



**ICAR-CENTRAL PLANTATION CROPS  
RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)  
**KASARAGOD - 671 124, KERALA, INDIA**



**ICAR-CPCRI ADVT. No. 03/2015-16**

[No. F. 4(21)/2014-Estt.]

Director, ICAR-CPCRI, Kasaragod invites applications from eligible candidates for filling up the following vacancies:

01	Name of the Post & scale of pay	<b>Lower Division Clerk</b> PB-1 ₹5200 - 20200 + GP ₹1900/-
	No. of vacancies & Reservation status	<b>02</b> (Reserved for SC-1 & OBC-1)
	Place of posting	One post each at Regional Station, Kayamkulam, Alappuzha District, Kerala & Regional Station, Vittal, DK District, Karnataka. However, the selected candidate will be liable to serve in any Institute of ICAR located anywhere in India.
	Essential Qualification	<u>Essential:</u> (i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)
	Age limit	18-27 years as on the closing date of applications. (Relaxation in upper age limit is admissible as per Govt. of India rules)
	Closing date of applications:	within 30 days from the date of publication of this advertisement in Employment News/News Paper. (For applications posted from the Andaman & Nicobar Islands, UT of Lakshadweep, Union Territories in the North Eastern Region, Ladakh Division of J&K State, Sikkim, Pangi, Sub-division of Chamba, Lahul & Spiti Districts of Himachal Pradesh, the last date for receipt of application will be 45 days from the date of publication of this advertisement).

The advertisement alongwith **application format, general instructions and Scheme of Examination etc.**, are available in the ICAR-CPCRI web site @ [www.cpcri.gov.in](http://www.cpcri.gov.in). Interested candidates who fulfill the above eligibility criteria may visit CPCRI website @ [www.cpcri.gov.in](http://www.cpcri.gov.in). and download the application form and other details.

Candidates those who had applied/attended the written examination for the post of LDC-(reserved for OBC-1) in response to this Institute earlier **Advt.No.02/13-14 [No.F.4(21)/05-Estt.Vol.XXVII; *Employment News-46/49/2014., dated 15th February, 2014*** and for the post of LDC(reserved for SC-1) - **Advt. No.01/15-16 [No.F.4(21)/2014-Estt.I; *Employment News-13/43/2015., dated 27th June, 2015*** shall submit their application afresh. However, they will be exempted from payment of application fee.

**CHIEF ADMINISTRATIVE OFFICER**

## **General Instructions for candidates & Application format:**

1. Crucial date for determining the age limit shall be the closing date for receipt of applications.
2. Age relaxation shall be allowed to SC/ST/OBC/Physically handicapped candidates to the extent permissible under the Govt. of India rules. Relaxation in upper age limit shall be subject to submission of requisite SC/ST/OBC(non-creamy layer) certificate furnished in the format prescribed by Govt. of India.
3. Only Indian Nationals need apply.
4. Candidates should give a declaration stating whether he/she is related to any employee of CPCRI or any other ICAR Institute and if so, the name of the person(s) and the nature of his/her relationship, is to be described in the application without fail.
5. Application should be submitted strictly in the prescribed format, which can be downloaded from CPCRI, Kasaragod website [www.cpcri.gov.in](http://www.cpcri.gov.in). Recent passport size colour photograph duly attested by a gazetted officer must be affixed at the space provided in the application form.
6. Application form should specify the advertisement No. and name of the post.
7. A candidate must submit along with each completed application a crossed Demand Draft / IPO for ₹300/- (Non refundable) as application fee (drawn in favour of ICAR Unit, CPCRI, Kasaragod). No other means of payment will be accepted. No fee for SC/ST/PH and female candidates. The candidate should on the reverse-side of the crossed DD/IPO indicate his/her name, address, name of the post applied for. The application form not accompanied with the application fee will be rejected and the date of the DD should not be prior to the date of the issue of the Advertisement in the Employment News/News Paper.
8. Applications not in prescribed format, incomplete applications, unsigned applications, application without fee, applications without mentioning name of the post are liable to be rejected.
9. The application completed in all respects along with duly supported attested copies of educational / technical qualification, caste certificates in the appropriate form prescribed by Govt. of India, certificate in proof of age, experience certificates, application fee etc., should reach the Director, ICAR-CPCRI, Post Kudlu, Kasaragod-671124, Kerala State within 30 days from the date of publication of this advertisement in Employment News/News Paper. (For applications posted from the Andaman & Nicobar Islands, UT of Lakshadweep, Union Territories in the North Eastern Region, Ladakh Division of J&K State, Sikkim, Pangi, Sub-division of Chamba, Lahul & Spiti Districts of Himachal Pradesh, the last date for receipt of application will be 45 days from the date of publication of this advertisement in Employment News/News paper). Applications received after the due date for whatsoever the reason including postal delays will not be entertained.
10. Candidates those already employed in Govt. Service(Central/State/Autonomous bodies) should route their application through proper channel. 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 to be received by this Institute on or before the closing date.

11. No Travelling Allowance will be paid to the candidates called for written test. However, unemployed SC candidates called for written test will be paid second class train fare as per Govt. of India rules (on production of proof).
12. The selected candidates will be posted either at Institute's headquarters at Kasaragod or at any Regional Stations / Research Centre under CPCRI. However, they will be liable to serve in any Institute of ICAR located anywhere in India.
13. The appointment under ICAR will be governed by the "New defined Contributory Pension Scheme" introduced by the Govt. of India with effect from 01.01.2004 *mutatis mutandis* and as amended, clarified or modified from time to time. However, mobility of personnel amongst Central/State & Autonomous Bodies while working under pensionable establishments are allowed as per the Govt. of India, Dept of Pension & Pensioners' welfare, New Delhi OM No.28/30/2004-P&PW(B) dated 28<sup>th</sup> October, 2009 and endorsed by the ICAR Lr.No.21-48/2009-CDN dated 12<sup>th</sup> November, 2009.
14. No correspondence will be entertained from the candidates in connection with the process of selection / test/ appointment . Canvassing in any form will be treated as disqualification.
15. The Director, ICAR-CPCRI, Kasaragod reserves the right either to fill up all the posts or any of them and also to cancel/withdraw the recruitment process at any stage without assigning any reasons thereof.

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**(Indian Council of Agricultural Research)**  
**Kasaragod – 671 124, Kerala**

Affix candidate's  
latest passport size  
colour photograph  
duly attested by a  
Gazetted Officer

**Application for the post of .....**  
*(to be filled by the candidate in his/her own handwriting)*

**ICAR-CPCRI ADVT. No. 03/2015-16**

1	Name of the Post				
2	Name of the candidate in full (in BLOCK LETTERS)				
3	Father's/Spouse name				
4	Address for correspondence (in BLOCK LETTERS with PIN CODE)				
5	Permanent address (in BLOCK LETTERS with PIN CODE)				
6	Sex	Male / Female			
7	Date of birth <i>(in Christian Era as recorded in the Certificate furnished in proof age) and age as on closing date of application).</i>				
8	Nationality				
9	Whether belongs to SC/ST/OBC/Ex. Servicemen /PH <i>(Attested copies of such certificate from the Competent Authority should be enclosed)</i>				
10	Educational qualification (in chronological order) <i>(Attested copy of certificates in proof to be enclosed)</i>				
Sl. No.	Examination passed	Board/University	Year of passing	Division & % of marks	Subject studied

11	Details of experience if any: (particulars of all previous and present employment)				
Sl. No.	Name of the employer	Date of joining	Date of leaving	Scale of pay and salary drawn	Nature of duties performed & designation
12	Professional qualification, if any				
13	Name of the Employment Exchange with Registration No. & date and valid upto				
14	Whether any of your close/distant relative is an employee under CPCRI/Any other ICAR Institutes, if so, name the person and describe the nature of relationship with him/her				
15	Details of fee paid: No. and date of the DD/IPO and amount:				
16	Indicate the medium opted by him/her for written examination & typing skill test (Whether English/Hindi)				
17	Telephone / Mobile No.				

**Declaration:**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect/incomplete or ineligibility being detected at any stage before or after selection, my candidature/application is liable to be rejected. I shall be bound by the decision of the Director, ICAR-CPCRI, Kasaragod. I have never been punished or debarred from Govt. (Central/State) Autonomous Organization and ICAR service. I have not been convicted by a Court of Law for any offence.

Place:

Date :

**Signature & Name of applicant**

Certificate in the case of the candidate already employed

**TO BE CERTIFIED BY THE EMPLOYER**

1. Certified that the information furnished above are verified from the service records of the candidate and found correct.
2. Certified that no vigilance or disciplinary case is pending or being contemplated against the applicant.
3. Certified that no minor/major penalty has been imposed on him/her during the last ten years.

Place:

Date:

**Signature with seal of Employer**

**SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS****PART-I**

SCHEME OF EXAMINATION: The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

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

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

Part	Subject	Maximum Marks	Total Duration/ Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 20 mins 10.00 A.M. to 12.20 P.M.
IV	General Awareness (50 questions)	50		

**NOTE-I:** The paper will consist of Objective Type-Multiple Choice questions only. The questions 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, judgment, 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 candidates' abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**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.

**Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries, especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**NOTE:** For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of **Maps/Graphs/Diagrams/Statistical Data** in the General Intelligence & Reasoning/ General Awareness Paper.

**(B) Skill Test for LDCs:** (Skill Test will be taken on Computer)

Typing Test will be of Qualifying in nature.

English Typing @ 35 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word)

(Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form.)

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