



भाकृअनुप - भारतीय श्री अन्न अनुसंधान संस्थान  
श्री अन्न वैश्विक उत्कृष्टकता केन्द्र  
ICAR - INDIAN INSTITUTE OF MILLETS RESEARCH  
Global Centre of Excellence on Millets (Shree Anna)  
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030  
www.millet.res.in



**Limited Departmental Competitive Examination - 2025**  
**for the posts of AAO at the IIMR**

**APPLICATION FORM**

**(To be filled by the candidate in his / her own handwriting in capital letters)**

Name of the Candidate	
Designation	
Father / Husband's Name	
Date of Birth (DD-MM-YYYY format)	
Educational Qualifications	
Date of continuous and regular appointment to the post of Assistant at IIMR	
Medium for answering Question Papers II, III & V NOTE: Paper 1 & 4 should be answered in English only. [Write in words either English or Hindi (Devnagari Script)]	Paper - II Paper - III Paper - V
Present place of posting (Name of Section /Unit currently working)	
Category to which applicant belongs (SC/ST /UR/OBC)	
Any other information	

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect of ineligibility being detected at any time before or after the examination, action may be taken against me and I shall be bound by the decision of the employer.

Date :

Signature of the Candidate

Name.....

Place:

Designation



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**FOR USE BY THE ADMINISTRATIVE SECTION, IIMR**

Certified that:

1. Shri / Smt / \_\_\_\_\_ is having three years regular and continuous service in the grade of Assistant as on 1<sup>st</sup> January, 2025 and is eligible for the post of Assistant Administrative Officer.
2. He / She belongs to \_\_\_\_\_ category.
3. There are no circumstances rendering him /her unsuitable for promotion to the post of Assistant Administrative Officer.

**HEAD OF OFFICE**  
**Indian Institute of Millets Research**





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Annexure-II

**Plan of Examination**

1. The Examination shall be conducted according to the following Plan: -

Part - I : Written Examination carrying a maximum of 500 marks in the subjects as shown in para 2 below.

Part - II: Evaluation of record of service of such of the candidates as may be decided by the Director, IIMR at his/her discretion carrying a maximum of 150 marks.

2. The subjects in which the candidates will be required to take the written examination, will be as follows:

Paper No.	Subjects
1	Noting, Drafting and Precis Writing.
2	Office Procedure and practice generally and also specifically with reference to the ICAR
3	General Knowledge of the Constitution of India and Machinery of Government, Practice and Procedure in Parliament.
4	General Financial and Service Rules
5	General Studies (Objective Type)

Each paper will carry a maximum of 100 marks and will be of 2 hours and 30 minutes duration.

NOTE: The paper on General Studies will consist of objective type questions only...

3. Syllabus for the examination will be shown separately (attached).
4. Candidates are allowed the option to answer papers 2, 3 & 5 either in English or Hindi (Devnagri). Papers 1 and 4 must be answered in English. Question papers will be set both in English and Hindi.

**NOTE 1:** The option will be the same for all the three papers mentioned above and not for different papers or different questions in the same paper.

**NOTE 2:** Candidates desirous of exercising the option to answer the aforesaid papers in Hindi (Devnagri) should indicate their intention to do so in the application form otherwise it would be assumed that they would answer all papers in English. The option once exercised shall be treated as final and no request for alteration in the said column shall be entertained.

**NOTE 3:** Candidates exercising the option to answer the paper in Hindi (Devnagri) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi Version.

- 5 Candidates must write the papers in their own hand. In no circumstances they will be allowed the help of a scribe to write the answers for them.
- 6 The IIMR, Hyderabad has the discretion to fix qualifying marks in any or all the subjects of the examination.
- 7 Marks will not be allotted for mere superficial knowledge.
- 8 If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- 9 Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.





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Annexure III

### Syllabus of the Examination

Where knowledge of the rules, orders, instructions etc. is required, candidates will be expected to be conversant with amendments issued upto the date of notification of this examination.

1. **Noting, Drafting and Precis Writing:**

In addition to questions requiring candidates to prepare notes and drafts on specific problems, passages may also be set for summary or precis.

2. **Office Procedure and Practice:**

This is intended to be an intensive and detailed test in methods and procedure of work in the ICAR specifically and also in the Government of India Secretariat and attached offices generally. Some guidance on the subject can be obtained from

- (i) Manual of Office Procedure current at the time of notification
- (ii) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- (in) Manual of Administrative Instructions compiled by Shri P.V.Hariharasnkara.

3. **General Knowledge of the Constitution of India and Machinery of Government; Practice and Procedure in Parliament.**

Note: Knowledge of the following will be expected:

- (i) The main Principles of the Constitution of India
- (ii) Rules of Procedure and conduct of business in the Lok Sabha and the Rajya Sabha and
- (iii) The organization of the machinery of Government of India - designation and allocation of subjects between Ministries and Departments and attached and subordinate Offices and their relation inter-se.

4. **General Financial and Service Rules:**

The following books are recommended:-

- (i) Fundamental and Supplementary Rules,
- (ii) The Central Civil Services (Pension) Rules, 1972
- (iii) The Central Civil Services (Conduct) Rules, 1964
- (iv) The Central Civil Services (Classification, Control and Appeal) Rules, 1965
- (v) Compilation of the General Financial Rules,
- (vi) Delegation of Powers in ICAR
- (vii) Rules and Bye-laws of the ICAR
- (viii) ARS booklet brought out by ICAR

(ix) Handbook of Technical Services brought out by India council of Agricultural Research

(x) CCS(Leave) Rules, 1972

5. **General studies**

The paper will cover subjects of interest and importance at the present day. Questions will be set to test knowledge of broad and salient features of the Five Year Plans and Community Development Schemes, as also intelligent awareness of current affairs both national and international which an educated person may be expected to have. Candidates answers are expected to show their intelligent understanding of the questions and not detailed knowledge of any text books, report, etc.