

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

F.No.4(82)/2013/LDC/Estt

Date: 17-2-2014

**ADVERTISEMENT 02/2014**

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	Number of post & category	Pay band	Essential Qualification	Desirable qualification	Age
1	Lower Division Clerk	One post- (Reserved for OBC)	PB-1₹.5200-20200/- + Grade Pay ₹.1900/-	i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. ii) 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)	Working knowledge in Computers	18-27 years (Relaxation in upper age as per rules).

- Written examination will be conducted for the above post.
- The candidates will have to qualify in the typing test.
- The Successful candidates, who attains the minimum qualifying marks and qualify in the typing test will be called for personal interview.
- The medium of examination will be English/Hindi as opted by the candidate in the application form.
- The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications. i.e. **31-03-2014**.

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, experience, 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 envelope and application should be addressed to the Director, ICAR Research Complex for Goa, Ela, Old Goa.
3. The prescribed qualifications are minimum and enhanced qualification do not entitle candidates to be called for written 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 written test. The Director, ICAR Research Complex for Goa reserves the right to fix the criteria for calling the candidates.
4. The Director, ICAR Research Complex for Goa reserves the right to shortlist the candidates for written test, 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 completed in all respect along with a demand draft of ₹.100/-, 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 31-3-2014.** The application fee is non refundable
9. No fee for PH and women candidates.
10. Incomplete/unsigned applications will not be considered.
11. Application received after the due date for any reason including postal delays will not be entertained.
12. No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will be treated as disqualification.
13. Shortlisted candidates will be called for written examination/typing test &interview.
14. All the candidates in the ICAR service/Govt. Service whether in a permanent or in temporary capacity or as work charged 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
15. In the case the candidate do not indicate the medium of Written/Typing Test at Serial No.11 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.
16. All the candidates working 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.
17. The applicant must ensure that while filling the application form, they should provide their valid and active e-mail Ids as the office may use electronic mode of communication while contacting them at different state of recruitment process. Applicants are advised to check their emails at regular intervals

ADMINISTRATIVE OFFICER

## APPLICATION FORM

	affix recent photograph of the candidate
<b>Application for the post of</b>	
1. Name in full (in Block Letters)	
2. Father's/Husband 's name	
3. Nationality	
4. Place & Date of Birth	
5. Age	
6. Sex (Male /Female)	
7. Full Address with pin code	
8. 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.	
9. Domicile (Name of the State)	
10. Name of Employment Exchange Registration No., if any.	
11. Medium of written test/Typing test (English/ Hindi)	
12 Education /Technical Qualification	
13. Experience if any	
14. Any other information the candidate may like to add.	
15. Whether any relative is working in ICAR(RC)for Goa/ ICAR ( if so give his/her name & address)	
16. E-mail address	
17. 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:

Signature of the Candidate.