



CIRCULAR

Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant in Pay Level-6 for the vacancies in the year 2025 and 2026 in ICMR-NIN -reg.

In Pursuance to Council's Letter No.ICMR/R&PCell/LDCE/Assistant/2025 dated 16.04.2026, a Limited Departmental Competitive Examination (LDCE) will be held for promotion to the post of Assistant in Pay Level-6 [Rs.35,400 -1,12,400] of 7th CPC from among the eligible Upper Division Clerks working in ICMR-NIN as per existing ICMR Administrative Cadre (Group 'A', 'B' & 'C') Recruitment Rules, 2017 amended vide OM No.16/155/2015-Admin/E-155935 dated 13.08.2024.

As per Recruitment Rules for the post of Assistant, Upper Division Clerks who have completed 5 years of regular service on 1st April of the year are eligible for promotion under LDCE for the respective year. Hence, UDCs who have completed 5 years of regular service as on 1st April 2025 shall be eligible for appearing in LDCE 2025 & LDCE 2026 and UDCs who have completed 5 years of regular service as on 1st April 2026 shall be eligible for appearing in LDCE 2026.

2. Accordingly, Offline applications are invited from the eligible Upper Division Clerk(s) in Pay Level – 4 of 7th CPC, working in ICMR-NIN, who have rendered a minimum of 05 years of regular service in the grade and having the following requisite qualifications:

Requisite Educational Qualification:

- i. Minimum Three years Bachelor's degree in any discipline from any recognized University/Institution.
- ii. Working Knowledge of Computer (MS Office/Power Point)

3. The Breakdown of vacancies for respective years under LDCE:

Vacancy Year	UR	SC	TOTAL
2025	1	1	2
2026	2	-	2

4. There shall be a common examination for the vacancy years 2025 & 2026. The candidates shall be considered for vacancies of two years i.e. 2025 & 2026 separately as per their eligibility of any or both the years. The candidates will be ranked based on the scores obtained in the exam and two different merit list (year wise) will be prepared, the candidate securing a post under the LDCE 2025 will not be considered for the LDCE 2026. However, if an eligible candidate fails to secure a post in LDCE 2025, he/she will be considered for the LDCE 2026 subject to marks obtained in LDCE 2026, fulfillment of eligibility criteria and availability of vacancies.

5. The candidates may kindly note that LDCE is a competitive exam and the final selection will be based on the candidate's merit position and availability of vacancies in the respective category for a particular year i.e. 2025 and/or 2026. Mere qualifying the LDCE does not confer the right to promotion or inclusion in the selection list.

6. How to apply:

- a. All eligible UDCs with essential criteria detailed in para.2 above and are willing to appear in the LDCE may submit the duly filled offline application (Annexure-1) to the Personnel Section, NIN **on or before 12.05.2026 (5:00 Pm)**.
- b. The applications will not be accepted after the closing time and date.
- c. The details of the candidates will be verified by the Personnel Section and only the applications of candidates eligible on the prescribed dates will be accepted for further process.

7. Important Note:

- I. The candidature of the applicant(s) is/are subject to Vigilance clearance.
- II. Any period of ad-hoc/officiating appointment, will not be considered as regular service, to determine the eligibility of the candidate.
- III. If at any point of time, any information provided by the candidate is found to be incorrect, disciplinary/administrative action shall be initiated against the employee concerned and also against the officer certifying the details.
- IV. The date & Venue of examination will be notified in due course of time. However, candidates are advised to remain prepared to appear in the examination at a short notice.

8. Scheme of Examination

a. The Examination is of 100 marks consisting of three modules (I, II & III) as detailed below:

	Module - I	Module – II	Module – III
Exam Details	MCQs	Descriptive	Computer Skills
Maximum Marks	40 marks	40 marks	20 marks
Duration	60 minutes	90 minutes	60 minutes
Mode of Exam	Offline (Pen and Paper)	on Computer	on Computer
Marking Scheme	1 mark for every correct answer. No negative marking for incorrect answers.	Will be detailed in Question paper. No negative marking.	MS Word exercise – 7 marks MS Excel – 7 marks MS PowerPoint – 6 marks
Medium of Exam	English	English	English
Module wise Minimum Qualifying Marks	UR - 20 Marks SC - 16 Marks	UR - 20 Marks SC - 16 Marks	UR - 10 Marks SC - 8 Marks

b. Candidates not securing the **minimum qualifying marks in each module** will not be considered for the merit list.

8.1. Syllabus of the examination:

Module	Syllabus
Module - I	Manual of Office Procedures, CCS Rules (CCA, Leave, LTC, Conduct etc.), GFR, Pension Rules & NPS Rules, FR & SR, TA/DA & Joining Time Rules, Recruitment/Appointment & Promotion, Advances, Pay fixation, RTI Act, Reservation Rules, Procurement through GeM, Practice and procedures in Parliament.
Module - II	Noting and drafting; Precis Writing.
Module - III	Preparation of Presentation Slide using MS PowerPoint, Typing and Formatting on MS Word, Data Entry, Tabulation and Calculations Using Formulae on MS Excel.

9. Preparation of Merit list:

- a. The Final merit list will be prepared on the cumulative marks scored across three modules i.e. on a total of 100 marks.
- b. In case of more than one candidate securing equal marks, tie will be resolved as under:
 - i. First by using date of birth, with older candidates placed higher.
 - ii. If not resolved by 9(a)(i), the number of wrong answers will be used wherein those with the less wrong answers will be placed higher.

10. The Director, ICMR-NIN reserves the right to: -

- a. Modify/cancel this notification and/or the examination process at any point of time.
- b. For any queries/clarification regarding this notification, the applicants may contact the Administrative Officer, Establishment Section, ICMR-NIN.

Sr. Administrative Officer
for Director

Annexure-1

**APPLICATION FORM FOR THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR
THE POST OF ASSISTANT**

S. No.	Particulars		
1	Name (In Block Letters)		Passport size photo
2	Father's Name		
3	Post / Designation		
4	Date of joining in Present Post / Designation		
5	Time period completed in Present Post / Designation		
6	Present Department/ Section		
7	Pay Level (Present)		
8	Cell/ Phone No.		
9	Email Id		
10	Date of Birth		
11	Category		
12	Date of joining in ICMR/ ICMR-NIN		
13	Date of Last promotion (LDCE/DPC)		
14	Additional Information, if any		

15. Educational Qualification: Starting with secondary education

Examination	Branch / Stream	Name of College / University	Year	Percentage/ Grade	Class/ Division

(All Certificates must be attested and be attached)

16. Nature of duties performed: (In Brief)

DECLARATION

I, hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any of the above information furnished by me being found false or incorrect at any stage, my candidature/ appointment is liable to be summarily cancelled/ terminated without any notice or compensation.

Date:

Place:

(Signature of Applicant)