

No. ICMR/R&PCell/LDCE/Assistant/2025
Recruitment & Promotion Cell
INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi

Dated 16th April 2026

CIRCULAR

Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant (Pay Level-6) working at ICMR Hqrs., for the vacancy years 2025 & 2026 -reg.

With the approval of the Competent Authority, ICMR, it has been decided to conduct the Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant in the Pay Level-6 for the vacancy years 2025 & 2026, 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.

2. As per Recruitment Rules for the post of Assistant, the prescribed qualifying service of 05 years for promotion to the post of Assistant through LDCE is to be reckoned as on 1st April of the year. Hence, UDCs who have completed 05 years of qualifying service as on 1st April 2025 shall be eligible for appearing in LDCE 2025 & 2026 and UDCs who have completed 05 years of qualifying service as on 1st April 2026 shall be eligible for appearing in LDCE 2026 only. Accordingly, online applications are invited **from the eligible UDCs working at ICMR Hqrs.**, who have rendered minimum 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 a recognized University/Institute; and

(ii) Working knowledge of Computer (MS Office / PowerPoint)

3. The Scheme and Syllabus for the examination are given as under :-

Scheme of Examination	<p><u>The Examination is of 100 marks consisting of three modules (Module-I, II & III)</u></p> <ul style="list-style-type: none"> • Module-I: MCQs of 40 marks, 1 hour duration. (Online mode) • Module-II: Descriptive of 40 marks, 1 ½ hour duration. (Online mode) • Module-III: Computer Skills: 20 marks, 1 hour duration (English Only) (on computer). • The qualifying marks for each of the modules i.e. Module-I, Module -II & Module - III will be 50% for UR and 40% for SC/ST/PwBD. • Qualifying each of the module is mandatory. Candidates who don't qualify in Module-I will not be considered for evaluation for Module-II. Further, candidates who don't qualify in Module-II will not be considered for evaluation for Module-III. Similarly, candidates who don't qualify in Module-III will not be considered for further process.
Syllabus of Examination	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.
Preparation of Merit	Final merit will be prepared on the basis of marks obtained out of 100.
Resolution of Tie Cases	In cases where more than one candidate secures equal marks, tie will be resolved as under: 1. First by using date of birth with older candidates placed higher. 2. If not resolved by (1), the number of wrong answers will be used wherein those with less wrong answers will be placed higher.

4. The break-down of vacancies under LDCE quota is as under:-

Vacancy Year	Breakdown of vacancies		
	UR	SC	ST
2025	8	5	3
2026	0	1	0
Total	8	6	3

5. 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, subject to their eligibility of any or both the years and will be arranged in the order of merit as per the aggregate marks finally awarded to each candidate. **However, the results shall be declared separately for each year to ensure that if vacancies remain unfilled in the year 2025, the same shall be carried forward to the next vacancy year 2026 and filled by the candidate, subject to fulfillment of eligibility criteria and availability of vacancy(ies).**

5.1 Year wise merit list will be made on the basis of number of vacancies, candidate's merit and fulfillment of all other eligibility conditions. Based on his/her merit, and subject to vacancy position and other eligibility conditions, candidate will be placed in the appropriate merit list (category and year). If a candidate's name is included in the merit list for a particular category for a particular year, his/her name will not be considered for inclusion in other list(s).

6. **Candidates should clearly understand that LDCE is a competitive examination and not a qualifying examination.** The final selection of the candidate will be done on the basis of the candidate's merit position and availability of vacancy(ies) in respectively category(ies) of each vacancy year i.e., 2025 & 2026. Mere qualifying the examination does not entail the candidate any claim for inclusion in the merit list or selection to the post.

7. The examination shall be held at New Delhi. The date of exam and venue will be intimated in due course of time. The candidates are advised to remain prepared, to appear in the examination, at a short notice.

8. The application for appearing in the LDCE shall be submitted through online mode in the link available on the ICMR website (https://recruitment.icmr.org.in/icmr_udc_ldce/index.php/login), as per the detailed instructions given therein.

9. The last date of submission of the online application is **04.05.2026 (Monday)** (Till 05:00 PM). All **regular UDCs of ICMR Hqrs.**, who fulfill the eligibility criteria (mentioned in para-2 above) and are willing to appear in the examination, may fill the online application before the closing date.

9.1 After completion of filling up of the online application form, the candidates shall download and take a print out of the filled-in application form along with necessary documents and submit to Establishment Section of ICMR Hqrs.

9.2 The Establishment Section of ICMR Hqrs. will verify the details filled by candidates in the application form from their service records and also obtain vigilance clearance of the candidates, who have applied for the exam, from Vigilance Section, ICMR Hqrs.

9.3 Thereafter, the Establishment Section shall forward the verified application forms along with Vigilance Clearance Certificate to Recruitment & Promotion Cell latest by **15.05.2026**.

9.4 If at any point of time, any information provided in the application form is/are found to be incorrect, disciplinary/administrative action shall be initiated, against the employee concerned and also the Officer certifying the details.

10. Any period of ad-hoc/officiating appointment, will not be considered as regular service, to determine the eligibility of the candidate. The centre of examination will be allocated by AIIMS, New Delhi.

11. The Competent Authority reserves the right to make, modify or cancel this Notification and/or Examination process, at any point of time.

12. For any technical queries/difficulties being faced by the applicants while filling the application form, they may contact at query.rpcell@icmr.gov.in.

(Reema Sharma)
Assistant Director General (Admn.)

Copy to:

1. The Assistant Controller of Examinations, AIIMS, New Delhi, for information.
2. All the Director / Director-in-charge of ICMR Institutes/Centres for information
3. All Heads of Division, ICMR Hqrs, New Delhi for information & necessary action.
4. Dr. M.S. Chalga, Nodal Officer (E-Gov.Cell), with the request to upload the Circular in ICMR website and activate online application portal.
5. AD (OL), ICMR Hqrs, with the request to provide Hindi version of the Circular.
6. Guard File.