

**ICAR RESEARCH COMPLEX FOR GOA
ELA, OLD GOA**

F.No.4(82)/2013/Steno Grade.III/Estt

Date: 31-7-2013

ADVERTISEMENT 02/2013

Applications are invited from eligible candidates for filling up the following post at ICAR Research complex for Goa, Ela, Old Goa, under the administrative control of Indian Council of Agricultural Research:-

Sr.No.	Name of the post	Pay band	Essential Qualification	Age
1	Stenographer Grade III (one post – Un-reserved)	PB-1 ₹.5200-20200 /- + Grade Pay ₹.2400/-	i) 12 th Class pass or equivalent from a recognized Board or University. ii) Proficiency efficiency: The Candidates will be given one dictation test in English or in 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.	- 18-27 years (the upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable up to 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category).

- ☐ Written examination will be conducted for the above post.
- ☐ Candidates who pass the written test would be required to qualify in a stenography test as a part of the examination.
- ☐ The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications. i.e. **17-09-2013**.

Contd..2/-

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, typewriting, stenography, experience, caste status(in case of SC/ST/OBC certificate issued by the Competent Authority in the prescribed form).
2. Name of the post applied for should invariably be mentioned on the top of the envelop, to be addressed to the Director, ICAR Research Complex for Goa, Ela, Old Goa.
3. The prescribed qualifications are minimum. Where the number of applications received in response to advertisement is large the Institute will restrict the number of candidates as per norms.
4. The Director, ICAR Research Complex for Goa reserves the right to shortlist the candidates for test/interview, after due screening of applications, on the basis of qualifications, experience etc.
5. 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.
6. The post is purely temporary but likely to continue.
7. Persons already employed should route their application through proper channel.
8. **The application in the prescribed format complete in all respect along with a demand draft of ₹.100/-for each post drawn in favour of “ICAR Unit ICAR Research Complex for Goa, Ela, Old Goa” should reach the Director, ICAR Research Complex for Goa, Ela, Old Goa 403 402, on or before 17-09-2013.**
9. Incomplete/unsigned applications or applications received after the last date will not be considered. No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will be treated as disqualification.
10. Shortlisted candidates will be called for written test/interview.
11. Application received after the due date for any reason including postal delays will not be entertained.
12. All the candidates in the ICAR service/Govt. Service whether in a permanent or in temporary capacity or as workcharged 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. In the case the candidate do not indicate the medium of Written/Stenography Test at Serial No.12 & 13 of the application form, this Institute will consider English as the medium for the test and such candidates will not be allowed to change the medium at a subsequent stage.

ADMINISTRATIVE OFFICER

APPLICATION FORM

	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 as on 17-09-2013	
6. Sex (Male /Female)	
7. Present Address	
8. Permanent Address	
9. 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.	
10. Domicile (Name of the State)	
11. Name of Employment Exchange Registration No. and Valid upto	
12. Medium of stenography test (English /Hindi)	
13. Medium of written test (English/ Hindi)	
14. Education /Technical Qualification	
15. Experience if any	
16. Any other information the candidate may like to add.	
17. Whether any relative is working in ICAR(RC)for Goa/ ICAR (if so give his/her name & address)	
12. 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:

Date:

Signature of the Candidate.