

Circular

It is proposed to fill-up one post of Assistant Administrative Officer [Group B] in Level-7 (Rs.44,900-1,42,400) of Pay Matrix (pre-revised PB2 Rs.9300-34800 + Grade Pay Rs.4,600) through Limited Departmental Competitive Examination confined to Assistants / Personal Assistants having three years regular service in Level-6 (Rs.35,400-1,12,400) of Pay Matrix (pre-revised PB2 Rs.9,300-34,800 + Grade Pay Rs.4,200) as on 01.01.2017. The post is Unreserved.

2. The exam shall be conducted according to the following plan:-

Part I	Written examination carrying a maximum of 500 marks in the subjects as shown in para 3 below
Part II	Evaluation of record of services of such of the candidates as may be decided by Director, CRIDA at his discretion carrying a maximum of 150 marks

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

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

4. Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration. The paper on General Studies will consist of objective type questions only.

5. Syllabus for the examination is given in the Schedule enclosed.

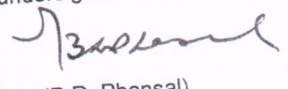
6. Candidates are allowed the option to answer papers (2), (3) and (5) either in English or Hindi (Devanagri). Papers (1) and (4) must be answered in English. Question papers will be set both in English and Hindi. The option will be the same for all the three papers mentioned above and not for different papers or different questions in the same paper. Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devanagri) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers in English. The option once exercise shall be treated as final and no request for alteration shall be entertained. Candidates exercising the option to answer the paper in Hindi (Devanagri) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version.

7. Candidates must write the papers in their own hand. Under no circumstances they will be allowed the help of a scribe to write the answers for them. If candidate's handwriting is not legible, a deduction will be made on this account from the total marks otherwise accruing to him.

8. Director, CRIDA has the discretion to fix qualifying marks in an or all the subjects of the examination.

9. Marks will not be allotted for mere superficial knowledge. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.

10. Interested persons who are eligible to appear in the aforesaid examination may send their applications in the prescribed application form (proforma enclosed) through proper channel so as to reach the undersigned latest by **10.04.2017**. Applications received after the due date are liable to be rejected.

  
(B.D. Phansal)  
Chief Administrative Officer

23/03/17

- Encls:  
1. Schedule containing syllabus of examination.  
2. Proforma of application

Distribution

1. Project Coordinators, AICRPDA/AICRPAM; Head of Divisions/Sections – DCS/DRM/TOT/SDA/KVK
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