



आईसीएमआर-राष्ट्रीय कैंसर रोकथाम एवं अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR- National Institute of Cancer Prevention and Research
Indian Council of Medical Research (Department of Health Research)
I-7, Sector -39, NOIDA, Uttar Pradesh - 201301, India
(Website: <https://nicpr.org>)

No.NICPR/LDCEPromotion/Assistant/2026/1984

Dated: 25.09.2026

CIRCULAR

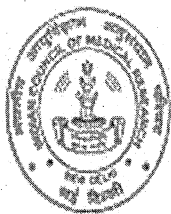
Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant (Pay Level-6) working at ICMR-NICPR, for the vacancy year 2025 & 2026 -reg.

In reference to ICMR circular No. ICMR/R&PCell/LDCE/Assistant/2025 dated 16.04.2026 and with the approval of the Competent Authority i.e. Director, ICMR-NICPR, Noida 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 year 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 September of the year. Hence, UDCs who have completed 05 years of qualifying service as on 1st September, 2026 shall be eligible for appearing in LDCE 2025 & 2026. Accordingly, applications are invited from the eligible UDCs working at ICMR-NICPR, Noida as per below eligibility criteria who have rendered minimum 05 years of regular service in the grade and having the requisite education qualification against the vacancies for the post of Assistant, through offline form.

3. The Requisite Educational Qualification, Scheme and Syllabus for the examination are given as under: -

Name and No. of post	Assistant (Pay Level-6 of 7 th CPC) - 3
Eligibility criteria and requisite Education Qualification	The existing UDCs, who have rendered minimum 05 years of regular service in the grade, who are eligible as on 01.09.2026, and having the following request qualifications: - (i) Minimum three years Bachelor's degree, in any discipline, from a recognized University/ Institute; and (ii) Working knowledge of Computer (MS Office/PowerPoint)



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Scheme of Examination	The Examination shall be of 100 marks consisting of three modules (Module-I, II & III). Module-I: MCQs of 40 marks, 1 hour duration. Module-II: Descriptive of 40 marks – 1½-hour duration Module-III: Computer Skills: 20 marks, 1 hour duration (English only) (on computer) The qualifying marks for each of the module i.e. Module-I, Module-II and 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-III. Similarly, candidates who don't qualify in Module-III. Similarly, candidates who don't qualify in Module-III will 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 Slides 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 secure 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.



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4. The vacancy position under LDCE quota is as under:

Vacancy year	Breakdown of Vacancies		
	UR	SC	ST
2025	01	00	00
2026	02	00	00
Total	03	00	00

5. Candidate's merit list will be prepared as per fulfillment of 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. If a candidate's name is included in the merit list for a particular category, 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 ICMR-NICPR, Noida. The date of exam 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 last date of submission of the offline application is 30.09.2026 (Wednesday) (Till 05:00 PM). All regular UDCs holding permanent posts at ICMR-NICPR, who fulfill the eligibility criteria (mentioned in para-2 above) and are willing to appear in the examination, shall submit their application at earliest or latest by the last date, as per requisite proforma, to the Administrative Officer by hard copy and also by mail at admin-nicpr@icmr.gov.in.

8.1. Candidates are required to complete the offline application form and submit it, along with the necessary supporting documents, to the Administration Section of ICMR-NICPR, Noida.

8.2. The Administration Section of ICMR-NICPR, Noida will verify the details filled by the candidates in the application form from their service records and also obtain vigilance clearance of the candidates, from Vigilance Section, ICMR-NICPR, Noida.



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9. If at any point of time, any information provided in the application from is/are found to be incurred, 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, the determine the eligibility of the candidate.
11. The competent Authority reserves the right to make, modify or cancel the Notification and/or Examination process, at any point of time.
12. For any queries/difficulties being faced by the applicants while filling the application form, the applicant may contact or write at admin-nicpr@icmr.gov.in.

Administrative Officer
For Director

Copy to: -

1. PS to Director, NICPR, Noida
2. Administration Section.
3. Accounts Section.
4. All UDCs of ICMR-NICPR: for information please.
5. Notice Board, ICMR-NICPR
6. Head IT with a request to upload on the Institute's website
7. Guard File.

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Limited Departmental Competitive Examination-2026
for Promotion to the Post of Assistant at ICMR-NICPR

APPLICATION FORM

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

1. Name of the candidate:
2. Designation:
3. Father/ Husband's Name:
4. Date of Birth (**DD-MM-YYYY format**):
5. Educational Qualification
(Attach self attested certificates):
6. Date of continuous and regular appointment to the post of UDC:
7. Medium for answering Question Papers
(Write in words either English or Hindi
only for Module I & II):
8. Present place of posting:
(Name of Section/ Unit where working)
9. Category to which belongs:
(**SC/ST/OBC/General**)
10. Any other information:

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

(Signature of the candidate):

Contact Number:

Email ID:

FOR USE BY THE ADMINISTRATION SECTION, ICMR-NICPR

Certified that Shri..... is having five years regular and continuous service in the grade of UDC as on 01.09.2026 and is eligible for appearing in the Limited Departmental Competitive Examination for the post of Assistant.

He/ She belongs to category.

There are no circumstances rendering him/ her unsuitable for promotion to the post of Assistant.

He/ She is clear from vigilance/disciplinary angle.

Admn. Officer

Vigilance Officer