

SCHEME OF EXAMINATION FOR THE POST OF ADMINISTRATIVE OFFICERS

Tier-I Exam

Objective multiple choice paper of 200 questions of one mark each of three Hours duration containing the following Section:

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|-------------|--|--------------|
| Section - A | General Knowledge | 50 Questions |
| Section - B | General Intelligence & Reasoning Ability | 50 Questions |
| Section - C | Arithmetical & Numerical Ability | 50 Questions |
| Section - D | Language Comprehension (Hindi or English) | 50 Questions |

Each wrong answer will attract a penalty of one third of the marks originally assigned to that question. This paper will be qualifying in nature and marks scored in it will not be carried forward. The ASRB will prepare a list of candidates to be qualified for Tier-II Examination, based on the criterion of minimum qualifying marks, as may be determined by the Board and twenty top scoring candidates for one vacancy shall be declared qualified for the Tier-II Exam from each category under which vacancy(ies) are available.

Tier-II (Descriptive) Exam (Each Paper will be of 3 Hours duration)

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|-------------------------|--|------------------|
| Paper-I | General Awareness of Development of Economic, Social, Scientific & Cultural Fields, History & Geography of India and the World | 150 Marks |
| Paper-II | Constitution of India, Polity, Governance, Social Justice | 150 Marks |
| Paper-III | Essay Writing-I 75 Marks | 150 Marks |
| | Essay Writing-II 75 Marks | |
| Paper-IV | Ethics, Integrity, Aptitude | 150 Marks |
| Total of Written | | 600 Marks |

Candidates from Tier-II Exam will be qualified for Tier-III viz. Structured Interview in the ratio of 5 candidates for each vacancy (category-wise) on the basis of their merit in Tier-II.

Tier-III (Interview)

Structured Interview : 100 Marks

Final merit will be prepared based on the aggregate of marks (700 Marks) i.e. marks scored by the candidates in Tier-II Exam (out of maximum 600 Marks) as well as Structured Interview (out of maximum 100 Marks)

STRUCTURED INTERVIEW / PERSONALITY TEST

The candidates who qualify in the written examination will be called for structured interview/ personality test. The marks allotted for interview/ personality test are 100. Interview Board has, therefore, to award marks to candidates out of 100 marks only. Keeping in view the functions and traits required to perform efficiently the duties attached to the post for which recruitment is being made, these 100 marks for interview/ personality test have been divided under the following seven heads:

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|-------|-----|--|--------------|
| (i) | (a) | Essential Educational Qualifications (Total) | 05 (Maximum) |
| | | (i) 60% and above | : 05 |
| | | (ii) 55% and above but below 60% | : 04 |
| | (b) | Highest or Desirable Academic/ Professional Qualification/ Experience | : 05 |
| (ii) | | Extra Curricular Activities | : 05 |
| (iii) | | General Awareness/ General Knowledge | : 10 |
| (iv) | | In-depth knowledge of the subject studied | : 20 |
| (v) | | Personality | : 20 |
| (vi) | | Working Knowledge of Computers | : 20 |
| (vii) | | Aptitude and Suitability | : 15 |

**DETAILS OF SYLLABUS FOR THE EXAMINATION FOR
ADMINISTRATIVE OFFICER**

TIER-I (OBJECTIVE TYPE)

SECTION - A : GENERAL KNOWLEDGE (50 Questions)

- Current events of national and international importance.
- History of India and Indian national movement, World History
- Indian and World Geography – Physical, Social and economic.
- Indian Polity and Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.
- Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.
- Agricultural and Geo-Cultural Development Issues, Human Rights, Social Conflicts, Disabilities etc.
- General Awareness specific to Structure & Functioning of ICAR.
- General Science and scientific research.

**SECTION – B : GENERAL INTELLIGENCE AND REASONING ABILITY
(50 Questions)**

- Logical Reasoning and analytical Ability – Verbal and Non-Verbal (Analogies, Similarities, Differences, space visualization, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series).
- Decision making and Problem Solving.
- General Mental ability.

SECTION – C : ARITHMETICAL AND NUMERICAL ABILITY (50 Questions)

- Basic Numeracy (Number system, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple and Compound interest, Mensuration, Time and work, Time and Distance) (Class X level)
- Data Interpretation (charts, graphs, tables, data sufficiency etc.) (Class X level)

SECTION – D : LANGUAGE COMPREHENSION (50 Questions)

HINDI or ENGLISH

- Comprehension of Language and Writing Ability
- Précis writing, Usage and Vocabulary, Short Essays, Translation
- Interpersonal Skills including communication skills.

TIER – II EXAM (DESCRIPTIVE TYPE)

PAPER – I

150 MARKS

General awareness of Development of Economic, Social, Scientific & Cultural Fields, History & Geography of India and World

- Indian culture will cover the salient aspects of Art Forms, literature and Architecture from ancient to modern times.
- Modern Indian history from about the middle of the eighteen century until the present – significant events, personalities, issues.
- The Freedom Struggle – its various stages and important contributions from different parts of the country.
- Post-independence consolidation and reorganization within the country.
- History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. – their forms and effect on the society.
- Salient features of Indian Society, Diversity of India.
- Role of women and women's organization, population and associated issues, poverty and development issues, urbanization, their problems and their remedies.
- Effects of globalization on Indian society.
- Social empowerment, communalism, regionalism & secularism.
- Salient features of world's physical geography.
- Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); factors responsible for the location of primary, secondary and tertiary sector industries in various parts of the world (including India).
- Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.

PAPER – II

150 MARKS

CONSTITUTION OF INDIA, POLITY, GOVERNANCE, SOCIAL JUSTICE

- Indian Constitution – historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressed mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries.
- Parliament and State legislatures – structure, functioning, conduct of business. Power & privileges and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary – Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- Salient features of the Representation of People's Act.

- Appointment to various Constitutional post, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies.
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry – the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/ Services relating to Health, Education, Human Resources.
- Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance – applications, models successes, limitations and potential; citizens charters, transparency & accountability and institutional and other measures.
- Role of Civil services in democracy.
- Role of Indian Council of Agricultural Research in Agricultural Sector, its Importance and various Implications.

PAPER – III

150 MARKS

1. Essay Writing – I (75 Marks)

2. Essay Writing – II (75 Marks)

Essay: Candidates may be required to write essays on current international/ national events and other multiple topics like social, cultural, economic and political aspects about which a graduate level candidate is expected to be aware. They will be expected to keep close to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. An opinion may be given and candidate may have to submit his/ her arguments for and against the opinion and sum up in the end of his/ her views. Credit will be given for effective and exact expression.

PAPER – IV

150 MARKS

ETHICS, INTEGRITY AND APTITUDE

- Ethics and Human Interface: Essence, determinants and consequences of Ethics in-human actions; dimensions of ethics; ethics – in private and public relationships. Human Values – lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.
- Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- Aptitude and foundational values for Civil Service, integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections.
- Emotional intelligence-concepts and their utilities and application in administration and governance.
- Contributions of moral thinkers and philosophers from India and world.
- Public/ Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical

guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.

- Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethic, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case studies on above issues.
