

**PROJECT DIRECTORATE ON
ANIMAL DISEASE MONITORING AND SURVEILLANCE (PD_ADMAS)**
(Indian Council of Agricultural Research)
HEBBAL, BANGALORE 560 024

Advt. No.01/2013

Applications are invited for filling up of the post of Stenographer Grade III at **PROJECT DIRECTORATE ON ANIMAL DISEASE MONITORING AND SURVEILLANCE (PD_ADMAS)** Bangalore under the Administrative Control of ICAR, New Delhi. The details of posts, format etc are given below:

Sl. No.	Name of the post	No. of posts & Category	Qualification	Age limit
1.	Stenographer Grade III in the pay band-I `5200-20200 with grade pay of `2400	One post Unreserved	<p>Essential :</p> <p>i) 12th Class pass or its equivalent from a recognized Board or University</p> <p>ii) Knowledge of computer</p> <p>iii) Professional efficiency</p> <p>Skill Test norms: The candidates will be given one dictation test in English or 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 take the test in Hindi will be required to transcribe the matter in 65 minutes on computer.</p>	18-27 years. The upper age is relaxable for SC/ST/OBC/PHCs and other bonafide displaced persons/repatriates of Indian Origin/Defence Services Personnel/Border Security Force personnel etc., as per the existing instructions of the Government of India on the subject. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (Ministerial category).

General instructions for the candidates:

1. The Project Director, PD_ADMAS, Bangalore reserves the right to shortlist the candidates for written examination after due screening of application received.

2. 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 and as amended from time to time.

3. The post is temporary but likely to continue. The selected candidates are liable to serve in any institute of ICAR anywhere in India.

4. Applications should be submitted in the pro-forma appended strictly typewritten accompanied by a latest pass-port size colour photograph.

5. Candidates are advised to send only attested copies of Certificates, mark sheets and certificate of date of birth & other certificates along with their application.

6. Application complete in all respect should reach the PROJECT DIRECTOR, PROJECT DIRECTORATE ON ANIMAL DISEASE MONITORING AND SURVEILLANCE (PD_ADMAS), HEBBAL, BANGALORE-560 024 along with an application fee (non-refundable) of Rs.100/- (Rupees One hundred only) in the shape of crossed DD drawn in favour of "ICAR unit : PDADMAS A/C" payable at SBI, Hebbal (Branch code: 1316) Bangalore. Application without fee will not be considered. **Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation, as per rules.**

7. No TA/DA is admissible for attending test/interview. However, SC/ST candidates will be paid 2nd Class train/ordinary Govt. bus fare by the shortest route, as per rules, on production of proof.

8. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed the Institute at their discretion shall be summoned for Skill Test.

9. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Institute at their discretion and the institute will not enter into correspondence with them regarding result.

10. Application received after due date for whatsoever the reason including postal delays will not be entertained.

11. Person already employed should route their application through proper channel.

12. All 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 examination.

13. Candidates should state in the application form whether he/she is related to any employee of this Institute or the ICAR and if so, the name of the persons & the nature of his/her relationship, without fail.

14. If the candidate does not indicate the medium of Stenography Test at the relevant place in the Application Form, this Institute 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.

15. The last date for receipt of application is 30 days from the date of publication of the advertisement in the Employment News. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep - **37 days**.

16. The envelope containing the application should be super scribed "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III.

17. All candidates in Indian Council of Agricultural Research Service/Govt. Service, whether in a permanent or in a 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, their Head of Office/Department that they have applied for the examination.

18. No candidate will be admitted to the examination unless he/she hold certificate of admission from the Institute.

19. After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by the Institute at their discretion shall be summoned for Skill Test.

20. No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will be treated as disqualification .

21. All the disputes/litigation, if any, will be subject to Bangalore jurisdiction.

22. For details visit our web site: www.pdadmas.ernet.in.

(Sd/-)
PROJECT DIRECTOR

APPLICATION FORM

Affix recent

Advertisement No.: _____

Passport size photo

Application for the post of STENOGRAPHER GRADE-III

1	Name of the candidate (in block letters)		:			
2	Father's/Husband's name		:			
3	Nationality		:			
4	Place & Date of birth		:			
5	Age as on closing date of receipt of application		:	Years..... Months..... Days		
6	Sex (Male/Female)		:			
7	Present Postal address with Pincode		:			
8	Permanent Postal address with Pincode		:			
9	* Name of Employment Exchange		:			
	* Registration No. & Valid upto		:			
10	Whether belong to SC/ST/OBC/PWD/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		:			
11	Domicile (Name of the State)		:			
12	Medium of Stenography test (English/Hindi)		:			
13	Educational/Technical Qualifications		:			
Sl. No.	Name of the examination	University/ Board	Year of Passing	Class/ Division	Subjects	% of marks in aggregate

14. Experience (Particulars of all previous and present employment):

Sl No	Name of the Employer (Indicate Pvt / Autonomous/Govt)	Designation	Pay Scale/Salary	Period From : To	Remarks

15. Whether the applicant is related to any employee of this Institute, or ICAR or any other Institutes under ICAR, if yes give name & address & his relationship.....

16. Details of Fee paid: Demand draft No._____ date_____

Amount : Rs._____ Name of the Bank/Branch

17. Any other information the candidate may like to add :

18. DECLARATION

I do hereby 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/particulars furnished are found false/incorrect or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be summarily rejected and my services are liable to be terminated forthwith. I shall be bound by the decision of the Project Director, PD_ADMAS, Hebbal, Bangalore.

I also declare that (1) I have never been punished or debarred from Government (Central/State/Autonomous) Organization and ICAR Service, (2) I have not been convicted by any court of law for any civil/criminal offence.

Place:

Date:

Signature of the candidate

Certificate in case of employees:
(To be certified by the Employer)

1. Certified that 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 candidate.
3. Certified that no minor/major penalty has been imposed on him during the last ten years.

Place:

Date:

Signature with seal of the employer