

Directorate of Wheat Reserch

Karnal-132 001 (Haryana)

Applications are invited for filling up the following Administrative Posts at Directorate of Wheat Reserch, Karnal, under the administrative control of Indian Council of Agricultural Research.

Sr.No.	Name of Post	Nos of Post	Category	Educational qualification and Essential efficiency test
1.	Jr. Stenographer Pay Band-I Rs. 5200-20200 GP 2400	1	Gen	Matriculation and Knowledge of Computer Professional 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 65 minutes on manual typewriter or 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes on manual typewriter or 65 minutes on computer.
2.	Lower Divisional Clerk Pay Band-I Rs. 5200-20200 GP 1900	2	1 Gen 1 OBC	12th Class or equivalent qualification from any recognized Board or University. Efficiency Test: 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 word. Knowledge of computer operations.

Age Limit

Age as on 1st January, 2014

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 upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial category).

Application must be addressed to:

Administrative Officer,
Directorate of Wheat Research,
Post Box 158,
Aggarsain Marg,
Karnal-132 001 (Haryana)

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 any Regional Station of DWR/ICAR Institute
4. Crucial date for determining the Age Limit of candidates for each post shall be 1/1/2014.
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 within 15 days after the last date of receipt of application form 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 Project Director, DWR, Karnal reserves the right to fix the criteria for calling the candidates for interview/aptitude test on the basis of qualifications, experience etc. No change of Examination Center will be considered.
7. Applications should be submitted strictly in the prescribed Performa (neatly typed on computer) given below. Candidates before applying for the post must satisfy that they are eligible to apply and fulfill the criteria/essential qualification, age etc. as prescribed for the post alongwith attested copies of caste certificate applicable for Central Government Jobs. Caste certificate issued for State Govt. Job are not applicable. If any information furnished by the candidate is found false and candidate is found to be ineligible at any stage his/her candidature will be forfeited.
8. SC/ST Candidates not in Central/State Govt. Service or Centre/State Coop, PSUs Local Govt. Institution, Panchayats will be paid Second Class rail fare or Ordinary Bus Fare to & fro journey for shortest route excluding reservation/sleeper / other charges, to & fro subject to the condition that the fare for the first 30 Kilometers will be borne by the candidate. Reimbursement will be allowed only once i.e. when called for Typing/Stenography Test. 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 30 days from the date of appearance of the Advertisement in the Employment News/Hindustan Times (whichever is later) for applications posted from the Andaman and Nicobar Islands, Lakshadweep, Minicoy and Amindmi, Islands States/ Union Territories in the North Eastern Region, Ladakh Division of J& K state, Sikkim, Pangl, Sub division of Chamba, Lahul and Spiti districts of Himachal Pradesh, last date would be 15 days over and above of the 45 days from the date of advertisement. The name of the post must be super scribed on the envelope along with sender's name and address.
10. Application form must accompany with a (NON REFUNDABLE) Bank Draft of Rs. 750/- (SC/ST/Women and Physically Handicapped candidates are exempted) drawn in favour of **ICAR-Unit DWR payable at Karnal**. No other means of payment i.e. IPO / money orders will be accepted failing which the application will be rejected. The date of bank draft should not be prior to the date of issue of the advertisement in the Employment News and the same should be valid for a period of three months. Candidate must write his/her name on the back side of the Bank Draft. **The application form or any other information can be assessed on DWR website www.dwr.res.in.**
11. Applications complete in all respects should be sent to the addressee as mentioned above.

Directorate of Wheat Research

Karnal - 132 001

FORMAT FOR THE APPLICATION

(To be sent neatly typed/handwritten)

Recent Passport
size Photograph
of the Candidate
duly attested by
Gazetted Officer

1. a) Sl. No. of the post -----
b) Name of the post for which applied -----
c) Name in full (in CAPITAL letters) -----
2. Father's/Husband's Name -----
3. 1) Date of Birth -----
2) Age as on 01-01-2014 -----Years -----Months -----days
4. Nationality: -----
5. Sex (Male/Female) -----
6. Present Address: -----

7. Permanent Address: -----

Email address..... Mobile No.
8. a) Whether belong to SC/ST/OBC ? -----
b) If yes, state name of the caste -----
c) Whether Physically Handicapped ? -----
9. a) Name of Employment Exchange, ----- if registered
b) Regn. No. with date of registration -----

10. a) Educational/Technical Qualifications:

Sl. No.	Name of Examination	University/ Board	Year of passing	Grade/Division & % of marks in aggregate	Subjects taken

11. *Experience Particulars of all previous and present employment if any.*

Name of Employer (Indicate Pvt./ Autonomous/ Govt.	Designation	Pay scale/ Salary	Period		Duties performed
			From	To	

12. *Detail of the Bank Draft: (write name and address on the back side of the draft)*

Amount of Bank Draft (Rs. 750/=)	Bank Draft Number and date of issue	Name of the issuing bank and branch address

1. DECLARATION:

(a) *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 being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Project Director, Directorate of Wheat Research, Karnal.*

(b) *I Sh./Smt./Km. _____ declare that none of my relative are working in DWR or if so working the details are as under:*

S.No.	Name of Relative	Relationship	Working as	Posted at

Place:.....

Date:.....

Signature of the Candidate