

HOW TO APPLY

The interested Upper Division Clerk working in ICAR System can enroll for registration through Google Form (link provided) after obtaining approval from their concerned competent authority and payment of course fee of Rs.1000 (Rupees One thousand only) from the HRD fund of the respective ICAR institutes as per the following bank details:

Account Holder Name	ICAR UNIT-NIASM, Baramati
Account Number	30862846914
Name of the Bank	State Bank of India
Branch Address	Afzalpurkar Building, Bhigwan Road, Baramati, Maharashtra-413 102
IFSC	SBIN0000321



**SCAN TO PAY
Registration Fee**

ICAR Unit NIASM Baramati

LINK FOR REGISTRATION

<https://docs.google.com/forms/d/e/1FAIpQLSdYXLhRl6ZmgB9NEclnDKtyTBhFNfJrwbNHgQWonm8vkRmTlQ/viewform?pli=1&pli=1>

CONTACT INFORMATION

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IMPORTANT INFORMATION

Last date for receipt of application: 30/12/2025

The admission to the Training programme is subject to payment of course fees and permission of the concerned competent authority to attend the programme.



PRE-EXAMINATION TRAINING FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF ASSISTANT IN ICAR SYSTEM

02 - 30 January, 2026

Organized by

ICAR-National Institute of Abiotic Stress Management (NIASM)
in collaboration with HRM Unit, ICAR, HQs.



ICAR-National Institute of Abiotic Stress Management
Baramati-413 115, Pune, Maharashtra

BACKGROUND

Upper Division Clerks (UDCs) in the Indian Council of Agricultural Research (ICAR) System play a critical administrative role which ensures smooth functioning of various administrative wings of the ICAR system. The UDCs ensure that official documents are properly stored, processed and accessed whenever required. They often manage activities in administrative section by maintaining personal files of the employees, dealing with all kind of service matters, checking various bills in DDO section, preparing bills for payment in Audit section, assisting in making payment of the bills, maintaining expenditure records and assisting in procurement of goods and services in Purchase & Technical section. Their efficient way of handing the assigned tasks indirectly facilitates the research activities of ICAR System. Their contribution in maintaining an organized and efficient work environment in ICAR system is significant. Considering the role of UDCs in handling the day to day activities of any organisation, ICAR-National Institute of Abiotic Stress Management (NIASM), Baramati, Pune has envisioned to conduct one Pre-examination training programme in collaboration with Human Resource Management of ICAR, New Delhi for Limited Departmental Competitive Examination for the post of Assistant in ICAR System. The interested Upper Division Clerks (UDCs) working in ICAR System can attend the online training programme through zoom platform either to appear the Limited Departmental Competitive Examination or to enhance their knowledge and skills in order to attain self and organizational efficiency.

COURSE OBJECTIVES

- ❖ Provide participants a comprehensive understanding of the syllabus of LDCE for the post of Assistant
- ❖ Address their knowledge gap on administrative & financial rules of ICAR system.
- ❖ Enhance their skill of noting, drafting & Office Procedure.
- ❖ Update themselves on Policies and Procedures of ICAR System.
- ❖ Enrich their knowledge to improve performance

COURSE OUTLINES

- ❖ Noting & Drafting
- ❖ Notes on Office Procedure issued by ISTM
- ❖ General Knowledge of the Constitution of India
- ❖ Machinery of Government of India
- ❖ Practice & Procedures in Parliament
- ❖ Fundamental & Supplementary Rules on General Condition of Service
- ❖ The Central Civil Services Pension Rules, 2021
- ❖ The Central Civil Services (Conduct) Rules, 1964
- ❖ The Central Civil Services (CCA) Rules, 1965
- ❖ Compilation of General Financial Rules
- ❖ Rules & Bye Laws of ICAR
- ❖ Revised Leave Rules
- ❖ Delegation of Powers in ICAR
- ❖ Agricultural Research Service Rules, 1975
- ❖ Technical Services Rules of ICAR
- ❖ The Art of Making Yourself Happy

DURATION

The duration of the Course is from **2nd January, 2026 to 30th January, 2026 (29 Days)**. (One Session on each working Day: from 4.00 PM onwards)

TARGET AUDIENCE

Upper Division Clerks working in ICAR System.

TRAINING HIGHLIGHTS

- ❖ Sessions led by professionals with extensive experience.
- ❖ Individual evaluations and performance reviews.
- ❖ Real-time evaluation through practical tasks.

COURSE DELIVERY

The course would be offered through Zoom platform. There will be around 17 online sessions, each lasting 75 minutes, covering both theory and practical aspects, wherever required. The sessions will be delivered by the Master Trainers of ICAR on administrative & finance matters, senior officers of ICAR System & other organization, Ex-Faculties of ISTM etc. as per the need. The Pedagogy followed in the programme will be the blend of lectures using PPT / Self-exploration instruments, case analysis, etc.

GENERAL INFORMATION

- ❖ It may be ensured by the candidates that they have a laptop/desktop with good internet bandwidth.
- ❖ The sessions will be conducted on the working days from 4.00 pm onwards.
- ❖ The last date of registration to the programme is **30th December, 2025**.
- ❖ The admission to the Training programme is subject to payment of course fees and permission of the concerned competent authority to attend the programme.