

**ICAR-CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE
ELA, OLD GOA**

ICAR-CCARI ADVT. NO. 01/2016

Applications are invited from eligible candidates for filling up the following posts at ICAR-Central Coastal Agricultural Research Institute, Old Goa, under the administrative control of Indian Council of Agricultural Research:-

Sr.No.	Name of the post	Number of post & category	Pay band	Essential Qualification	Desirable qualification	Age
1	Lower Division Clerk	02 posts (reserved for OBC – 01 & Unreserved – 01)	PB-1 Rs..5200- 20200/- + Grade Pay Rs..1900/-	i) 12 th 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)	Working knowledge in Computers	18-27 years (Relaxation in upper age as per rules).

Scheme of Examination:

The examination will consist of a written examination and Typing test as detailed below:-

Paper/Sections	Subject	Maximum Marks	Total Duration/Time for candidates	Total Duration Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50	2 Hours	2 Hours 20 minutes
II	English Language (Basic Knowledge) (50 questions)	50		
III	Numerical Aptitude (Basic Arithmetic skill) (50 questions)	50		
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 and 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.

- Typing test of the Candidates qualifying the written examination will be conducted thereafter in the manner approved by the Governing Body, ICAR.

The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications. i.e. **15-02-2016.**

General Instructions for candidates:-

1. Duly completed application form should be submitted in the proforma appended, accompanied by a latest passport size photograph, attested copies of certificates in proof of age, educational qualification, mark sheets, experience, caste status(in case of SC/ST/OBC certificate issued by the Competent Authority in the prescribed form). OBC certificate issued by the Competent Authority in the prescribed form clearly indicating the Non Creamy layer status.
2. Separate applications in the prescribed proforma for each post should be sent in separate envelopes. Sending more than one application in one envelope will be rejected. Name of the post applied for should invariably be mentioned on the top of the envelope and application should be addressed to the Director, ICAR –Central Coastal Agricultural Research Institute, Ela, Old Goa.
3. The Competent Authority, reserves the right to shortlist the applications for centralized examination, after due screening of applications, on the basis of qualifications, experience etc.
4. The post is Non-Government under the Indian Council of Agricultural Research which will be governed by New Pension Scheme introduced by Govt. of India w.e.f 01-01-2004 mutatis mutandis as amended or modified from time to time.
5. The post is purely temporary but likely to continue.
6. Persons already employed should route their application through proper channel.
7. **The application in the prescribed format completed in all respect along with a demand draft of Rs.300/-, drawn in favour of “ICAR Unit ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa.” should reach the Director, ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa 403 402, on or before 15-02-2016. (for application posted from Andaman and Nicobar Islands, Lakshadweep, Minicoy and Amindmi Islands, States/Union Territories in the North-Eastern Region, Ladakh Division of J&K State , Sikkim, Pangi, Sub Division of Chamba , Lahul and Spiti District of Himachal Pradesh, the last date for receipt of applications will be 25-02-2016). The application fee is non refundable. No fee for PH and female candidates.**
8. No TA/DA will be paid for appearing in the centralized examination.
9. Incomplete/unsigned applications will not be considered.
10. Application received after the due date for any reason including postal delays will not be entertained.
11. No correspondence will be entertained from the candidates for selection/centralized examination /appointment. Canvassing in any form will be treated as disqualification.
12. The examination will be conducted by ICAR-CCARI, Ela, Old Goa in Goa. The date of Examination, Roll No. and Centre of examination will be communicated to the shortlisted candidates.
13. All the candidates in the ICAR service/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 to their Head of Office/Department that they have applied for the centralized examination.

14. The candidates are required to give a declaration stating whether he/she is related to any employee of the ICAR-CCARI, Goa or any Institute of ICAR and if so, the details of relationship should be mentioned in the application.
15. The applicant must ensure that while filling the application form, they should provide their valid and active e-mail Ids as the office may use electronic mode of communication while contacting them at different stage of recruitment process. Applicants are advised to check their emails at regular intervals.
16. The candidate should mention the medium (Hindi/English) of typing test on computer at Serial No.11 in the application form. If the candidate do not indicate the medium of Typing Test, this Institute will consider English as the medium for the test for such candidates and he/she will not be allowed to change the medium at subsequent stage.

Sd/-
ASST. ADMN. OFFICER (ESTT.)

APPLICATION FORM

	affix recent photograph of the candidate
Application for the post of	
1. Name in full (in Block Letters)	
2. Father's/Husband 's name	
3. Nationality	
4. Place & Date of Birth	
5. Age	
6. Sex (Male /Female)	
7. Full Address with pin code	
8. Whether belong to SC/ST/OBC/PHC/Defence Service Personnel/Border Security Forces etc. If yes, state name of caste & enclose attested copy of the caste certificate and other documents duly attested by a Gazetted Officer	
9. Domicile (Name of the State)	
10. Name of Employment Exchange Registration No., if any.	
11. Medium of typing test (English/ Hindi)	
12 Education /Technical Qualification	
13. Experience if any	
14. Any other information the candidate may like to add.	
15. Whether any relative is working in ICAR-CCARI, Goa/ ICAR (if so give his/her name & address)	
16. E-mail address	
Declaration : I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that incase any of the particulars furnished by me are found to be false or incorrect at any stage, my application/candidature is liable to be summarily rejected and my services is liable to be terminated. I also declared that (I) I have never been punished or debarred from Govt. (Central/State), Autonomous Organizations and ICAR service (II) I have not been convicted by a court of law for any offence. In the event of any information being found false or incorrect or ineligibility being detected any time before or after the interview, action may be taken against me, and I shall be bound by the decision of the Employers.	

Place:

Signature of the Candidate.

