



# ICAR-DIRECTORATE OF SEED RESEARCH

(Indian Council of Agricultural Research)

Village & Post : Kushmaur, Mau 275 103 (UP), INDIA

Phone : 0547-2530386, Fax : 0547-2530325, E-mail: [admin.dsr@gmail.com](mailto:admin.dsr@gmail.com)



## ADVERTISEMENT NO. 02/2015

Applications are invited for filling up the following posts under Direct Recruitment Quota at ICAR-Directorate of Seed Research, Mau under the administrative control of Indian Council of Agricultural Research (ICAR) :

| S.No.                       | Name of the Post/Grade/Cate-gory                    | Pay Band/Pay Scale and Grade Pay            | No. of vacancy & Reservation position | Age Limit (as on 01.01.2016 ) | Qualifications  |
|-----------------------------|---|---|---------------------------------------|-------------------------------|---|
| 1                           | 2   | 3   | 4                                     | 5                             | 6   |
| <b>Technical Posts</b>      |   |   |                                       |                               |   |
| 1.                          | <b>Technician T-1/Cat.I (Laboratory Technician)</b> | PB-I/Rs.5200-20200/- + Grade Pay Rs. 2000/- | 02 (Two) (Unreserved)                 | 18-30 years                   | Matriculation pass or equivalent from a recognized board.   |
| <b>Administrative Posts</b> |   |   |                                       |                               |   |
| 2.                          | <b>Stenographer Grade-III</b>                       | PB-I/Rs.5200-20200/- + Grade Pay Rs. 2400/- | 01 (One) (Unreserved)                 | 18-27 years                   | <b>Essential :</b><br>12 <sup>th</sup> Class pass or equivalent from a recognized Board or University<br><b>Professional Efficiency :</b><br>The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The Candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to make the test in Hindi will be required to transcribe the matter in 65 minutes on computer. |

**NOTE :** The candidates must read the instructions of the advertisement clearly before filling the application form. The details of the advertisement and application format for filling up application is available in our Directorate's website [www.seedres.in](http://www.seedres.in)

Closing date for receipt of applications will be 30 days from the date of publication of Advt. (in Employment News) (to be calculated from the first day of the week). For applicants of the Andaman and Nicobar Islands, Lakshdweep, Minicoy and Amindeivi Islands, States/Union Territories in the North-Eastern Region, Ladakh Division of J&K State, Sikkim, Pangi sub-division of Chamba, Lahul and Spiti Districts of Himachal Pradesh, last date will be 45 days from the date of publication of Advt.) (to be calculated from the first day of the week).

1. These posts are Non-Government but pensionable under New Pension Scheme introduced by Govt. of India w.e.f. 01.01.2004 and service conditions are mutatis mutandis as applicable to Indian Council of Agricultural Research employees and as amended from time to time.

2. All posts are temporary but likely to continue and transferable to anywhere in India.

3. Maximum age limit for the post of T-1 (Cat.I) is 18-30 years and for the post of Stenographer Grade-III is 18-27 years. Upper age limit relaxation upto 05 years for SC/ST candidate, 03 years for OBC candidate and 10 years for Physically Handicapped candidates is admissible as per rules. No age limit for ICAR Employee.

4. Crucial age limit for determining the age limit of candidates for each post will be as on **01.01.2016**.
5. Persons already in employment should route their applications through proper channel only. In case a candidate anticipates delay in forwarding of his/her application through proper channel, he/she must send an advance copy of the application along with fee which must reach this office on or before the closing date.
6. The prescribed qualification is minimum required for the post and enhanced qualification does not entitle candidates to be called for written test. Where the number of applications received in response to advertisement is large and it will not be convenient OR possible for the institute to call for test to all candidates, The Project Director, ICAR-DSR, Mau reserves the right to fix the criteria for calling the candidates for the written test/Interview on the basis of qualification.
7. The selected candidates for Technician (T-1) will have to undergo one year on-the-job training which will be provided by the Institute. After successful completion of the one year training, a certificate to this effect will be provided by the Director, ICAR-DSR and regular appointment will be done. The paper of Technician (T-1) will consist of 100 Objective Type/Multiple Choice question (bi-lingual) as per the standard of the post. Candidates will have the option to answer all the question papers in English or Hindi. There will be no interview for the post(s) of Technician/ T-1, which is mentioned at Sr. No. 1. The Question paper will consists multiple choice Questions as per the following scheme:-

| Paper/Sections                   | Subject           | Maximum Marks/Questions | Total Duration/Timing for candidates |
|----------------------------------|-------------------|-------------------------|--------------------------------------|
| I                                | General Knowledge | 25                      | 1½ Hours                             |
| II                               | Mathematics       | 25                      |                                      |
| III                              | Science           | 25                      |                                      |
| IV                               | Social Science    | 25                      |                                      |
| Total (1 mark for each question) |                   | 100                     |                                      |

The paper of Stenographer Grade-III will consist of 200 Objective Type/Multiple Choice question (bi-lingual) as per the standard of the post. Candidates will have the option to answer all the question papers in English or Hindi except the paper of English Language and Comprehension. The syllabus of written test is as per Appendix-1.

8. Applications should be submitted in the prescribed Performa strictly typed/hand written. Complete present and permanent address with Pin Code Number should be mentioned clearly in the application performa. Application found with incomplete address/wrong address will be rejected. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfil all the criteria/ essential qualifications/age etc. prescribed for the post(s). **SELF ATTESTED COPIES OF THE RELEVANT DOCUMENTS ARE TO BE ATTACHED WITH THE APPLICATION** such as Educational qualification/Age certificate/Caste certificate etc. If any information furnished by the candidates is found false at any stage, his/her candidature for appointment will be stand cancelled.
9. Application form must accompany with a Bank Draft (**NON-REFUNDABLE**) of Rs. 750/- (SC/ST/Women and Physically Handicapped candidates are exempted) drawn in favour of **Project Director, ICAR-DSR, Mau payable at Mau. No other means of payment i.e. IPO/money orders**

**will be accepted. The date of bank draft should not be prior to the date of issue of the advertisement in the Employment News and the same should be valid for a period of three months.** Candidate must write his/her name on the back side of the Bank Draft. The application form or any other information can be accorded on ICAR-DSR website [www.seedres.in](http://www.seedres.in).

10. No TA will be paid for appearing in the written test examination.

11. Separate application should be submitted for each post. Name of the post for which applied must be clearly indicated with category on the envelope alongwith sender's name and address. Applications should be addressed to the **Administrative Officer, ICAR-Directorate of Seed Research, Village Kushmaur, Post-Kushmaur, District-Mau (U.P.)-275103.**

12. **Closing date for receipt of application will be 30 days from the date of publication of Advt. in Employment News.** (For applicant posted in the Andaman & Nicobar Islands, Lakshadweep, Minicoy and Amindeivi Islands, States/Union Territories in the North-eastern region, Ladakh Division of J&K state and Sikkim, Pangi sub-division of Chamba, Lahul and Spiti Districts of Himachal Pradesh, Last date will be 45 days from the date of publication of Advt.)

13. Institute will not be responsible for any postal delay. **Application received after expiry of the last date will not be considered and entertained at all. Applicants are advised to send their application only through speed post. Applications received through any other medium (courier/mail/fax/By hand) will not be accepted.**

14. Please ensure your eligibility for the post before submission of application. In case of any candidate found ineligible on any ground at any stage of the recruitment, his candidature will be cancelled immediately and no correspondence will be entertained in this regard.

15. The recruitment process will be the subject to the jurisdiction of Allahabad High Court, Allahabad.

16. The Project Director, ICAR-DSR, Mau reserves the right to cancel the recruitment of any post without assigning any reason thereof.

17. The candidates, who will be found eligible after screening of their application, will be called for written exam. The candidate, who will qualify the written exam, will be called for skill Test (for the post of Stenographer Gr –III only) as per numbers decided by competent authority.

18. The relevancy of subject/degree/diploma against the advertisement post applied for by the candidate will be decided by the Project Director, ICAR-DSR, Mau and its decision will be final in this regard.

19. In the case of any discrepancy/difference in the Hindi and English version of the advertisement, the English version will be treated as final.

20. The envelope containing application must be compulsorily super scribed as “Application for the post of \_\_\_\_\_”. The applicants who are applying for both posts i.e. Technician and Stenographer Grade-III should apply separately for both posts and separate demand drafts of the requisite amount i.e. Rs. 750/- should be enclosed.

21. Influencing/Canvassing in any form will be treated as disqualification.

**Sd/-  
Administrative Officer**

## SCHEME OF EXAMINATION FOR STENOGRAPHER GRADE- III

PART-I

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

**(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS**

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

| Part | Subject  | Maximum<br>Maximum<br>Marks | Timing for General<br>candidates | Timing for Visually<br>Handicapped<br>candidates |
|------|--|-----------------------------|----------------------------------|--|
| I    | General Intelligence<br>(50 questions)                   | 50                          | 2 Hours                          | 2 Hours 20 mins                                  |
| II   | General Awareness<br>(50 questions)                      | 50                          |                                  |  |
| III  | English Language and<br>Comprehension (100<br>questions) | 100                         |                                  |  |

**NOTE-I:** The paper will consist of Objective Type-Multiple Choice questions only. The questions except in Part III will be set both in English & Hindi.

**NOTE-II:** There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

**General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**NOTE:** For VH candidates of 40% and above visual disability and opting for SCRIBE

English Language : In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

(B) Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the ICAR / Institutes will only be called for the Skill Test. However, depending on the number of candidates, the ICAR / Institutes may decide to call all the candidates for the skill test. It may also prescribe qualifying marks in each part of the Written Examination. The Skill Test will be of qualifying nature.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m.. The matter will have to be transcribed on computer only. The transcription time is as follows:

|                            |                      |
|----------------------------|----------------------|
| For Stenographer Grade-III | 50 minutes (English) |
|                            | 65 minutes (Hindi)   |

NOTE:

1. If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place in the Application Form, the ICAR / Institutes will consider ENGLISH as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
2. There is no exemption from skill test for any category of candidates
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
4. VH candidates will be required

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**APPLICATION FORM**  
(To be sent neatly typed OR handwritten)  
**Advertisement No. 02/2015**

Recent passport  
size photograph  
of the candidate  
attested by  
himself

1. a) Sr. No. of the post .....
- b) Name of the post for which applied .....
- c) Name in full (in CAPITAL letters) .....
2. Father's/Husband's Name .....
3. a) Date of Birth .....
- b) Age as on 01.01.2016 .....Years.....Months.....Days
4. Nationality : .....
5. Sex (Male/Female) ..... Marital Status .....
6. Present Address: .....
- .....Pin Code.....
7. Permanent Address : .....
- .....Pin Code.....
8. a) Whether belong to SC/ST/OBC ? .....
- b) If, yes, state name of the caste .....
- c) Whether Physically Handicapped? .....
9. a) Name of the Employment Exchange, if registered .....
- b) Regn. No. with date of registration.....
10. a) Educational/Technical Qualification :

| S.No. | Name of the Examination | University/Board | Year of passing | Grade/Division & % of marks in aggregate | Subjects taken |
|-------|-------------------------|------------------|-----------------|--|----------------|
|       |                         |                  |                 |  |                |

11. Experience Particulars of all previous and present employment if any,

| Name of the Employer<br>(indicate<br>Pvt./Autonomous/Govt.) | Designation | Pay Scale/salary | Period<br>From To | Duties<br>performed |
|---|-------------|------------------|-------------------|---------------------|
|   |             |                  |                   |                     |

12. Detail of the Bank Draft: (write name and address on the back side of the draft)

| Amount of the Bank Draft<br>(Rs. 750/-) | Bank Draft Number and date<br>of issue | Name of the issuing bank and<br>branch address |
|---|--|--|
|   |  |  |

13. a) Indicate Medium of written Test (English/Hindi).....

b) Indicate medium of Typing Test (English/Hindi) (for the post of stenographer Grade-III...  
.....

c) Indicate medium of Stenography Test (English/Hindi) (post of stenographer Grade-III only)  
.....

14.

### DECLARATION

a) I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection, my candidature will be cancelled/any other action as deemed fit may be taken by the Project Director, ICAR-DSR, Mau against me.

b) I, Sh./Smt./Km .....solemnly declare that none of my near or distant relative is serving in ICAR, if any, the details are as under:

| S.No. | Name of the relative | Relation | Designation | Place of posting |
|-------|----------------------|----------|-------------|------------------|
|       |                      |          |             |                  |

Date:

Place:

(Signature of the applicant)

Name: