



राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो

(भारतीय कृषि अनुसंधान परिषद्)

कुसमौर, मऊ नाथ भंजन, उत्तर प्रदेश-275101

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पत्रांक: 4 (7-8) /ADMN/NBAIM/Rectt./2013-14

दिनांक: 02/07/2013

राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो, मऊनाथ भंजन भंजन में निम्नांकित पदों के लिए निर्धारित प्रारूप में अर्ह अभ्यर्थियों से आवेदन पत्र आमंत्रित किये जाते हैं-

क्रम सं०	पद का नाम	पदों की संख्या	कैटेगरी	वेतन बैंड व ग्रेड वेतन	आयु सीमा	पात्रता
1.	सहायक वित्त एवं लेखाधिकारी	01 (एक)	सामान्य	(पे-बैंड: 2) ` 9300 - 34800 + ग्रेड वेतन ` 4600/-	21-30 वर्ष (भारत सरकार के नियमानुसार अ.जा./अ.ज. जा./अ.पि.व. के लिए अधिकतम आयुसीमा में रियायत है। प्रशासनिक (निनिस्ट्रियल श्रेणी) में भा. कृ.अनु.प. के सेवारत नियमित कर्मचारियों के मामले में भी अधिकतम आयु सीमा में 45 वर्ष तक छूट है।	मान्यताप्राप्त विषय विद्यालय से निम्नांकित विषयों में से किसी एक में स्नातक उत्तीर्ण हो- (1) कामर्स (2) गणित (3) सांख्यिकी (4) अर्थ-शास्त्र (5) कम्प्यूटर विज्ञान (6) आपरेशनल रिसर्च (7) वित्त/ वित्तीय प्रबंधन तथा (8) लेखा-शास्त्र। <u>वॉछनीय</u> 1. केन्द्र/राज्य सरकारी विभाग/स्वायत्तशापी निकायों/सार्वजनिक क्षेत्र के उपक्रमों में वित्त एवं लेखा कार्य का अनुभव। 2. एम0बी0ए0 डिग्री और कम्प्यूटरीकृत लेखाकरण का ज्ञान।
2.	अवर श्रेणी लिपिक	02 (दो)	01 सामा0 01 अ.पि. व	(पे-बैंड: 1) ` 5200 -20200 + ग्रेड-वेतन ` 1900/-	(i) 18-27 वर्ष (भूतपूर्व सैनिक आयु में रियायत के लिए भारत सरकार के वर्तमान आदेशों के अनुसार पात्र हैं। (ii) भा.कृ.अनु.प0 के नियमित कर्मचारियों के लिए आयुसीमा 45 वर्ष।	1. किसी मान्यता प्राप्त बोर्ड/वि0वि0 से 12 वीं /समकक्ष परीक्षा उत्तीर्ण। 2. अंग्रेजी में 35 शब्द और हिन्दी में 30 शब्द प्रति मिनट की टाइपिंग गति अथवा प्रत्येक शब्द के लिए 5 कुंजी अवनमन key depressions के औसत पर 10500 के.डी.पी.एच. के अनुसार 30 शब्द प्रतिमिनट। भा.कृ.अनु.प. के नियमानुसार `1800/-के ग्रेड वेतन वाले भा.कृ. अनु.प. के के समूह 'ग' के कर्मचारी भी आवेदन कर सकते हैं।
3.	तकनीकी अधिकारी (T-6)	01	01 सामान्य	(पे-बैंड: 3) ` 15600-39100 + ग्रेड वेतन ` 5400/-	ऊपरी आयु सीमा 35 वर्ष अ.जा./अ.ज.जा./अ.पि.व. अभ्यर्थियों के लिए नियमानुसार छूट। परिषद् द्वारा संचालित विभिन्न परियोजनाओं में कार्यरत ऐसे आर0ए0/ एस0आर0एफ0 जिन्होंने आवेदन की तिथि तक परिषदीय संस्थानों में कम से कम छः माह की सेवा पूरी कर ली हो उन्हें परिषदीय परिपत्र सं० 19(25) 2011 Estt-IV दिनांक 24.01.2012 के अनुरूप आयुसीमा में छूट प्रदान की जायेगी। नियमित परिषदीय कर्मचारियों के लिए कोई आयुसीमा नहीं।	निम्नांकित में से किसी एक विषय/विधा में विज्ञान परास्नातक: माइक्रोबायोलॉजी/प्लांट पैथोलॉजी/बायो-टैक्नोलॉजी में मान्यताप्राप्त वि.वि./संस्थान से परास्नातक उत्तीर्ण। <u>वॉछनीय</u> अ) भा.कृ.अनु.प. अथवा किसी मान्यताप्राप्त अनुसंधान संस्थान में शोधकार्य करने का कम से कम एक साल का अनुभव। ब) कम्प्यूटर प्रचालन का आधारभूत ज्ञान।



NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS
(Indian Council of Agricultural Research)

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File No. 4 (7-8) /ADMN/NBAIM/Rectt. /2013-14

Dated : 02/07/2013

Applications are invited from the eligible candidates for the following posts at National Bureau of Agriculturally Important Microorganisms, Mau Nath Bhanjan in the prescribed format:

Sr. No	Name of Post	No. of post	Category	Pay band + Grade Pay	Age limit	Eligibility
1.	Assistant Finance & Accounts Officer	01 One	General	(PB-2) ` 9300 – 34800 + Grade Pay ` 4600/-	21-30 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 case of serving regular employees of ICAR in the administrative ministerial category.	Graduation in any one of the following disciplines from a recognized university: (a) Commerce (b) Mathematics (c) Statistics (d) Economics (e) Computer Science (f) Operational Research (g) Finance/Financial management and (h) Accountancy. Desirable 1. Experience of Finance & Accounts Work in Central or State Government Deptt. / Autonomous Bodies / Public Sector Undertakings. 2. MBA Degree and knowledge of Computerized Accounting.
2.	Lower Divisional Clerk (LDC)	02 Two	01 Gen. 01 OBC	(PB-1) ` 5200 – 20200 + 1900 G. Pay	(i) 18-27 years (for ex-servicemen relaxation age is eligible as per the existing Govt. of India orders (ii) 45 years age limit for regular ICAR employees.	1. 12 th class pass or equivalent from a recognized Board or University 2. A Typing Speed of 35 w.p.m. in English or 30 w.p.m. in Hindi correspond to 10500 KDPH on a average of 5 key depressions for each work) The ICAR group 'C' employees with grade pay ` 1800/- may also apply as per ICAR rules.
3.	Technical Officer (T-6)	01	01 Gen.	(PB-3) ` 15600-39100 + Grade Pay ` 5400	Up-to 35 years Age relaxation is admissible to SC/ST/OBC/PHC as per rules. The RA's /SRF's who have been engaged on contractual basis by different projects in ICAR Institutes without break for not less than six months as on the date be considered with their qualifications by granting them appropriate relaxation in the upper age limit to the extent of their spell they were actually engaged as RA's/SRF's fulfilling conditions as mentioned in ICAR Order No. 19(25) 2011 Estt-IV dated 24.01.2012. There is no age limit for regular ICAR employees.	M.Sc. in Microbiology/ Plant pathology/ Bio-technology/ Bio-informatics from a recognized university/ institution. Desirable: a) At least one year experience of research in any recognized Institution / ICAR research Institutes. b) Basic knowledge of computer operations.

GENERAL INSTRUCTIONS FOR THE CANDIDATES

1. The upper age limit is relaxable for SC/ST/OBC as per Government of India rules. The upper age is also relaxable up to 45 years in case of serving regular employees of ICAR in the administrative (ministerial category).
2. The candidates already employed in Government/ Semi-Government Organization should route their applications through proper channel.
3. Application fee of ` 100/- in the form of Demand Draft in favour of ICAR Unit –NBAIM, Mau payable at Mau Nath Bhanjan, U.P. should be sent along with the application. IPOs are also accepted (Candidates belonging to SC/ST category are exempted from application fee).
4. Prescribed application form may be down loaded from the Institute website www.nbaim.org.in. The filled application form duly signed and affixed with a recent passport size photograph alongwith self attested copies of certificates in support of claims regarding age, educational qualifications, SC/ST/OBC/PH/ Ex-serviceman etc. should be sent to the Director, National Bureau of Agriculturally Important Microorganisms, Kushmour, Post- Kushmour, Maunath Bhanjan, (Mau) Uttar Pradesh-275 101 within 30 days after publication in रोजगार समाचार/EMPLOYMENT NEWS. Application received after due date will not be considered.
5. Incomplete applications or application without latest Photograph, Signature and self attested copies of certificates and those received after the last date are liable to be rejected.
6. After screening the applications, the candidates will be called for written test and successful candidates in the written test will only be called for interview.
7. No correspondence will be entertained from the candidates in connection with the process of selection/ test/ interview/ appointment. Canvassing in any form will be treated as disqualification.
8. The post is non-gazatted under Indian Council of Agricultural Research (Govt. Autonomous body) which will be governed by New Pension Scheme introduced by Government of India w.e.f. 01.01.2004 mutatis mutandis and as amended, clarified or modified from time to time.
9. No TA/DA will be paid to the candidates for attending the test/interview.
10. At present the place of posting is as indicated in the advertisement. However, the selected candidates may be liable to be posted any other Centre/ Institute of ICAR located all over India.
11. Any candidate applying for more than 1(one) post should submit separate application for each post.
12. When called for written test/ Interview, the candidate will have to appear at a place/date(s) to be notified in due course.
13. The selected candidates are governed under the new defined “Contributory Pension Scheme” and governed by ICAR rules applicable from time to time.
14. Envelope containing application should be super scribed as “Application for the post of _____”)
15. Applications received after the due date for whatsoever reason including postal delays will not be considered.
16. The crucial date for determining the age limit, educational qualification, experience etc will be the closing date for receipt of applications.
17. The date and venue of written test will be declared in our website in due course of time. Admit card for written test and/or call letter for interview will also be sent by registered post only.

Administrative Officer



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(भारतीय कृषि अनुसंधान परिषद्)

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आवेदन का प्रारूप

.....पद हेतु आवेदन।

- Name of the candidate: _____
- Father's Name: _____
- Date of Birth: _____
- Nationality: _____
- Gender (Male/Female) _____
- Detail of application Fee: ` _____ DD/IPO No. _____ Date _____
- Category: SC _____ ST _____ OBC _____ Ex-Serviceman _____
- Whether Physically Handicapped: Yes. _____ No. _____
- Type of physical disability OH _____ VH _____ HH _____.
- Education Qualification:

स्व-प्रमाणित पासपोर्ट
साइज फोटो चिपकाएँ

Examination	Board/Uni./Institute	Year of passing	% of marks	Subject
High School				
Intermediate:				
Graduation:				
Post Graduation:				
Other Diploma/Degree				

- Experience: _____
- Professional Qualification: _____
- Medium for skill test: _____ (English/Hindi)
- Are you already ICAR/ Govt. Service? If yes furnish details:

Name of organization	Designation	Nature of work	Period of service

- Are you related to any employee working at NBAM/ICAR: Yes: _____ No: _____
Name of the employee concerned _____
Institute: _____
Deg _____ Relationship _____

- Address: (1) Permanent: _____ Pin code _____
(2) Address for correspondence _____

14. **Declaration:**

I hereby declare that I have carefully gone through the eligibility criteria for the post applied and I meet all the conditions. All the statements made by me in the application are true and complete.

(Write the above declaration in your own hand-writing)

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Dated: _____

Signature of the candidate

(Note: Any candidate applying for more than one post should submit separate application for each post)

Syllabus for Assistant finance & Account officer Examination

Part-A

Written Paper will comprise of three parts:

Written Paper	Subject	No. Of question	Type	Total Marks	Time
Part - I	General Awareness & General English	50	Objective	100	3 Hours
Part - II	Arithmetical Ability And Finance & Accounts	50	Objective	100	
Part - III	Finance, Accounts & Audit	5	Conventional	100	

General Instructions:-

1. Candidates can answer Part - III either in Hindi or in English language.
2. Papers (except English Language) will be in bilingual form (English & Hindi).
3. NBAIM, Mau have authority to fix minimum qualifying marks in paper.

Part-B

Personality Test / Interview (50 Marks)

Candidate who qualifies in the papers is eligible for interview/personality test. The interview/personality test is structured to test the candidates. Candidates can appear for interview either in English or Hindi Language.

- Interests
- General awareness/ knowledge
- Aptitude
- Suitability
- Academic qualifications
- Experience
- Depth of knowledge of the subjects studied (10+2 onwards)
- Communicative skills
- Over-all personality.

Syllabus for Written Paper

Part - I General Awareness

- General awareness of the environment and its application to society
- Current events

- India and its neighbouring countries especially pertaining to:
 - Sports
 - History
 - Culture
 - Geography
 - Economic scene
 - General polity
- Indian constitution
- Scientific research
- Computer knowledge

English

- Fill in the blanks (using verbs, preposition, articles etc.)
- Vocabulary
- Spellings
- Grammar
- Sentence structure
- Synonyms
- Antonyms
- Sentence completion
- Phrases and idiomatic use of words

Part – II Arithmetical Ability

- Number system
- Computation of whole numbers
- Decimals and fractions
- Relationships between numbers
- Fundamental arithmetical operations
- Percentage
- Ratio and proportion
- Averages
- Interest
- Profit and loss
- Discount
- Use of table and graphs
- Mensuration
- Time and distance
- Ratio and time

Finance & Accounts: This paper will cover all the subjects of Finance & Accounts from the Degree Courses of Indian Universities:

Part - III Finance, Accounts & Audit (Conventional)

This paper will cover all the subjects of Finance, Accounts & Audit from the Degree Courses of Indian Universities. This paper will also cover the procurement process, accounts and audit which are used in Government offices. Candidates will have to give answer any five questions from given seven questions.

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS

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 VH candidates
I	General Intelligence (50 questions)	50	2 Hrs	2 Hrs20 mins
II	English Language (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 & 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 candidates' 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 or 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)

SCHEME OF EXAMINATION FOR TECHNICAL OFFICER (T-6)

The examination will consist of a written examination and personality test/ Interview for the post of Technical officer (T-6).

Written Exam

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society, 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 the subject studied in degree and PG courses of Indian universities related to the nature of post (T-6).

Personality Test / Interview

Candidate who qualifies in the papers is eligible for interview/personality test. The interview/personality test is structured to test the candidates. Candidates can appear for interview either in English or Hindi Language.

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