



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-११०००१

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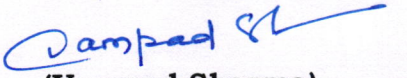
F.No.Admn.10-1/2021-R&P

Dated: 28th April, 2022

OFFICE MEMORANDUM

Subject: Scheme & Syllabus for the posts of Assistant and Stenographer Grade 'D' Examination under Direct Recruitment in ICAR – reg.

The Scheme & Syllabus for the post of Assistant and Stenographer Grade 'D' examination under Direct Recruitment in ICAR are hereby notified with the approval of the Competent Authority with immediate effect for the information, guidance and necessary action to all concerned.



(Vampad Sharma)
Deputy Secretary (Admn.)

Encls: Annexure – I & II (Scheme & Syllabus for the post of Assistant)
Annexure – III & IV (Scheme & Syllabus for the post of Steno. Gr. D)

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ICAR Assistant Grade Examination**(I) Scheme of Examination:-**

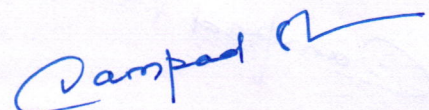
(A) ICAR Assistant Grade (Preliminary) Examination:-

PART	Subject	No. of Questions	Max. Marks	Duration
A	General Intelligence and Reasoning	25	50	1.00 Hours (1 hours and 20 minutes for the candidates eligible for scribe.)
B	General Awareness	25	50	
C	Quantitative Aptitude	25	50	
D	English Comprehension	25	50	

(B) ICAR Assistant Grade (Main) Examination:-

Paper No.	Subject	No. of Questions	Max. Marks	Duration
I	Quantitative Abilities	50 (Objective Type)	100	2 Hours (2 hours and 40 minutes for the candidates eligible for scribe.)
	English Language & Comprehension	100 (Objective Type)	100	
II	Descriptive Paper in English or Hindi (Writing of Essay/ Precis/ Letter/ Application etc.)		100	1 Hours (1 hours and 20 minutes for the candidates eligible for scribe.)

- i. Preliminary and Main Examinations (Paper – I) will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Comprehension in Preliminary and Main Examinations (Paper – I).
- ii. The Preliminary Exam and Paper – I of the Main Examination will be conducted in online mode and Paper – II of the Main examination will be conducted in offline mode.
- iii. In Preliminary Examination, there will be negative marking of 1/3rd for each wrong answer.



- iv. There will be negative marking of 1/3rd for each wrong answer in Paper – I of the Main Examination.
- v. The Paper-II of the Main Examination will have the option of answering the full paper either in Hindi or in English. No marks will be awarded for answering Part paper in Hindi and part paper in English.
- vi. In Paper-II of the Main Examination, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.
- vii. Candidates must not write any personal identity e.g. name, roll number, mobile number, address, etc. inside the Answer Book (Paper – II of the Main Examination). Failure to adhere to these instructions will be treated as unfair means (UFM) and such candidates will be awarded zero marks and their candidature will be rejected.

(II) Skill Test:

- i. The ICAR will hold Computer Proficiency Test (CPT), comprising of three modules: (i) Word Processing, (ii) Spread Sheet and (iii) Generation of Slides.
- ii. Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- iii. The CPT will be conducted in the manner decided by the ICAR for the purpose. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- iv. No exemption from CPT is allowed for any category of PwD candidates. PwD candidates who are eligible for scribes as per the instructions of the Examination will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.
- v. Detailed instructions regarding CPT will be provided by ICAR to the eligible candidates.

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(III) Mode of Selection:

- i. The number of qualified candidates for the Main Exam will be 10 times the number of vacancies. The result of Preliminary Examination will be finalized on the basis of percentile of marks. All candidates having the same percentile of marks, of last qualified candidate, will be allowed for Main Examination.
- ii. The minimum qualifying marks in Preliminary & Main Examinations will not be less than as follows:

UR	:	30%
OBC/ EWS	:	25%
SC/ST/Divyang	:	20%
- iii. Based on the aggregate performance in Paper – I of the Main Examination with prescribed minimum qualifying marks as per para – ii, Paper – II will be evaluated. If a candidate does not obtain the minimum qualifying marks in Paper – I, the answer sheet of his/her Paper – II will not be evaluated.
- iv. Based on the aggregate performance in Paper - I & II of the Main Examinations, candidates will be called for Skill Test i.e. Computer Proficiency Test (CPT). Skill Test is mandatory and qualifying nature. If a candidate does not appear in Skill Test or fails to qualify the Skill Test, he/ she will not be eligible for the post.
- v. Merit list will be prepared on the basis of overall performance of candidates in Paper – I, Paper – II of the Main Examinations. After qualifying the CPT, final selection of candidates in each category, will be made on the basis of aggregate marks scored by them in 'Main Examinations only' and final list of Selected candidates will be prepared accordingly.

(IV) Resolution of Tie Cases:

In the event of tie in scores of candidates in the Main Examinations, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved

- (a) Date of birth, with older candidate being placed higher.
- (b) Total marks of Papers – I of the Main Examination.
- (c) Alphabetical order in which the names of the candidates appear.

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(V) ICAR's decision final:

The decision of the ICAR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of Institutes to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

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Indicative Syllabus for Assistant Grade (Preliminary) Examination:

- (A) General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.
- (B) General Awareness:** Questions in this component will be aimed at testing 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- (C) Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle

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and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

- (D) **English Comprehension:** Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested.

The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10th standard level.

Indicative Syllabus for Assistant Grade (Main) Examination:

Paper-I

- (i) **Quantitative Abilities:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- (ii) **English Language and Comprehension:** Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in 21 the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect

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narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

Paper-II

Questions in the Paper-II (Writing of Essay/ Precis/ Letter/ Application etc.) will be of Graduation Level.

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Stenographer Grade 'D' (Junior Stenographer) Examination**(I) Scheme of Examination**

The details of the Computer Based Examination are mentioned below:

Part	Subject	Number of Questions	Maximum Marks	Time allowed
I	General Intelligence and Reasoning	50	50	2.00 Hour (2 hours and 40 minutes for the candidates eligible for scribe)
II	General Awareness	50	50	
III	English Language and Comprehension	100	100	

- (a) Question paper will be of Objective Type Multiple Choice questions only. The questions will be set both in English & Hindi.
- (b) 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.

(II) Skill Test in Stenography:

- (a) The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 80 w.p.m. for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer only. The transcription time is as follows:

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1.	Stenographer Grade 'D'	English	50	75
2.	Stenographer Grade 'D'	Hindi	65	100

- (b) Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office

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irrespective of the medium of Skill Test of candidate during the examination.

- (c) The Skill Test will be held at the ICAR's Offices or at other Centre(s) as may be decided by the ICAR.

(III) Minimum Qualifying Marks

The minimum qualifying marks in the Written Examination will not be less than as follows:

UR	:	30%
OBC/ EWS	:	25%
SC/ST/Divyang	:	20%

(IV) Resolution of Tie Cases:

In the event of tie in scores of candidates in the Written Examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

- (a) Date of birth, with older candidate placed higher.
(b) Alphabetical order in which the names of the candidates appear.

(V) ICAR's decision final:

The decision of the ICAR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of Institutes to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

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Indicative Syllabus for Computer Based Mode Examination:

- I. General Intelligence & Reasoning:** It would include questions of both verbal and nonverbal 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, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

- II. 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.

- III. English Language & Comprehension:** 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.

NOTE: For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

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