

Schedule Syllabus of the Examination

Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued upto the date of notification of this examination.

1. Noting, Drafting and Precis writing

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or précis.

2. Office Procedure and Practice

This is intended to be an intensive and detailed test in methods and procedure of work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally. Some guidance on the subject can be obtained from:-

- (i) Manual of Office Procedure current at the time of Notification.
- (ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- (iii) Manual of Administrative Instructions compiled by Shri P.V. Hariharasankaran.

3. General knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament.

Note: Knowledge of the following will be expected:

- (i) The main principles of the Constitution of India.
- (ii) Rules of procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
- (iii) The organization of the machinery of Government of India- designation and allocation of subjects between Ministeries and Departments and attached and Subordinate offices and their relation inter-se.

4. General Financial and Service Rules

The following books are recommended:-

- (i) Fundamental and Supplementary Rules.
 - (ii) The Central Civil Services pension Rules, 1972.
 - (iii) The Central Civil Services (Conduct) Rules, 1964.
 - (iv) The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
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- (v) Compilation of the General Financial Rules.
 - (vi) Delegation of Powers in I.C.A.R.
 - (vii) Rules and Bye-laws of the I.C.A.R.
 - (viii) A.R.S. Booklet Brought out by I.C.A.R.
 - (ix) Handbook of Technical Services brought out by Indian Council of Agricultural Research.
 - (x) CCS(Leave) Rules, 1972.

5. General Studies

The paper will cover subjects of interest and importance at the present day. Questions will be set to test knowledge of broad and salient feature of the Five Year Plans and Community Development Schemes, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidates' answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report etc.
