भा0कृ0अनु0प0–भारतीय मृदा विज्ञान संस्थान
नबीबाग, बैरसिया रोड, भोपाल – 462038
ICAR-Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462038 (M.P.)
Tel. No.(0755)2747375 EPABX:2730970/2734221 (Ext. No. 233 & 256) Fax. No. (0755) 2733310

Advt. No. IISS/01/2016

'ADVERTISMENT NOTICE'

Director, ICAR-Indian Institute of Soil Science, Bhopal invites application from the Indian Citizen to fill the following post at ICAR-IISS, Bhopal under the administrative control of the Indian Council of Agricultural Research, Krishi Bhawan, New Delhi with last date of application **ON OR BEFORE 06.02.2016.**

The post is non-government under the ICAR, which will be governed by the 'New Pension Scheme' as formulated by the Government of India. Person appointed against the post will be entitled for HRA and other benefits as per Govt. of India Rules. The details of the posts are given below:

1	**Name of Post**	**Lower Division Clerk**
2	**No. of Vacancies / Reservation position**	Total 04 (four) = 02 posts (UR) and 02 posts reserved for OBC category
3	**Pay Band / Pay scale & Grade pay**	Pay Band –I, Rs.5200-20200 + Grade Pay of Rs.1900/-
4	**Period of Probation**	Two Years
5	**Educational qualification**	**Essential Qualification:** (i) 12th 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)

The application form and other details etc may be downloaded from ICAR-IISS website **www.iiss.nic.in** Closing date of applications: **06.02.2016** (22.02.2016 for Far-flung/remote areas i.e. NER, A&N Islands etc. as notified by Govt. of India). Age limit for the post is 18-27 years. (The upper age limit is relaxable as per Government of India rules). Any change in the advertisement/any other relevant information will only be notified on Institute website **www.iiss.nic.in** The candidates are strictly advised to visit Institute web site before coming for the written examination.

I/c Administrative Officer

- **The written exam and Skill Test will be held at ICAR-Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-462038.**

(A) The written examination will consist of one objective type paper of 200 questions of each mark as shown below:

Part	Subject	Maximum Marks	Total Duration/ Timing General candidates	Total Duration/ Timing Physically Handicapped candidates.
I	General Intelligence (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	20 minutes extra 10.00 A.M. to 12.20 P.M.
II	English Language (Basic Knowledge) (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. Candidates not opting any choice for language of written examination, shall face questions in English only.

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.

(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 to 5 key depressions for each word)

NOTE: 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 of qualifying nature and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form. Those not opting for any language shall face typing test in English only.

General instructions for candidates:

1. The Competent Authority reserves the right to enhance or reduce the number of vacant posts.

2. The service conditions are mutatis mutandis as applicable to Indian Council of Agricultural Research employees and as amended from time to time.

3. **Age Limit**: 18-27 years. Crucial date for determining the age limit of candidates for each post will be the closing date of receipt of applications. The last date for receipt of application is **06.02.2016.**

4. **Age relaxation**: The relaxations of upper age are of 5 years for SC/ST, 3 years for OBC and 10 years for PH candidates. Candidates belonging to SC, ST and OBC who are also covered under the Physically Handicapped category will be eligible for grant of cumulative age relaxation under both the categories. To other bonafide displaced persons/ repatriates of Indian origin /Defence Services Personnel/Border Security Force personnel etc. age relaxation will be as per the existing instructions of the Government of India on the subject. Upper age limit for I.C.A.R. employees will be allowed as per recruitment rules.

5. Persons who are in Govt. service (Central/State/PSUs/Autonomous Bodies) should forward their applications through proper channel only.

6. The prescribed educational qualifications are minimum and enhanced qualification does not entitle candidates to claim for calling for written test. Where the number of applications received in response to advertisement is large and it will not be convenient OR possible for the Institute to call for written test to all candidates**, the Director IISS, Bhopal reserves the right to fix the criteria for screening the applications and after screening only short listed candidates will be called for written test / trade test.**

7. Applications should be submitted in the prescribed proforma only, either typed or hand written. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfill the criteria/essential qualification/age etc. prescribed for the post(s). ***SELF ATTESTED COPIES OF THE RELEVANT DOCUMENTS ARE TO BE ATTACHED WITH THE APPLICATION*** such as Educational qualification/Age/Caste Certificates etc. If any information furnished by the candidate is found false at any stage, his/her appointment will be cancelled.

8. Application form must accompany with a Bank Draft of **Rs.200/- (**Rupees Two Hundred Only) (**Non-refundable**) drawn **in favor of "ICAR Unit IISS, Bhopal" payable at Bhopal** (SC/ST/Women and Physically Handicapped candidates are exempted). Other means of payment i.e. IPO/money orders etc will not be accepted and applications accompanying these other means of payment will be rejected. The date of bank draft should not be prior to the date of issue of the advertisement and the same should be valid for a period of six months. **Candidate must write his/her name and complete postal address on the back side of the Bank Draft.**

9. No TA will be paid for appearing in written test examination. However, un-employed SC/ST candidates who will be called for test will only be paid IInd Class Train/Bus fare by the shortest route (on production of proof), provided the distance travelled is not less than 30 Km.

10. Mere eligibility will not vest any right on any candidate for being called for written examination. The decision of the Competent Authority in ICAR-IISS, Bhopal in all matters will be final. No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.

11. Name of the post for which applied must be clearly indicated on the envelope alongwith sender's name and address. Application should be addressed to the **I/c Administrative Officer, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-462038 (M.P.),** and send by registered/speed post only.

12. Closing date for receipt of application is 06.02.2016. For applicant posted in the Andman and Nicobar Islands, Lakshdweep, Micicoy and Amindeivi Islands, States/Union Territories in the North-Eastern Regiion, Ladakh division of J & K State, Sikkim, Pangi, Sub-division of Chamba, Lahul and Spiti districts of Himachal Pradesh, **last date will be 22.02.2016.**

13. Incomplete applications or applications without latest Photograph, Application fee, Signature and self attested copies of certificates received after the last date are liable to be rejected.

14. Success in the recruitment process confers no right to appointment, unless the ICAR-IISS is satisfied, after such enquiry as may be considered necessary, that the candidates having regard to his/her character and antecedents is suitable in all respects for appointment to the post.

15. The candidate should mention the medium (Hindi/English) of written examination/Typing test on computer at the relevant place in the Application form. If the candidate does not indicate the medium at relevant place in the Application form, ENGLISH will be considered as the medium of written examination/typing test for such candidates and he/she will not be allowed to change the medium at subsequent stage.

16. The application received after due date for any reasons including postal delay will not be entertained and be summarily rejected.

17. The Director, IISS, Bhopal reserves the right to cancel this recruitment process at any stage without assigning any reason thereof.

18. The recruitment process will be the subject to the jurisdiction of Jabalpur High Court, Jabalpur (M.P.).

19. Any change in the advertisement/any other relevant information will only be notified on Institute website **www.iiss.nic.in** The candidates are strictly advised to visit Institute web site before coming for the written examination.

Abbreviation used: UR = Un Reserved, SC Scheduled Caste, ST= Scheduled Tribe, OBC= Other Backward Class, PH= Physical Handicapped, OH= Orthopedic Handicapped, VH= Visual Handicapped.

I/c Administrative Officer

PROFORMA

Advertisement No:_____:

APPLICATION FOR THE POST OF _____

Please paste one passport size recent colored photograph

1. Name of the candidate (In block letters)…….

2. Father's/Husband's Name……

3. a) Date of Birth……..
   b) Age as on closing date of receipt of application:
   Years …… Month……Days……..

4. Sex (Male/Female)……

5. Permanent address……

6. Address for Correspondence with Pin Code…….
   ……
   ……

7. a) Whether belongs to SC/ST/OBC/Ex-serviceman…… Yes/NO
   b) If yes, state name of the category……
8. c) Whether Physically Handicapped…… Yes/NO

9. a) Name of Employment Exchange
   …….
   b) Registration No. and date & Validity upto……

10. Nationality……..

11. Choice/Option for Written Test……..……..Hindi/English

12. Choice/ Option for Skill Test .....Hindi/English

13. Are you a regular employee of ICAR?.....Yes/NO

14. Educational /Technical Qualifications:

Sl. No.	Name of Examination passed	Name of Board/ University	Years of Passing	% of marks obtained/ Division

12. Experience (particulars of all previous and present employment) if any.

Sl. No.	Name of Organization	Post/ position held	Period	Emoluments

13. Whether any of your relative is working in **ICAR/IISS**, Bhopal, if yes clearly state the Name, Designation of your relative and your relation with him/her:……..……
……..

14. Whether D.D. of application processing fee is enclosed Yes/NO
If yes, please give D.D.No._____Date:_____

DECLARATION:

I solemnly declare that all the information/statement 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 and incorrect/ incomplete or ineligibility being detected at any time before or after selection, my candidature will be cancelled/ any other action as deemed fit may be taken by the Director, Indian Institute of Soil Science, Bhopal against me.

Signature of the applicant
Name:……..

Date: