maximum size of 80 KB in .jpg format only. (In case of any eventuality of left hand thumb being unavailable, right hand thumb impression may be used.)
m) Debit Card/Credit Card/Net banking/UPI details for online payment of fee.
n) Valid and active e-mail id and mobile number.
o) The candidate should have details of one Photo ID viz. Aadhar Card/ Voter Card/ PAN Card/ Passport/ Driving License/ Any other photo ID card issued by the State/ Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in

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the online application by him/her. This photo ID will be used for all future references and the candidate is advised to carry this ID while appearing for the examination.

iv) The candidates are required to enter their valid and active e-mail id only in the Application Form since all the communication/ information/ update(s) for this Examination would be sent to this e-mail address only. In case, they do not have an e-mail address, they may obtain one from any of the e-mail service providers of the candidate's choice. Please note that entry of the e-mail id in the prescribed field in the Application Form is mandatory.

v) Please keep ready all relevant information regarding the payment towards Application Fee for successfully completing the Application process. For payment of Application Fee, please keep your Debit/ Credit card or Internet Banking/ UPI details ready for online payment.

vi) Please keep the scanned copy of your recent passport size photograph (taken against white background only of a maximum size of 150 KB in .jpg format only with the face covering at least 2/3rd of the total space and taken without spectacles for easy identification), scanned copy of your Signature (taken in black/blue ink only on white paper) of a maximum size of 80 KB in .jpg format only and scanned copy of your Left Thumb Impression (taken in blue ink only on white paper) of a maximum size of 80 KB in .jpg format only for uploading during the process of Application Form submission. Please note that you should use only clear scanned copies (and not blurred or hazy) since your application form may not be considered if these are not clear. The photograph, signature and left thumb impression would be used to print them on the Admission Certificate. **The scanned photograph, signature and left thumb impression must be uploaded in .jpg format only.** These would be required to be uploaded using the links that will be guided to during the course of applying. You may browse and select the location where the scanned photograph/ signature/ left thumb impression file has been saved, select it and click the upload button. Once uploaded, a message informing about the successful uploading of the photograph/signature/left thumb impression, as the case may be, will be displayed. In case, you want to use any other photograph/ signature/ left thumb impression, then select the edit button on the link and repeat the same process as before. Your online Application Form will not be submitted unless you have successfully uploaded your photograph, signature and left thumb impression.

PLEASE VIEW THE IMAGES IN THE APPLICATION FORM AND SATISFY YOURSELF THAT THEY ARE CLEAR AND SUFFICIENTLY VISIBLE. HAZY/ UNCLEAR PHOTOGRAPH/ SIGNATURE/ LEFT THUMB IMPRESSION WILL NOT BE ACCEPTED.

vii) Candidates are informed that there are provisions for editing the Application Form at many stages. Once the complete process of filling up the information in the Application Form and the Photograph, Signature and Left Thumb Impression are uploaded successfully, the candidate can review the entire Application Form together with the photograph, signature and left thumb impression and can still edit at this point to make / incorporate any change/ editing in any field of the Application Form. After final submission of the application form, no change in any of the entries is allowed/ possible.

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viii) **The online application process will be open from 11:00 Hrs of 23.07.2021 upto 17:00 Hrs of 23.08.2021** after which the link will automatically get disabled. It is, therefore advised that candidates may submit their Application Form well in advance without waiting for the last date of Application Form submission.

ix) The candidates are advised to regularly check their e-mail provided in the Application Form for update(s)/ information/ communication with regard to the Examination. They must check the spam/ junk folders also of their mailbox.

x) Once the payment is successfully made, a message informing the successful submission of Application Form will be displayed on the screen. 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.

xi) **The candidates are not required to send any printed/ hard-copy of their online application or copies of any certificates to the Board**. However, the candidates are strongly advised to keep a print or soft copy of the completed Application Form for any future reference.

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

11. IMPORTANT INSTRUCTIONS

I. Candidates must ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission to the examination will be purely provisional. If on verification at any later stage, it is found that any candidate does not fulfill all or any eligibility conditions; his/her candidature will be cancelled / rejected and fee paid for the examination will be forfeited. The verification of the eligibility of the candidates with respect to the documents and information submitted by them will be done after the result of the Tier-II Examination.

II. While filling up the online application form, the candidate should carefully decide about his/her choice for the centre, medium of examination and post for the examination. In case multiple applications are received from a candidate, the latest application will be considered, ignoring all earlier one(s) received; without refunding/ adjusting any Application Fee received for the other application(s).

III. **Scheme and syllabus of Tier-II Exam (Paper-III & Paper-IV) of AO and F&AO are different and candidate may apply either for AO or F&AO or both. Tier-I Exam will be common for AO and F&AO.**

IV. It is the sole responsibility of the candidates to ensure that they fulfill the specified eligibility before applying for the examination. The candidate must have documents/ certificates (Bachelor's Degree/Caste Certificate/ Disability

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Certificate/ Matriculation Certificate, etc.) in support of their eligibility/ candidature at the time of applying for the posts. **The Other Backward Classes (OBC) candidates in particular shall ensure that they possess the OBC Certificate in the prescribed format as given in Appendix-VI to apply for posts under Govt. of India. If they do not possess such OBC Certificate in prescribed format, they are suggested not to apply under OBC Category. The OBC Certificate applicable for the posts under their respective State will not be accepted**.

V. The candidates are not required to submit any printed/ hard copy of their online application or copies of any certificate/ document at the stage of filling up online application.

VI. **The candidates will be required to submit the self-attested copies of the documents/certificate in online mode in support of their candidature after the declaration of the result of Tier-II Examination but before the cut-off date which would be announced at the time of declaration of the result of Tier-II Examination, failing which the candidature of the candidate will be rejected/ cancelled. A hyperlink will be provided on ASRB's website for the candidates to upload their requisite documents.**

VII. Furnishing of any false/fabricated/incorrect/misleading information by ICAR employees applying for this examination will render him/her liable for disciplinary action by the Board/ICAR as per CCS (CCA) Rules.

VIII. Only such EWS/ SC/ ST/ OBC/ PwBD candidates who are selected on the same standard as applied to UR candidates shall be treated as own merit candidates. If any EWS/ SC/ ST/ OBC and PwBD candidate qualify after getting any relaxation in age or qualifying marks than what is prescribed as General Standard for Unreserved category candidates, then such EWS/ SC/ ST/ OBC/ PwBD candidate shall be considered against reserved vacancies and they cannot be considered for appointment against an unreserved vacancy.

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

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

XI. No request for withdrawal of candidature/ application received from a candidate after he/ she has submitted his/ her application will be entertained under any circumstances.

XII. The candidates are requested to visit the website i.e. **http:/www.asrb.org.in** regularly for updates. All the information related to the examination will be uploaded on the above website only. The Admission Certificate can be downloaded from the ASRB's website only about three weeks prior to the date of examination. No other mode of communication will be used for issue of admission certificates.

XIII. The Interview letters for the examination will be available for download after the declaration of result of Tier-II Examination and all instructions/ information therefor will be indicated therein.

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XIV. 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-I, Pusa, New Delhi – 110012** and should invariably contain the following particulars: -

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

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

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

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

XVII. All the relevant guidelines and instructions issued by MHA/ National Disaster Management Authority regarding COVID-19 shall be strictly followed. Candidates are advised to carry with them their sanitizer. The candidates have to wear mask. Without mask, they will not be allowed to enter the examination centre. Social distancing shall be observed by the candidates.

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

XIX. In case of any difficulty, please e-mail to **aofaoexam2021@asrb.org.in** or call: 011-25848172/011-25846166 during 0930 Hrs to 1700 Hrs (Monday to Friday, except Gazetted Holiday (s)).

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

Sd/-

(Rakesh Bhardwaj)
Controller of Examinations

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ANNEXURE – I

CENTRES FOR THE TIER-I EXAMINATION

Centre Code	Centre	State/ UT
01	Anand/ Vadodara	Gujarat
02	Barapani / Shillong	Meghalaya
03	Bareilly	Uttar Pradesh
04	Bengaluru	Karnataka
05	Barrackpore/ Kolkata	West Bengal
06	Bhopal	Madhya Pradesh
07	Bhubaneswar	Odisha
08	Chandigarh/ Mohali	Chandigarh
09	Chennai	Tamil Nadu
10	Coimbatore	Tamil Nadu
11	Dehradun	Uttarakhand
12	Delhi	Delhi
13	Dharwad / Goa	Karnataka / Goa
14	Guwahati	Assam
15	Hyderabad	Telangana
16	Indore	Madhya Pradesh
17	Jaipur	Rajasthan
18	Jammu	Jammu & Kashmir
19	Jodhpur	Rajasthan
20	Karnal	Haryana
21	Kochi	Kerala
22	Lucknow	Uttar Pradesh
23	Ludhiana	Punjab
24	Mumbai	Maharashtra
25	Nagpur	Maharashtra
26	Patna	Bihar
27	Port Blair	Andaman & Nicobar Islands
28	Raipur	Chhattisgarh
29	Rajkot	Gujarat
30	Ranchi	Jharkhand
31	Shimla	Himachal Pradesh
32	Srinagar	Jammu & Kashmir
33	Varanasi	Uttar Pradesh
34	Vijayawada	Andhra Pradesh

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ANNEXURE - II

CENTRES FOR THE TIER-II EXAMINATION

Centre Code	Centre
01	Bengaluru
02	Bhubaneswar
03	Coimbatore
04	Delhi
05	Guwahati
06	Hyderabad
07	Jammu
08	Kolkata
09	Mumbai
10	Nagpur
11	Patna
12	Varanasi

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ANNEXURE - III

RULES FOR ADMINISTRATIVE OFFICER

The rules for the Combined Competitive Examination to be held by the Agricultural Scientists Recruitment Board (ASRB) for the purpose of filling up the post of Administrative Officers in the Level-10 of 7th CPC Pay Matrix (Pre-revised pay scale of PB-3 ₹ 15600-39100+5400-GP) falling under Direct Recruitment quota in the Indian Council of Agricultural Research (ICAR) at its Hqrs. and Research Institutes are published for general information.

2. The number of vacancies to be filled on the basis of the final result of the examination will be specified in the Notice issued by the ASRB. Reservations will be provided to candidates belonging to Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBCs)/ Persons with Benchmark Disability (PwBD)/ Economically Weaker Section (EWS) quota in respect of the vacancies, as may be prescribed by ICAR in accordance with the Government of India instructions on the subject.

NOTE : I : Candidates who claim to belong to one of Scheduled Castes or Scheduled Tribes must submit the requisite certificate (as per Appendix–V) issued from the Competent Authority. Otherwise their claim for SC/ST Category will NOT be considered.

NOTE : II : Candidates who claim to be considered against vacancies reserved for OBCs must submit requisite certificate (as per Appendix-VI) issued from the Competent Authority as mentioned therein. Otherwise, their claim for OBCs status will NOT be considered.

NOTE : III : Candidates under 'Persons with Benchmark Disability' (PwBD) category are required to produce certificates in the prescribed form (as per Appendix-VII) issued by the Competent Medical Authorities for the purpose of employment. Otherwise, their claim for the category will NOT be considered.

NOTE : IV : Candidates under 'Economically Weaker Section' (EWS) category are required to produce 'Income and Asset Certificate' (as per Appendix-VIII) issued by the Competent Authorities for the purpose of employment. Otherwise, their claim for the category will NOT be considered.

3. The examination will be conducted by ASRB as per the scheme prescribed in Appendix-I.

The dates on which and the places at which the examination will be held shall be decided by the ASRB.

4. A candidate must be either:-

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject 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

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of Tanzania, Zambia, Malawi, Zaire and Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (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. Age limits for this examination will be as under:

(a) A candidate must have attained the age of 21 years and must have not attained the age of 30 years as on the 23.08.2021 i.e., he/ she must have been born not later than 23.08.2000 and not earlier 24.08.1991. But the maximum age limit for Council's regular employees holding the post in administrative (ministerial) category will be relaxable upto 45 years.

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 candidates belonging to 'Person with Benchmark Disability' category, the upper age limit will be relaxable upto a maximum of 10 years. However, candidates belonging to SC, ST and OBC who are also covered under the 'Person with Benchmark Disability' category will be eligible for grant of cumulative age relaxation under both of their respective 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 AS PRESCRIBED CAN IN NO CASE BE RELAXED. THE CANDIDATES CAN CLAIM THE RELAXATION IN AGE LIMITS ONLY ON PRODUCTION OF THEIR RESPECTIVE VALID CATEGORY CERTIFICATES.

6. **Essential Educational and 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 must have working knowledge of computer.

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

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

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

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

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

a) obtaining support for the candidature by any means, or

b) impersonating, or

c) procuring impersonation by any person, or

d) submitting fabricated document or documents which have been tampered with, or

e) making statements which are incorrect or false, or suppressing material information, or

f) resorting to any other irregular or improper means in connection with his candidature for the examination, or

g) using unfair means during the examination, or

h) writing irrelevant matter, including obscene language or pornographic matter, in the script(s), or

i) misbehaving in any other manner in the examination hall, or

j) harassing or doing bodily harm to the staff employed by the ASRB for the conduct of examination, or

k) attempting to commit or, as the case may be, abetting the ASRB of all or any other acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-

I. to be disqualified by the ASRB from the examination for which he is a candidate; or

II. 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

III. if he/she is already in service under ICAR, to disciplinary action under the appropriate rules.

12. <u>Resolution of Tie Cases</u>:

Wherever two or more candidates have secured equal aggregate marks (marks in Tier-II Examination + Structured Interview/Personality Test) the merit of the candidates shall be determined by applying the following Tie-Breaker Rules:

(a) The candidate senior in age will be ranked higher.

(b) In case where the ages mentioned in (a) are same, the merit list would be prepared in alphabetical order of name of the candidates.

13. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by the ASRB at their discretion shall be called for an interview for a personality test which shall inter-alia also comprise of a test on ‘Working knowledge of computers’.

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Provided that candidates belonging to the Scheduled Caste or the Scheduled Tribe may be called for a personality test by the 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.

14. After the Interview, the eligible and qualified candidates will be arranged by the ASRB in the order of merit on the basis of 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 basis of the final results of the candidates, subject to their being within the prescribed age limits.

Provided that such candidates belonging to the Scheduled Castes or the Scheduled Tribes may be appointed to the post 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, 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 candidate 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 OBCs to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

'Persons with Benchmark Disability' category 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 'Persons with Benchmark Disability' category candidates to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

The candidates belonging to the Economically Weaker Section (EWS) category 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 EWS category candidates to the extent of vacancies reserved for them subject to the fulfillment of the criteria fixed by the Central Government and in possession of such eligibility certification and fulfillment of the basic minimum standards prescribed by the ASRB.

15. 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.

16. 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.

17. 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.

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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 doing so, exempt any person from the operation of this rule.

18. A candidate must be in good mental and bodily health and free from any other physical defect 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.

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

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

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SCHEME OF EXAMINATION FOR THE POST OF ADMINISTRATIVE OFFICERS

Tier-I Exam

Objective multiple choice paper of 200 questions of one mark each of three Hours duration containing the following Section:

Section - A	General Knowledge	50 Questions
Section - B	General Intelligence & Reasoning Ability	50 Questions
Section - C	Arithmetical & Numerical Ability	50 Questions
Section - D	Language Comprehension (Hindi or English)	50 Questions

Each wrong answer will attract a penalty of one third of the marks originally assigned to that question. This paper will be qualifying in nature and marks scored in it will not be carried forward. The ASRB will prepare a list of candidates to be qualified for Tier-II Examination, based on the criterion of minimum qualifying marks, as may be determined by the Board and twenty top scoring candidates for one vacancy shall be declared qualified for the Tier-II Exam from each category under which vacancy(ies) are available.

Tier-II (Descriptive) Exam (Each Paper will be of 3 Hours duration)

Paper-I	General Awareness of Development of Economic, Social, Scientific & Cultural Fields, History & Geography of India and the World	150 Marks
Paper-II	Constitution of India, Polity, Governance, Social Justice	150 Marks
Paper-III	Essay Writing-I 75 Marks	150 Marks
	Essay Writing-II 75 Marks	
Paper-IV	Ethics, Integrity, Aptitude	150 Marks
	Total of Written	**600 Marks**

Candidates from Tier-II Exam will be qualified for Tier-III viz. Structured Interview in the ratio of 5 candidates for each vacancy (category-wise) on the basis of their merit in Tier-II.

Tier-III (Interview)

Structured Interview : 100 Marks

Final merit will be prepared based on the aggregate of marks (700 Marks) i.e. marks scored by the candidates in Tier-II Exam (out of maximum 600 Marks) as well as Structured Interview (out of maximum 100 Marks)

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STRUCTURED INTERVIEW / PERSONALITY TEST

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

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

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DETAILS OF SYLLABUS FOR THE EXAMINATION FOR ADMINSITRATIVE OFFICER

TIER-I (OBJECTIVE TYPE)

SECTION - A : GENERAL KNOWLEDGE (50 Questions)

- Current events of national and international importance.
- History of India and Indian national movement, World History
- Indian and World Geography – Physical, Social and economic.
- Indian Polity and Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.
- Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.
- Agricultural and Geo-Cultural Development Issues, Human Rights, Social Conflicts, Disabilities etc.
- General Awareness specific to Structure & Functioning of ICAR.
- General Science and scientific research.

SECTION – B : GENERAL INTELLIGENCE AND REASONING ABILITY (50 Questions)

- Logical Reasoning and analytical Ability – Verbal and Non-Verbal (Analogies, Similarities, Differences, space visualization, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series).
- Decision making and Problem Solving.
- General Mental ability.

SECTION – C : ARITHMETICAL AND NUMERICAL ABILITY (50 Questions)

- Basic Numeracy (Number system, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple and Compound interest, Mensuration, Time and work, Time and Distance) (Class X level)
- Data Interpretation (charts, graphs, tables, data sufficiency etc.) (Class X level)

SECTION – D : LANGUAGE COMPREHENSION (50 Questions)

HINDI or ENGLISH

- Comprehension of Language and Writing Ability
- Précis writing, Usage and Vocabulary, Short Essays, Translation
- Interpersonal Skills including communication skills.

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TIER – II EXAM (DESCRIPTIVE TYPE)

PAPER – I **150 MARKS**

General awareness of Development of Economic, Social, Scientific & Cultural Fields, History & Geography of India and World

- Indian culture will cover the salient aspects of Art Forms, literature and Architecture from ancient to modern times.
- Modern Indian history from about the middle of the eighteen century until the present – significant events, personalities, issues.
- The Freedom Struggle – its various stages and important contributions from different parts of the country.
- Post-independence consolidation and reorganization within the country.
- History of the world will include events from 18th century such as industrial revolution, world wars, redrawal of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. – their forms and effect on the society.
- Salient features of Indian Society, Diversity of India.
- Role of women and women's organization, population and associated issues, poverty and development issues, urbanization, their problems and their remedies.
- Effects of globalization on Indian society.
- Social empowerment, communalism, regionalism & secularism.
- Salient features of world's physical geography.
- Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); factors responsible for the location of primary, secondary and tertiary sector industries in various parts of the world (including India).
- Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.

PAPER – II **150 MARKS**

CONSTITUTION OF INDIA, POLITY, GOVERNANCE, SOCIAL JUSTICE

- Indian Constitution – historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressed mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries.
- Parliament and State legislatures – structure, functioning, conduct of business. Power & privileges and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary – Ministries and Departments of the Government; pressure groups and formal/ informal associations and their role in the Polity.
- Salient features of the Representation of People's Act.

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- Appointment to various Constitutional post, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies.
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry – the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/ Services relating to Health, Education, Human Resources.
- Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance – applications, models successes, limitations and potential; citizens charters, transparency & accountability and institutional and other measures.
- Role of Civil services in democracy.
- Role of Indian Council of Agricultural Research in Agricultural Sector, its Importance and various Implications.

PAPER – III **150 MARKS**

1. Essay Writing – I (75 Marks)

2. Essay Writing – II (75 Marks)

Essay: Candidates may be required to write essays on current international/ national events and other multiple topics like social, cultural, economic and political aspects about which a graduate level candidate is expected to be aware. They will be expected to keep close to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. 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. Credit will be given for effective and exact expression.

PAPER – IV **150 MARKS**

ETHICS, INTEGRITY AND APTITUDE

- Ethics and Human Interface: Essence, determinants and consequences of Ethics in-human actions; dimensions of ethics; ethics – in private and public relationships. Human Values – lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.
- Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- Aptitude and foundational values for Civil Service, integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections.
- Emotional intelligence-concepts and their utilities and application in administration and governance.
- Contributions of moral thinkers and philosophers from India and world.
- Public/ Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical

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guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.

- Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethic, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case studies on above issues.

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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 five grades in the Combined Cadre of Administrative Officer under the ICAR:-

1. Administrative Officer – Level-10 (Pre revised PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay)
2. Senior Administrative Officer – Level-11 (Pre revised PB-3 ₹ 15600-39100 + ₹ 6600 (Grade Pay)
3. Deputy Secretary/ Chief Administrative Officer - Level-12 (Pre revised PB-3 ₹ 15600-39100 + ₹ 7600 (Grade Pay)
4. Director/ CAO (Sr. Grade) – Level-13 (Pre revised PB-4 ₹ 37400-67000 + ₹ 8700 (Grade Pay)
5. Jt. Secretary/ Jt. Director (Admn.)/ Sr. Registrar - Level-14 (Pre revised PB-4 ₹ 37400-67000 + ₹ 10000 (Grade Pay)

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

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

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

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ANNEXURE – IV

RULES FOR FINANCE & ACCOUNTS OFFICER

The rules for the Combined Competitive Examination to be held by the Agricultural Scientists Recruitment Board (ASRB) for the purpose of filling up the post of Finance & Accounts Officers in the Level-10 of 7th CPC Pay Matrix (pre revised pay scale of PB-3 ₹ 15600-39100+5400-GP) falling under Direct Recruitment quota in the Indian Council of Agricultural Research (ICAR) at its Hqrs. and Research Institutes are published for general information.

2. The number of vacancies to be filled on the basis of the final result of the examination will be specified in the Notice issued by the ASRB. Reservations will be made for candidates belonging to Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBCs)/ Persons with Benchmark Disability (PwBD)/ Economically Weaker Section (EWS) quota in respect of the vacancies, as may be fixed by ICAR in accordance with the Government of India instructions on the subject.

NOTE : I : Candidates who claim to belong to one of Scheduled Castes or Scheduled Tribes must submit the requisite certificate (as per Appendix–V) issued from the Competent Authority. Otherwise their claim for SC/ST Category will NOT be considered.

NOTE : II : Candidates who claim to be considered against vacancies reserved for OBCs must submit requisite certificate (as per Appendix-VI) issued from the Competent Authority as mentioned therein. Otherwise, their claim for OBCs status will NOT be considered.

NOTE : III : Candidates under 'Persons with Benchmark Disability' (PwBD) category are required to produce certificates in the prescribed form (as per Appendix-VII) issued by the Competent Medical Authorities for the purpose of employment. Otherwise, their claim for the category will NOT be considered.

NOTE : IV : Candidates under 'Economically Weaker Section' (EWS) category are required to produce 'Income and Asset Certificate' (as per Appendix-VIII) issued by the Competent Authorities for the purpose of employment. Otherwise, their claim for the category will NOT be considered.

3. The examination will be conducted by ASRB as per the scheme prescribed in Appendix-III.

The dates on which and the places at which the examination will be held shall be decided by the ASRB.

4. A candidate must be either:-

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject 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

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of Tanzania, Zambia, Malawi, Zaire and Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (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. Age limits for this examination will be as under:

(a) A candidate must have attained the age of 21 years and must have not attained the age of 30 years as on the 23.08.2021 i.e., he/ she must have been born not later than 23.08.2000 and not earlier 24.08.1991. But the maximum age limit for Council's regular employees holding the post in administrative (ministerial) category will be relaxable upto 45 years.

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 candidates belonging to 'Person with Benchmark Disability' category, 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 'Person with Benchmark Disability' category will be eligible for grant of cumulative age relaxation under both of their respective 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 AS PRESCRIBED CAN IN NO CASE BE RELAXED. THE CANDIDATES CAN CLAIM THE RELAXATION IN AGE LIMITS ONLY ON PRODUCTION OF THEIR RESPECTIVE VALID CATEGORY CERTIFICATES.

6. **Educational and Other Qualifications for the Post of Finance & Accounts Officer**

Candidate must be a Graduate of a recognized University securing not less than 55% mark in the final degree examination or equivalent and must 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.

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

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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 candidate will be admitted to the examination centre unless he/ she holds a certificate of admission from the ASRB.

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

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

a) obtaining support for the candidature by any means, or

b) impersonating, or

c) procuring impersonation by any person, or

d) submitting fabricated document or documents which have been tampered with, or

e) making statements which are incorrect or false, or suppressing material information, or

f) resorting to any other irregular or improper means in connection with his candidature for the examination, or

g) using unfair means during the examination, or

h) writing irrelevant matter, including obscene language or pornographic matter, in the script(s), or

i) misbehaving in any other manner in the examination hall, or

j) harassing or doing bodily harm to the staff employed by the ASRB for the conduct of examination, or

k) attempting to commit or, as the case may be, abetting the ASRB of all or any other acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-

I. to be disqualified by the ASRB from the examination for which he is a candidate; or

II. 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

III. if he/she is already in service under ICAR, to disciplinary action under the appropriate rules.

12. <u>Resolution of Tie Cases</u>:

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(a) The candidate senior in age will be ranked higher.

(b) In case where the ages mentioned in (a) are same, the merit list would be prepared in alphabetical order of name of the candidates.

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13. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by the ASRB at their discretion shall be called for an interview for a personality test which shall inter-alia also comprise of a test on 'Working knowledge of computers'.

Provided that candidates belonging to the Scheduled Caste or the Scheduled Tribe may be called for a personality test by the 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.

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Provided that such candidates belonging to the Scheduled Castes or the Scheduled Tribes may be appointed to the post 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, 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 candidate 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 OBCs to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

'Persons with Benchmark Disability' category 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 'Persons with Benchmark Disability' category candidates to the extent of vacancies reserved for them subject to the fulfillment of the basic minimum standards prescribed by the ASRB.

The candidates belonging to the Economically Weaker Section (EWS) category 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 EWS category candidates to the extent of vacancies reserved for them subject to the fulfillment of the criteria fixed by the Central Government and in possession of such eligibility certification and fulfillment of the basic minimum standards prescribed by the ASRB.

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17. 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 doing so, exempt any person from the operation of this rule.

18. A candidate must be in good mental and bodily health and free from any other physical defect 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.

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

20. Conditions of service of the Combined Cadre of Finance & Accounts Officers under the ICAR are briefly stated in Appendix-IV.

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APPENDIX-III

SCHEME OF EXAMINATION FOR THE POST OF FINANCE & ACCOUNTS OFFICER

Tier-I Exam

Objective multiple choice paper of 200 questions of one mark each of three Hours duration containing the following Section:

Section - A	General Knowledge	50 Questions
Section - B	General Intelligence & Reasoning Ability	50 Questions
Section - C	Arithmetical & Numerical Ability	50 Questions
Section - D	Language Comprehension (Hindi or English)	50 Questions

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Paper-II	Constitution of India, Polity, Governance, Social Justice	150 Marks
Paper-III	Essay Writing	100 Marks
Paper-IV	Commerce & Business Economics	200 Marks
	Total of Written	**600 Marks**

Candidates from Tier-II Exam will be qualified for Tier-III viz. Structured Interview in the ratio of 5 candidates for each vacancy (category-wise)

Tier-III (Interview)

Structured Interview : 100 Marks

Final merit will be prepared based on the aggregate of marks (700 Marks) i.e. marks scored by the candidates in Tier-II Exam (out of maximum 600 Marks) as well as Structured Interview (out of maximum 100 Marks)

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STRUCTURED INTERVIEW / PERSONALITY TEST

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

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

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DETAILS OF SYLLABUS FOR THE EXAMINATION FOR FINANCE & ACCOUNTS OFFICER

TIER-I (OBJECTIVE TYPE)

SECTION - A : GENERAL KNOWLEDGE (50 Questions)

- Current events of national and international importance.
- History of India and Indian national movement, World History
- Indian and World Geography – Physical, Social and economic.
- Indian Polity and Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.
- Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.
- Agricultural and Geo-Cultural Development Issues, Human Rights, Social Conflicts, Disabilities etc.
- General Awareness specific to Structure & Functioning of ICAR.
- General Science and scientific research.

SECTION – B : GENERAL INTELLIGENCE AND REASONING ABILITY (50 Questions)

- Logical Reasoning and analytical Ability – Verbal and Non-Verbal (Analogies, Similarities, Differences, space visualization, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series).
- Decision making and Problem Solving.
- General Mental ability.

SECTION – C : ARITHMETICAL AND NUMERICAL ABILITY (50 Questions)

- Basic Numeracy (Number system, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple and Compound interest, Mensuration, Time and work, Time and Distance) (Class X level)
- Data Interpretation (charts, graphs, tables, data sufficiency etc.) (Class X level)

SECTION – D : LANGUAGE COMPREHENSION (50 Questions)

HINDI or ENGLISH

- Comprehension of Language and Writing Ability
- Précis writing, Usage and Vocabulary, Short Essays, Translation
- Interpersonal Skills including communication skills.

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TIER – II EXAM (DESCRIPTIVE TYPE)

PAPER – I **150 MARKS**

General awareness of Development of Economic, Social, Scientific & Cultural Fields, History & Geography of India and World

- Indian culture will cover the salient aspects of Art Forms, literature and Architecture from ancient to modern times.
- Modern Indian history from about the middle of the eighteen century until the present – significant events, personalities, issues.
- The Freedom Struggle – its various stages and important contributions from different parts of the country.
- Post-independence consolidation and reorganization within the country.
- History of the world will include events from 18th century such as industrial revolution, world wars, redrawal of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. – their forms and effect on the society.
- Salient features of Indian Society, Diversity of India.
- Role of women and women's organization, population and associated issues, poverty and development issues, urbanization, their problems and their remedies.
- Effects of globalization on Indian society.
- Social empowerment, communalism, regionalism & secularism.
- Salient features of world's physical geography.
- Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); factors responsible for the location of primary, secondary and tertiary sector industries in various parts of the world (including India).
- Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.

PAPER – II **150 MARKS**

CONSTITUTION OF INDIA, POLITY, GOVERNANCE, SOCIAL JUSTICE

- Indian Constitution – historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressed mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries.
- Parliament and State legislatures – structure, functioning, conduct of business. Power & privileges and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary – Ministries and Departments of the Government; pressure groups and formal/ informal associations and their role in the Polity.
- Salient features of the Representation of People's Act.
- Appointment to various Constitutional post, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies.

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- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry – the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/ Services relating to Health, Education, Human Resources.
- Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance – applications, models successes, limitations and potential; citizens charters, transparency & accountability and institutional and other measures.
- Role of Civil services in democracy.
- Role of Indian Council of Agricultural Research in Agricultural Sector, its Importance and various Implications.

PAPER – III **100 MARKS**

Essay Writing (100 Marks)

Essay: Candidates may be required to write essays on current international/ national events and other multiple topics like social, cultural, economic and political aspects about which a graduate level candidate is expected to be aware. They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. 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. Credit will be given for effective and exact expression.

PAPER – IV **200 MARKS**

COMMERCE & BUSINESS ECONOMICS

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.

Financing/ Accounting:

Accounting as a financial information system; Impact of behavioural sciences. Accounting Standards e.g., Accounting for Depreciation, Inventories, Research and Development Costs, Long-term Construction Contracts, Revenue Recognition, Fixed Assets, Contingencies, Foreign Exchange Transactions, Investments and Government Grants, Cash Flow Statement, Earnings per Share. Accounting for Share Capital Transactions including Bonus Shares, Right Shares. Employees Stock Option and Buy-Back of Securities. Preparation and Presentation of Company Final Accounts. Amalgamations, Absorption and Reconstruction of Companies.

Cost Accounting:

Nature and functions of cost accounting. Installation of Cost Accounting System. Cost Concepts related to Income Measurement, Profit Planning, Cost Control and Decision Making. Methods of Costing: Job Costing, Process Costing, Activity Based Costing. Volume-cost-Profit Relationship as a tool of Profit Planning. Incremental Analysis/ Differential Costing as a Tool of Pricing Decisions, Product Decisions, Make or Buy Decisions, Shut-Down Decisions etc. Techniques of Cost Control and Cost Reduction: Building as a Tool of Planning and Control. Standard Costing and Variance Analysis. Responsibility Accounting and Divisional Performance Measurement.

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Taxation:
Income Tax: Definitions. Basis of charge; Incomes which do not form part of total income. Simple problems of Competition of Income (of individuals only) under various heads, i.e., Salaries, Income from House Property, Profits and Gains from Business or Profession, Capital Gains, Income from other sources, Income of other Persons included in Assessee's Total income. Set-off and Carry forward of Loss. Deductions from Gross Total Income. Salient Features/ Provisions related to VAT and Services Tax.

Auditing:
Company Audit: Audit related to Divisible Profits, Dividends, Special investigations, Tax audit. Audit of Banking, Insurance, Non-Profit Organization and Charitable Societies/ Trusts/ Organizations.

Foundation of Indian Business:
Spectrum of Business Activities, Manufacturing and service sectors. India's experience of liberalization and globalization, Technological innovations and skill development. 'Make in India' Movement. Social Multinational Corporations and Indian transnational companies. Social responsibility and ethics. Emerging opportunities in business; Franchising, Outsourcing, and E-commerce.

Business Enterprises
Sole Proprietorship, One Person Company, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative Society; Limited Liability Partnership. Choice of Form of Organisation. Entrepreneurial Process-Idea generation, Feasibility study. Basic considerations in setting up a Business Enterprise.

The process of Management
Planning; Decision-Making; Strategy Formulation. Organizing: Basic Considerations; Departmentation-Functional, Project, Matrix and Network; Delegation and Decentralisation of Authority; Dynamics of group behaviour. Leadership: Concept and Styles; Trait and Situational Theory of Leadership. Motivation: Concept and Importance; Maslow Need Hierarchy Theory; Herzberg Two Factors Theory, McGregor and Ouchi theory. Control: Concept and Process. Communication: Process and Barriers. Transactional Analysis (TA), Johari Window. Change Management: Resistance to change and strategies to manage change, conflict levels, causes and resolution. Functional and Dysfunctional aspects of conflict. Emerging issues in management.

Financial Markets and Institutions:
Indian Financial System: An Overview
Money Markets: Participants, Structure and Instruments. Commercial Banks. Reforms in Banking Sector. Monetary and Credit Policy of RBI. RBI as a Regulator.
Capital Market: Primary and Secondary Market. Financial Market Instruments and Innovative Debt Instruments; SEBI as a Regulator.
Financial Services: Mutual Funds, Venture Capital, Credit rating Agencies, Insurance and IRDA.

Any other topics related to this subject.

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APPENDIX – IV

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

There are at present the following five grades in the Combined Cadre of Finance & Accounts Officer under the ICAR:-

1. Finance & Accounts Officer – Level-10 (Pre revised PB-3 ₹ 15600-39100 + ₹ 5400 (Grade Pay).
2. Senior Finance & Accounts Officer – Level-11 (Pre revised PB-3 ₹ 15600-39100 + ₹ 6600 (Grade Pay).
3. Deputy Director (Finance)/ Chief Finance & Accounts Officer - Level-12 (Pre revised PB-3 ₹ 15600-39100 + ₹ 7600 (Grade Pay).
4. Director (Finance)/ Comptroller - Level-13 (Pre revised PB-4 ₹ 37,400-67,000 + ₹ 8700 (Grade Pay).
5. Joint Secretary (Finance)/ Sr. Comptroller - Level-14 (Pre revised PB-4 ₹ 37,400-67,000 + ₹ 10000 (Grade Pay).

The Deputy Director (Finance) / Chief Finance & Accounts Officer having five years of service is eligible for consideration for appointment to the post of Director (Finance) / Comptroller in Level-13 (Pre revised PB-4 ₹ 37,400-67,000 + ₹ 8700 (Grade Pay). Senior Finance & Accounts Officers with five years of service are eligible for consideration for appointment to the post of Deputy Director (Finance)/ Chief Finance & Accounts Officer. Finance & Accounts Officer with 5 years service are eligible for consideration for appointment to the post of Senior Finance & Accounts Officer.

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

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

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APPENDIX - V

FORM OF CERTIFICATE TO BE RPODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO THE POSTS UNDER THE GOVERNMENT OF INDIA

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 Area (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ 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 Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@ The Constitution (Pondicherry) Scheduled Castes Order, 1964
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes 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 (SC) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act, 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/ union Territory Administration to another.

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 belongs to the caste/ tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* in the State/ Union Territory* of _____ issued by the _____ dated _____

%3. Shri/Shrimati*/Kumari*_____ and/*or his/her* family ordinarily resides in village/town*_____ of _____ District/Division* of the State/ Union Territory* of _____

Signature_____
****Designation**_____
(With Seal of Office)
State/ Union Territory

Place_____
Date_____

* Please delete the words which are not applicable.
@ Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

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

** List of authorities empowered to issue Scheduled Caste/ Scheduled Tribe Certificate:

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/^ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
^ (not below of the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

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APPENDIX - VI

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.

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APPENDIX - VII

Form-V

Certificate of Disability
(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
[See rule 18(1)]

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

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

Certificate No. ……. Date: ……..……..

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

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) He/ She has _____%(in figure)_____ percent (in words) permanent Locomotor Disability/ dwarfism/ blindness in relation to his/her_____(part of body) as per guidelines (_____ number and date of issue of the guidelines to be specified).

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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.

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Form-VI

Disability Certificate
(In case of multiple disabilities)
[See rule 18(1)]

(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 (_____ number and date of issue of the 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.	Muscular Dystrophy			
3.	Leprosy cured			

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S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures:- _____percent
In words:-_____ percent

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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
£ 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-VII

Disability Certificate
(In cases other than those mentioned in Forms V and VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
[See rule 18(1)]

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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		

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S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
7.	Deaf	£		
8.	Hard of hearing	£		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental-illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(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) _____ _____ _____

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@ - 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 Chief Medical Officer/ 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 by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

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APPENDIX - VIII

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below ₹ 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size attested photograph of the applicant

*__Note 1:__ Income covered all sources i.e. salary, agriculture, business, profession, etc.

**__Note 2:__ The term '__Family__" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of l8 years

***__Note 3:__ The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.