

**National Centre for Integrated Pest Management**  
**L.B.S. Building, Pusa Campus, New Delhi - 110012**

Notice

Director, National Centre for Integrated Pest Management (ICAR) New Delhi, invites application from the Indian Citizen to fill the following post at the National Centre for Integrated Pest Management, New Delhi, under the administrative control of the Indian Council of Agricultural Research, Krishi Bhawan, New Delhi. This post is non-government but pensionable under the 'New Pension Scheme' as formulated by the Government of India. Person appointed against this post will be entitled for HRA and other benefits as per Govt. of India Rules. The details of this post are given below:

Sr. No.	Name of the post	Pay Band + Grade Pay	No. of Post	Qualification (Essential)
1.	Lower Division Clerk	PB-1/Rs. 5200-20200/-+ Grade pay Rs. 1900	01 (One) post (Un-Reserved)	(1) 12th Class or equivalent qualification from recognized Board or University. (2) 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 work. Desirable Knowledge of computer operations.

(a) **Qualifications** (Essential)

- (1) 12<sup>TH</sup> Class OR equivalent qualification from any recognized Board or University.
- (2) 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 work. Knowledge of computer operations.

b. **Age Limit**

18 to 27 years, the upper age limit in case of Ex-serviceman/OBC/SC/ST shall be relaxed as per Government of India rules. The upper age limit relaxed up to 45 years in case of serving Regular Employees of ICAR.

c. **Application must be addressed to :**

Administrative Officer  
National Centre for Integrated Pest Management  
L.B.S. Building, Pusa Campus, New Delhi 110 012.

## GENERAL INSTRUCTIONS FOR CANDIDATES

1. The number of posts indicated above is tentative, which may increase or decrease.
2. These posts are Non-Government, but pensionable under new pension rules effective from **01-01-2004** and service conditions are mutatis mutandis as applicable to Indian Council of Agricultural Research employees.
3. The posts are temporary but likely to continue and the candidate may be transferred to anywhere in India.
4. Crucial date for determining the Age Limit of candidates for the post shall be as **on 18 November 2013**.
5. Persons already in Employment should route their applications through proper channel only. In case a candidate anticipates any delay in forwarding of his/her application through proper channel, he/she must send an advance copy of the application, which must reach this office on or before closing date, but at the same time he/she may ensure that the original application is forwarded by their employer and must reach to this office latest by **30<sup>th</sup> November, 2013** failing which his/her candidature shall not be considered and no correspondence to this effect shall be entertained.
6. The qualification prescribed is the minimum required for the post and enhanced qualification does not entitle candidates to be called for interview/aptitude test. Where the number of applications received in response to advertisement is large, it will not be convenient OR possible for the Institute to call all the candidates for interview/aptitude test. The Director, NCIPM, New Delhi reserves the right to fix the criteria for calling the candidates for interview/aptitude test on the basis of qualifications, experience, etc. After screening the applications the candidates will be called for written test/Interview/skill test at NCIPM, New Delhi. Candidates for LDC posts, who qualify the written test, will only be called for Typing Test. NO change of Examination Centre will be considered.
7. Applications should be submitted strictly in the prescribed Performa. The Performa on [www.ncipm.org.in](http://www.ncipm.org.in) (neatly typed on computer). Candidates, before applying for the post, must satisfy that they are eligible to apply and fulfil the criteria/essential qualification, age, etc. as prescribed for the post along with attested copies of the relevant documents such as Educational qualifications/Age/Caste Certificate, etc. If any information furnished by the candidate is found false at any stage his/her candidature will be forfeited.
8. SC/ST Candidates not in Central/State Govt. Service or Centre/State Corp, PSU s Local Govt. Institution Panchayats will be paid Second Class rail fare or Bus Fare to & fro Journey for shortest route excluding reservation/sleeper other charges or bus fare, to & fro subject to the condition that the fare for the first 30 Kilometres will be borne by the candidate. Reimbursement will be allowed only once i.e. when called for Typing Test. The payment will be sent through DD at their communication address. Candidate claiming for TA has to submit the original bus/railway ticket and also a certificate of unemployment from an MP/MLA or Gazetted Officer of the place where the candidate normally reside.

9. **Last date of receipt of applications** is 18 November, 2013 (inclusive of applications from the Andaman and Nicobar Islands. Lakshadweep, Minicoy and Amindivi, Islands States/Union Territories in the North Eastern Region, Ladakh Division of J&K state, Sikkim, Pangi sub division of Chamba, Lahul and Spiti districts of Himachal Pradesh) **The name of the post must be super scribed on the envelop along with sender's name and address.**
10. **Government strives to have a workforce that reflects gender balance and women candidates are encouraged to apply. Women candidates fulfilling the requirements for the post are encouraged to apply against the recruitment advertisement. The specific benefits available to women employees may be perused in the website namely [www.ncipm.org.in](http://www.ncipm.org.in)**
11. Applications complete in all respects should be sent to the addressee as mentioned with a self addressed envelope.
12. Application form must accompany with a Bank Draft of Rs. 250/- (Two hundred fifty only) drawn in favour of ICAR Unit-NCIPM payable at New Delhi. No other means of payment i.e. IPO/Money Orders will be accepted and such applications will be rejected. The date of Bank Draft should not be earlier than the date of issue of the advertisement and the same should be valid for a period of Three months. Candidate must write his/her name on the back of the Bank draft.
13. SC/ST/Women/Physical Handicapped/Ex-servicemen candidates are exempted from the fee (However, no fee concession would be admissible to Ex-Servicemen, who would otherwise be considered as general candidate in terms of para 6(B) (V) of Important Instructions. Such candidates would be required to pay the requisite fee. Fee concession is not admissible to sons, daughters and dependents of Ex servicemen. Service clerks in the last year of their colour service are not exempted from payment of fee)
14. Candidates in their own interest are advised to submit their applications well in time and before the last date to avoid any possible delay in postal transit. Institute will not be responsible for any postal delay. Incomplete applications or applications received after expiry of the last date will not be considered and no correspondence in this regard will be entertained.
15. No correspondence will be entertained from the candidates for selection/test /Interview/appointment and canvassing in any form will disqualify a candidate.
16. The typing test for the post of LDC will be held at New Delhi. The Employment Exchange Registration should be valid on the closing date of receipt of application.
17. The application fee is non refundable.
18. The application form and other information can be accessed through NCIPM Website <http://www.ncipm.org.in>.

ADMINISTRATIVE OFFICER

**NATIONAL CENTRE FOR INTEGRATED PEST MANAGEMENT  
L.B.S BUILDING, IARI CAMPUS, PUSA, NEW DELHI - 110 012.**

**FORMAT OF APPLICATION**

**Name of the post applied for :**

1.	Name in Full (Block letters)		Photo		
2.	Father's / Husband's Name: (Block letters)				
3.	Present Home Address/ Correspondence Address				
4.	Permanent Address				
5.	Date of Birth (In figures & Words)				
6.	Age as on closing date of application (DD/MM/YYYY)				
7.	Nationality				
8.	Sex (Male/Female)				
9.	Marital Status				
10.	Whether belong to SC/ST/OBC & UR (attested copy of the Certificate to be enclosed):	Yes / No			
11.	Name of the Caste with name of the issuing Authority(Application in the case of SC/ST and OBC only)				
12.	Whether Physically Handicapped (attested copy of the Certificate to be enclosed):	Yes / No			
13.	Are you a regular employee of ICAR?	Yes / No			
14.	For Ex-serviceman Designation				
15.	Total service rendered in Armed Forces				
16.	Date of Discharge				
17.	Name of the Authority who issued the discharge certificate				
18.	For Physically Handicapped Candidate Percentage of disability				
19.	Nature of disability with OA certificate				
20.	Name of the Employment Exchange with Registration No. and date & Validity up to				
21.	Mobile No./Land Line No.				
22.	E-mail ID :				
23.	<b>Educational Qualification/Technical Qualification:</b>				
S.No.	Name of the Examination passed	Name of the Board University	Year of passing	Subject	% of marks obtained

24.	<b>Experience (particulars of all previous and present employment) if any:</b>				
S.No.	Organization	Name of the Position held	Emoluments	Period	Nature of duties
5.	Bank Draft No. & Date				
	Name of the Bank & address				
6.	Whether any of your relative is working in any ICAR Institutes/ NCIPM, if yes, clearly state the name, Designation of your relative and your relation with him/her				

### DECLARATION

I solemnly 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 found false/incorrect/incomplete or ineligible being detected at any time before OR after the Selection/Interview, my candidature is liable to be rejected and I shall be bound by the decision of the Director, National Centre for Integrated Pest Management , New Delhi-110 012.

I Sh./Smt./Km./Dr ----- declare that none of my near or distant relatives is employed in NCIPM/ICAR,. (If employed then please give the details of the post held, etc.)

Signature of the Candidate

Date:     /     /

Place:

Enclosures: Self addressed envelope of 7" \* 4" \_\_\_\_\_

## 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		2 Hours 20 mins 10.00 AM. to 12.20 P.M.
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	
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.)