



भा.कृ.अ.प.-भारतीय कृषि अनुसंधान संस्थान
ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE



भर्ती सेल, निदेशालय, Recruitment Cell, Directorate

पूसा कैंपस, नई दिल्ली PUSA, NEW DELHI-110 012

F. No. 2-1/2022/Rectt. Cell/Administrative (CBT)

Date: 23/11/2023

Notice

Subject: -Instructions/Guidelines of Document Verification cum Computer Proficiency Test (CPT) for the post of Assistant-reg.

In continuation to notification dated 07.05.2022 and notice no. 2-2/2022/Rectt. Cell/Administrative (CBT)/Result dated: 09-11-2023, all the candidates who have been shortlisted for Computer proficiency Test (CPT) for the post of Assistant are hereby informed that Document Verification cum Computer Proficiency Test (CPT) will be conducted as per instructions/guidelines mentioned in the attached Annexures.

1. The detailed instructions/guidelines for Document Verification are attached as Annexure-I.
2. The detailed instructions/guidelines for Computer Proficiency Test (CPT) are attached as Annexure-II.

General instructions to the Candidates for Computer Proficiency Test (CPT) cum Document Verification for the Post of Assistants

The eligible candidates are requested to follow the instructions mentioned below during the process of Computer Proficiency Test cum Document Verification:

1. Candidates are required to report to the Examination centre at the reporting time and schedule as indicated on their Admit Card. No late coming is allowed.
2. No electronic gadgets are allowed inside the Examination Hall. ICAR-IARI shall not be held responsible and answerable for any loss of candidate's personal belongings.
3. Travelling and other expenses must be borne by the candidates themselves.
4. In case of unavoidable circumstances, the above schedule may be changed whose details will be made available on the IARI website only.
5. The candidates who have been shortlisted for document verification cum Computer Proficiency Test (CPT) have been informed about city of test and corresponding schedule through e-mail and SMS.
6. Admit Card informing the date, time and venue of the Document Verification cum Computer Proficiency Test (CPT) shall be made available in due course of time on the website <https://iari.res.in> only for download & printing by the candidates. All the shortlisted candidates may download their admit card from portal using login credentials i.e., ID and Password. This e-admit card will be computer generated and shall not be sent by post.

7. Failure to attend the Document Verification cum Computer Proficiency Test (CPT) at the allocated schedule shall lead to cancellation of the candidature of such absentee candidates without any further communication he/she shall not be considered for any further processing. **No representation of any sort will be considered by IARI.**
8. Any request for change in time/date/centre of the Computer Proficiency Test (CPT) cum Document Verification will not be entertained by the ICAR-IARI under any circumstances.
9. Appearance in Document Verification cum Computer Proficiency Test (CPT) is purely provisional in nature and doesn't guarantee of employment in ICAR.

All the prospective candidates are advised to keep visiting the website (www.iari.res.in) for updated information.

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Controller of Examination

Annexure-I

Instructions to the Candidates for Document Verification for the Post of Assistants

1. All the eligible candidates are directed to attend the process of Document Verification as per the scheduled date and time at the instructed venue only.
2. All eligible candidates are required to carry with them the following list of documents at the time of document verification.
 - (i) Original certificate(s) and mark sheet pertaining to 10th standard.
 - (ii) Original certificate(s) and mark sheet pertaining to 12th standard.
 - (iii) Original degree(s) and mark sheets pertaining to Graduation.
 - (iv) Original Certificate(s) in support of SC/ST/OBC(NCL)/Divyang (PwBD)/EWS, ExSM etc. issued by the Competent Authority;
 - (a) **For OBC and EWS candidates: OBC & EWS certificate should be valid as on 01st June 2022 as per clause 6(d)(ii) and(iii) of Notification No. 2-1/2022/Rectt. Cell/Administrative (CBT) dated 07/05/2022 to apply for the posts under Govt. of India.**
 - (b) For Ex-servicemen: The following documents are required:
 - i. Pension Payment Order (PPO)
 - ii. Discharge Certificate/ Book
 - iii. Pensioners Identity Card issued by the Defence Establishment, as applicable.
 - (v) Original of all other certificate(s) uploaded at the time of filling of the application form such as Caste, PwBD and ExSM certificate etc;
 - (vi) No Objection Certificate from present Employer, if any;
 - (vii) Valid Photo ID card (Voter Identity Card, Driving License, PAN Card, Passport, Aadhar Card, ration card with photo, Passbook with photo from Scheduled Commercial Bank duly attested by Bank Manager, photo identity card of central Govt./State Govt/ Autonomous bodies only)
 - (viii) Copy of admit card issued to Candidate for Document Verification cum Computer Proficiency Test (CPT), CBT(Preliminary) and Main Examination;
 - (ix) One self-attested photocopy set of all the documents mentioned above;
 - (x) Two recent Passport size photograph;

Instructions/guidelines to the Candidates for Computer Proficiency Test (CPT)

1. The Computer Proficiency Test (CPT) consists of three modules:
 - (i) Data Entry / Word Processing Test on Microsoft word: 2000 Key Depressions (approx. 400 words): 15 Minutes;
 - (ii) Test in Spread Sheets on Microsoft Excel: 15 Minutes;
 - (iii) Test in PowerPoint on Microsoft PowerPoint: 15 Minutes;
2. The Test in Computer Proficiency Test (CPT) is mandatory and qualifying in nature.
3. Duration of each module will be of 15 minutes. These modules will be conducted one after the other with a gap of about 5(five) minutes.
4. The Computer Proficiency Test will be held in **ENGLISH** language only.
5. No exemption from CPT is allowed for any category of PwD candidates. However, PwD candidates who are eligible for scribe facility, as per the instructions of the Examination, will be allowed additional compensatory time of 5 (five) minutes in CPT for each module. Only those VH candidates who have opted for scribes in the written examination will be provided passage reader at the time of CPT.
6. The test on Word, Spread Sheets and Power-Point will be administered for duration of 15 minutes each using MS Office 2007 or above. Candidates are advised to familiarize themselves with MS Office 2007 or above. The tests on spread sheet will inter-alia test the ability of the candidates to generate a spread sheet, perform simple computations and effect changes in the spread sheet, besides testing their familiarity with use of spread sheets including generation of charts, graphs etc. The test on Power Point will test the candidates' familiarity in the software, their ability to generate slides, effect transition / changes in the slides etc.
7. The ICAR-IARI may prescribe different qualifying standards in each of the tests depending on the overall performance of the candidates and availability of vacancies.
8. The ICAR-IARI will provide the Computer for the CPT. No candidate will be allowed to bring his own key board/mouse.

Module-I

9. Before commencement of actual test on word processing a test passage of about 5 minutes duration will be allowed to enable the candidates to adjust to the system and key board provided by the ICAR-IARI. The invigilator will announce the start and Stop time of the test.
10. During the examination, after completing typing of the running passage given for the Module-I once, candidates should not re-type the passage. The invigilator will announce the start and Stop time of the test, if spare time is available candidates may utilize the time for checking the typescript and making corrections, if any. The candidate has to prepare word sheet as per the exercise given and then has to save it with filename with his roll number followed by ASTT2022. For example, if the roll number is 1000100100, the file should be saved with name

1000100100ASTT2022. Printout of the saved files should be taken thereafter and signed by the candidate on each page with Roll number and Name clearly written on each page.

11. When the printout of the passage typed by him is given to him/her, he must write his roll no. and name on each page, sign and handover it to the invigilator.

Module-II

12. After the test of Module-I is over, the candidate will be given the exercise sheet of Module II (spreadsheet) which has to be completed in 15 minutes. The invigilator will announce the start and Stop time of the test. The candidate has to prepare spreadsheet as per the exercise given and then has to save it with filename with his roll number followed by ASTT2022. For example, if the roll number is 1000100100, the file should be saved with name 1000100100ASTT2022. Printout of the saved files should be taken thereafter and signed by the candidate on each page with Roll number and Name clearly written on each page.

Module-III

13. After the test of Module-II is over, the candidate will be given the exercise sheet of Module-III (PowerPoint) which has to be completed in 15 minutes. The invigilator will announce the start and Stop time of the test. The candidate has to prepare presentation sheet as per the exercise given and then has to save it with filename with his roll number followed by ASTT2022. For example, if the roll number is 1000100100, the file should be saved with name 1000100100ASTT2022. Printout of the saved files should be taken thereafter and signed by the candidate on each page with Roll number and Name clearly written on each page.

General Instructions for the candidates during the process of Computer Proficiency Test (CPT)

14. If the computer goes out of order under exceptional circumstances, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator for taking needful action and allotment of substitute system.
15. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him/her he/she must write his roll no. and name on each page, sign and hand over to the invigilator.
16. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
17. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test. No bio breaks are permitted.
18. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
19. Silence must be observed in the Examination Hall.
20. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor/ Invigilator. If any candidate fails to do so or indulges in disorderly or improper

conduct, he/she will render himself/herself liable to expulsion from the Test and/ or such other penalty as the ICAR-IARI may deem fit.

21. Candidates are advised to familiarise themselves with the format of skill test.

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