

C I R C U L A R
16th July, 2024

Sub: Limited Departmental Competitive Examination-2024 for promotion of Lower Division Clerk (LDC) to the Post of Upper Division Clerk (UDC) and Multi Tasking Staff (MTS) to the post of Lower Division Clerk (LDC) in Central Agricultural University, Imphal-reg.

Attention is invited to the above mentioned subject and it is informed that Limited Departmental Competitive Examination (LDCE) 2024 will be held for filling up the following vacancies at Central Agricultural University, Imphal :-

- (i) **Upper Division Clerk (UDC)** : Eleven (11) vacancies (UR-10, SC-1) to be filled from the regular Lower Division Clerk (LDC) in the pay level-2 having minimum 5 (five) years of regular service in the grade with Graduate degree.
- (ii) **Lower Division Clerk (LDC)** : Nine (9) vacancies (UR-8, SC-1) to be filled from the regular Multi Tasking Staff (MTS) in the pay level-1 having minimum 3 (three) years of regular service in the grade with Pre-University/Class XII qualification.


2. The number of vacancies is subject to vary depending on the number of posts existing at that point of time.
2. Those candidates fulfilling the above mentioned eligibility criteria as on 1st April, 2024 (5 years for the post of UDC and 3 years for the post of LDC as on 1st April, 2024) will be eligible to appear in the LDCE, 2024.
3. The LDCE is scheduled to be held during 3rd week of August, 2024 at CAU, HQ., Imphal and CPGSAS, Barapani, Meghalaya. Timing 10.00 AM to 11.30 AM and 1.00 PM to 3.00 PM (Two Shift) followed by Typing test. The exact date of examination will be notified separately.
4. Scheme of examination :
UDC : It will consist of 2 (two) parts
Part-I : Written Examination - 300 marks.
Part-II: APAR based evaluation - 100 marks.
LDC : It will consist of 2 (two) parts.
Part-I : Written Examination - 200 marks.
Part-II: APAR based evaluation - 100 marks.
5. The detailed syllabus and scheme of examination are attached as ANNEXURE-I & II.
6. The last date of the receipt of the applications for LDCE for respective posts in CAU, HQ., Imphal is 31st July, 2024 till 5.00 PM. The application in the prescribed format must be sent through proper channel in the Registrar's email registrar.cau@gov.in. The applications sent to any other email id will summarily be rejected. The application forms for the post of UDC and LDC are attached as Annexure-III & IV respectively. For updates, if any, candidates are advised to visit the site www.cau.ac.in regularly.
7. All the Eligible employees should enter their service details in the UMS so that the information can be downloaded in the University Head Quarter for further necessary action at this end.

Encl: As Above.

Memo No. CAU/Reg/2705/Prom-NIT/21/ 2294

Copy to :-

1. AR (E) to VC for kind information of Hon'ble Vice-Chancellor, CAU, Imphal.
2. All Deans and All Directorates of CAU, Imphal for Information and necessary action.
3. Comptroller, CAU, Imphal for information and necessary action.
4. Liaison Office, CAU Unit, KAB-II, Pusa Campus, New Delhi.
5. System Analyst, CAU, Imphal for uploading in the University Website.
6. Guard File.


(T. R. SHARMA)
Registrar

Imphal, the 16th July, 2024


(T. R. SHARMA)
Registrar

CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL, MANIPUR

RULES

SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF UPPER DIVISION CLERK (UDC)

Length of Service: He/She should have completed five years regular service in the grade of LDC as on 1 April, 2024. Candidates should not be more than 50 years of age.

1. The upper age limit prescribed above will be further relaxable up to a maximum of five years if a candidate belongs to a Scheduled Castes or a Scheduled Tribes.
2. Candidates should not be more than 50 years of age.

Typewriting Test: - Unless exempted from passing the Monthly/Quarterly Typewriting Test held by the University for the purpose of confirmation in the Lower Division Grade. He/she should have passed this test on or before the date of notification of the examination.

The Examination shall be conducted according to the following plan: -

Part-I

Written examination carrying a maximum of 300 marks in the subject as shown in

Part - II below: -

Part-II

Evaluation of record of service of such of the candidates who attain at the written examination, minimum standard as may be fixed by the University in their discretion, carrying a maximum of 100 marks.

The subject of the written examination in Part-I, the maximum marks allotted to each paper and the time allowed will be as follows: -

"Objective - Multiple - Choice - Type" whereas Paper-II will be descriptive type.

Note: - 'There will be separate papers on Noting, Drafting and Office Procedure for candidates

Subject	Maximum Marks	Time for General Candidates
Paper-I (Objective Type) (a) General Awareness (100 Questions) (b) Comprehension Ability of English Language (100 Question)	200 Marks	9.30 AM to 11.30 AM (2 hours)
Paper-II (Conventional Type) Noting, Drafting and Office Procedure	100 Marks	1.00 PM to 3.00 PM (2 hours)

The syllabus for the examination will be as shown in the Schedule.

Note-1:-Candidates are allowed the option to answer the Paper on Noting, Drafting and Office Procedure either in English or Hindi.

Note-2:-The option will be for a complete paper and not for different question in the same paper.

Note-3:- Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagari) or in English should indicate clearly in the application form. otherwise, it would be presumed that they would answer the Paper in English.

Note-4:- The option once exercised shall be final and no request for alteration in the application form shall ordinarily be entertained.

Note-5:-Question paper in respect of Paper-I (a) and Paper-II will be supplied both in English and Hindi.

Note-6:-No credit for Paper-II will be given for an answer written in a language other than the one opted by the candidate.

University has discretion to fix qualifying marks in any or all the subjects of the examination.

SCHEDULE

Syllabus of Examination

Standards and Syllabus of the Written Test.

Paper-I

(a) General Awareness: - Question 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 neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b) Comprehension and Writing Ability of English Language: -

Questions will be designed to test the candidates understanding and knowledge of English language. Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also



Paper-II

(a) Noting Drafting and Office Procedure

The paper on Noting, Drafting and Office Procedure will be designed to test the candidates' knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts. Rules and Bye Laws of ICAR, Audit Manual and Delegation of Powers.



CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL, MANIPUR

SCHEME OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF LOWER DIVISION CLERK (LDC)

Length of Service: The candidates must have rendered not less than three years regular service as Multi Tasking Staff/ Skilled Supporting Staff with Grade Pay of Rs.1800 *as on 1st April,2024*.

He/She should not be more than 45 years of age.

The age limit prescribed above will be relaxable up to 05 years maximum for candidates belonging to Scheduled Castes or Scheduled Tribe category.

Candidates should not be more than 45 years of age.

EDUCATIONAL QUALIFICATIONS

The candidate must have passed 12th Standard examination from a recognized Board or equivalent.

Terms and Conditions :

- (1) A candidate must be in good mental and bodily health free from any physical defects likely to interfere with the efficient discharge of his/her duties as an officer of the service. A candidate, who is not found to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.
- (2) Appointment, on the basis of result of this examination shall be subject to the condition that the candidate will have to pass the Typing Test at minimum speed of 30 words per minute in English or 25 words per minute in Hindi or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer to be held by the University for the purpose within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed.
- (3) If any candidate does not pass the said typewriting test within the period of probation, he/she is liable to be reverted to his/her substantive appointment or temporary post held by him/her before his/her appointment to Lower Division Clerk.
- (4) A candidate appointed on the basis of results of the examination and has already passed the typewriting test as prescribed above or who passes it within a period of 6 months from the date of his/her appointment will be granted the first increment after six months instead of one-year service. This will, however, be absorbed in the subsequent regular increment



SCHEDULE OF EXAMINATION: The Scheme of written part of the examination.

Paper No.	Subject	Maximum Marks	Duration and Timings
I.	Short Essay (Hindi or English)	100	1 hour 30 minutes 10.00 AM to 11.30 AM
II	(a) Language (General English or Saamanya Hindi)	100	2 hours 1.00 PM to 3.00 PM
	(b) General Knowledge (English or Hindi)		

SYLLABUS OF EXAMINATION

PAPER-I	SHORT ESSAY	One Essay of 400-500 words to be written on any of the several specified subjects.
Paper-II	(a) LANGUAGE (General English or Saamanya Hindi)	Candidate will be tested in simple composition, applied grammar and elementary tabulation to test the art of compiling, arranging and presenting data in tabular form.
	(b) General Knowledge	Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include question on Geography of India also.

Candidates are allowed the option to answer both the question papers either in English or in Hindi (in Devanagari Script). The option will be for both the papers viz. Short Essay (Paper-I) and Language and General Knowledge (Paper-II). The question papers for both the papers will be in bilingual form i.e. these will be printed both in English and Hindi.

Note:-I Candidate exercising the option to answer the papers either in English or in Hindi (in Devanagari Script) must indicate their PREFERENCE/ OPTION to do so clearly in the application form, otherwise, it would be presumed that they would answer the papers in English.

Note:-II The option once exercised will be final and no request for change of option will ordinarily be entertained.

Note:-III Zero marks will be awarded for answer written in a language other than the one opted by the candidates. Further, if answers are written partly in one language and partly in another language; such answer script will not be evaluated and such candidate will be awarded ZERO marks.



Note-IV: University has discretion to fix qualifying marks in any or all subjects of the examination.

The final merit position will be determined by adding marks of Paper-I, Paper-II and ACRs. In case grand total is same, the merit of the candidate will be determined on the basis of the marks obtained by him/her in Paper-II and followed by Paper-I. If the marks obtained by the candidates in Paper-I and Paper-II are equal, then the candidate having a higher Date of Birth will be ranked higher.

TYPEWRITING TEST

Appointment, on the basis of result of this examination shall be subject to the condition that the candidate will have to pass the Typing Test at minimum speed of 30 words per minute in English or 25 words per minute in Hindi or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the University.

The candidates who do not pass the said typewriting test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to lower Division Grade.





केन्द्रीय कृषि विश्वविद्यालय
CENTRAL AGRICULTURAL UNIVERSITY
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Imphal - 795 004, Manipur
दुर्वाशि नं.- ०३८५ - २४१०६४४
Phone No. 0385-2410644
E-mail: registrar.cau@gov.in, regcau@gmail.com

ANNEXURE-III

Limited Departmental Competitive Examination-2024

For Recruitment to the Post of Upper Division Clerk, CAU, Imphal.

APPLICATION FORM

(To be filled by the candidate in his/her own handwriting in CAPITAL LETTERS)

1. Name of the candidate : _____
2. Designation : _____
3. Father/Husband's Name : _____
4. Date of Birth (DD-MM-YYYY format) : _____
5. Educational Qualification : _____
6. Date of continuous and regular : _____
appointment to the post of LDC at CAU,
Imphal.
7. Medium for answering Question Papers : _____
(Write in words either English or Hindi)
8. Present place of posting : _____
(Name of Section/Unit where working)
9. Category to which belongs : _____
(SC/ST/OBC/General)
10. Choice of Examination Centre : _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

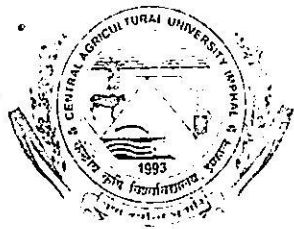
Date: _____

Signature of the candidate

(_____)

Mobile No. _____

Email Id: _____



केन्द्रीय कृषि विश्वविद्यालय
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Phone No. 0385-2410644
E-mail: registrar.cau@gov.in, regcau@gmail.com

ANNEXURE-IV

Limited Departmental Competitive Examination-2024

For Recruitment to the Post of Lower Division Clerk , CAU, Imphal.

APPLICATION FORM

(To be filled by the candidate in his/her own handwriting in CAPITAL LETTERS)

1. Name of the candidate : _____
2. Designation : _____
3. Father/Husband's Name : _____
4. Date of Birth (DD-MM-YYYY format) : _____
5. Educational Qualification : _____
6. Date of continuous and regular appointment to the post of MTS at CAU, Imphal. : _____
7. Medium for answering Question Papers : _____
(Write in words either English or Hindi)
8. Present place of posting : _____
(Name of Section/Unit where working)
9. Category to which belongs : _____
(SC/ST/OBC/General)
10. Choice of Examination Centre : _____

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Date: _____

Signature of the candidate

(_____)

Mobile No. _____

Email Id: _____