



वर्षा वन अनुसंधान संस्थान  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
(पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार के अधीन एक स्वायत्त परिषद्)  
पोस्ट बॉक्स नं. 136, जोरहाट – 785001, असम  
**RAIN FOREST RESEARCH INSTITUTE**  
Indian Council of Forestry Research & Education  
(An Autonomous body of Ministry of Environment, Forest & Climate Change, Govt. of India)  
Post Box No. 136, Jorhat – 785001, Assam

No. 3/213/2015-Estt./Vol. IX/नरर

Dated the 28<sup>th</sup> August, 2020

## NOTICE

For the Limited Departmental Examination for promotion of Lower Division Clerk to Upper Division Clerk under 10% quota, fixed on 19<sup>th</sup> October, 2020, the following Syllabus and Scheme of examination is hereby notified:

Maximum Marks: 300; Time: 3 Hours

Qualifying Marks: 50%

(a) **General Awareness:**

(50 Marks)

Questions 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 aspects 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:**

(50 Marks)

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.

(c) **Noting, Drafting and Office Procedure:**

(50 Marks)

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 ICFRE, Audit Manual and Delegation of Powers.

(d) **Rules and Regulations**

(150 Marks)

- Fundamental Rules and Supplementary Rules
- CCS (Conduct) Rules, 1964
- CCS (GPF) Rules, 1990
- CCS (Leave) Rules, 1972
- LTC Rules
- CCS (Medical Attendance) Rules
- CCS (Joining Time) Rules
- General Financial Rules

  
DIRECTOR

Rain Forest Research Institute, Jorhat