

No. Admin/LDCE/709/2014(E-211418)/295

Dated : 13.05.2026

CIRCULAR

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

With the approval of the Competent Authority, ICMR-NIMR, 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 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 2026** shall be eligible for appearing in LDCE 2026.. Accordingly, applications are invited from the eligible UDCs working at ICMR-NIMR, 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. (Bilingual)• Module-II: Descriptive of 40 marks, 1 ½ hour duration.(Bilingual)• 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. <p>Qualifying each of the module is mandatory and in case the candidate does not qualify any of the module, he will not be considered for the Promotion.</p>
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V. Chakraborty
13/5/2026
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Syllabus of Examination	<p>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.</p> <p>Module-II : Noting and drafting ; Precis Writing.(Hindi / English)</p> <p>Module-III : Preparation of Presentation Slide using MS Power point, Typing and Formatting on MS word, Data Entry, Tabulation and Calculations using Formulae on MS Excel.</p>
Preparation of Merit	Final merit will be prepared on the basis of marks obtained out of 100.
Resolution of Tie Cases	<p>In cases where more than one candidate secures equal marks, tie will be resolved as under:</p> <ol style="list-style-type: none"> 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
2026	2	0	0
Total	2	0	0

5. **The 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 year 2026. Mere qualifying the examination does not entail the candidate any claim for inclusion in the merit list or selection to the post.

6. The examination shall be held at NIMR, New Delhi. The date of exam will be intimated in due course of time.

7. The candidates are advised to remain prepared, to appear in the examination, at a short notice. The application for appearing in the LDCE shall be submitted in hard copy and mail to aonimr@gmail.com as per requisite proforma.

8. All regular UDCs holding permanent posts at ICMR-NIMR, who fulfill the eligibility criteria (mentioned in para-2 above) and are willing to appear in the examination, shall submit their application at the earliest or latest by **20.05.2026 to the Admn. Officer by hard copy and also by mail at aonimr@gmail.com.**

9. 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

दिनांक 13/5/2026

वन्दना कालिया, प्रशासनिक अधिकारी
Vandana Kalia, Administrative Officer
आईसीएमआर-राष्ट्रीय मलेरिया अनुसंधान संस्थान
ICMR-National Institute of Malaria Research
स्वास्थ्य अनुसंधान विभाग
Department of Health Research
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
Ministry of Health and Family Welfare, Govt. of India
सेक्टर-8, द्वारका, नई दिल्ली-110077
Sector-8, Dwarka, New Delhi-110077

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.

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, the applicant may contact or write at aonimr@gmail.com

This issues with the approval of Director, NIMR.

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वन्दना कालिया, प्रशासनिक अधिकारी
 Vandana Kalia, Administrative Officer
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Copy to:

1. PS to Director, NIMR
2. All Scientists/ OICs of the Field Unit /AO/ACO/Head of divisions: With a request to circulate under the regular UDCs working under their control.
3. All UDCs of NIMR : for information please.
4. Notice Board, NIMR
5. Head IT : with a request to upload on the Institute's website.

**Limited Departmental Competitive Examination-2026
for Recruitment to the Post of Assistant at ICMR-NIMR**

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 ESTABLISHMENT DIVISION ICMR-NIMR

Certified that Shri is having five years regular and continuous service in the grade of UDC as on 01.04.2026 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