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INDIAN COUNCIL OF  
MEDICAL RESEARCH

**RMRCBB**  
REGIONAL MEDICAL RESEARCH  
CENTRE, BHUBANESWAR

आई.सी.एम.आर - क्षेत्रीय आयुर्विज्ञानअनुसंधान केंद्र, भुवनेश्वर  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR-Regional Medical Research Centre, Bhubaneswar  
Department of Health Research,  
Ministry of Health & Family Welfare,  
Government of India

No. ICMR/RMRCBB/Estt./A-13/2024/ २३३

Date: 17<sup>th</sup> May 2024

## CIRCULAR

**Subject:** Conducting Limited Departmental Competitive Examination (LDCE) to fill up one UR vacancy of Upper Division Clerk (UR) in Pay Level -4 (Rs. 25,500 – 81,100).

With the approval of the Competent Authority, ICMR-RMRC, Bhubaneswar it is decided to hold a Limited Departmental Competitive Examination (LDCE) for promotion to the post of Upper Division Clerk (UR) in Pay Level - 4 (Rs. 25,500 - 81,100).

### 1. Eligibility for appearing in the Examination:

As per the ICMR Administrative Cadre (group A, B, C) Recruitment Rules 2017, Lower Division Clerk in the pay of Level-2 who have rendered 05 years' regular service as LDC and having the following requisite qualifications:

- (i) 12<sup>th</sup> class pass or equivalent qualification from recognised Board or University.
- (ii) Typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi on Computer.  
(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 05 key depressions for each word).

**Note:-** Qualifying marks for written test shall be 50% for UR/EWS/OBC and 40% for SC/ST/PWD candidates. Only qualified candidates shall be called for Skill Test/Typing Test.

2. The scheme and syllabus for the examination are given in **Annexure-1**. There shall be **NO NEGATIVE MARKING for objective type questions**. The selection of the candidate shall be made in order of Merit of the written examination subject to qualifying the Skill test. In case, the candidate who is the topper in the written examination fails to pass the Skill test and the candidate, who is at second position in the merit, passes the Skill test, the offer shall be made to the candidate acquiring the second position.
3. The venue for examination shall be Examination Hall, II Floor, Annexure Building ICMR-RMRC, Chandrasekharpur, Bhubaneswar-751023. The tentative date of examination will be **30.05.2024**. The exact date will be notified in due course of time. The prospective candidates are advised to remain prepared to appear in the examination at a short notice.
4. The application for appearing in the examination shall be submitted offline only in the prescribed format given in Annexure-2.



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5. The last date of submission of the offline application is **27.05.2024 (Till 05.30 PM)**. All regular employees, who fulfil the eligibility criteria (mentioned in para-2 above), as on **27.05.2024** and are desirous to appear in the examination, may submit their offline application before the closing date. It may be noted that under no circumstances, the last date will be extended. If any information provided in the application found incorrect, apart from LDCE process, disciplinary/administrative action shall also be initiated as per rules.
6. Any period of ad-hoc/officiating appointment, will not be considered to reckon as approved services, to determine the eligibility.
7. Medium of examination and typing test: The candidates will have an option to write the examination and to appear for the typing test, either in Hindi or in English. It is clarified that the medium of examination and typing test once exercised shall be final and will not be allowed for any change after submission of the application form.
8. The Competent Authority reserves the right to modify or cancel this Notification and/or Examination process, at any point of time.
9. The promotion will be subject to the further orders of Hon'ble Supreme Court in various cases mentioned in DoPT OM No. 36012/11/2016-Estt (Res-1) {Pt II} dated 15.06.2018 and/or in any other case related to the matter of reservation and/or reservation in promotion.

U.P.D. Chandrahasan  
Administrative Officer & HoO

**Distribution to:**

1. Existing LDCs through email
2. Director's office/Accounts Officer
3. Notice Boards



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**Annexure-1**

**SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION(LDCE)  
FOR THE POST OF UPPER DIVISION CLERK**

Questions will be of both objective and descriptive type and will from the below mentioned topics: -

Sl.No/ Section	Details of Syllabus/Topics	No of Questions	01 Marks for each question
1	About ICMR and RMRC, Bhubaneswar and their achievements, By Laws of ICMR and delegation of financial powers to the Director, Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Right to Information Act, 2005	15	15
2	Office Procedure, Drafting, Noting, Service Books, Recruitment Rules of different cadres of ICMR, MBAP Scheme, Seniority and Promotion in Central Government Service, Reservations and Concessions for SC/ST/OBC/PwD/EWS/ESM etc. and Confidential Reports(APARs).	20	20
3	GFR 2017, Procurement of Goods and Services, Physical Verification, Condemnation, GeM and CPP & GeM portal, GST and TDS.	20	20
4	Central Civil Services (Leave Travel Concession) Rules, TA/DA Rules, CGHS and Medical Attendance Rules, CCS (Leave) Rules, CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Pension) Rules, 1972 & 2021 and New Pension Scheme.	20	20
5	Logical Reasoning & Quantitative Aptitude, Basic Arithmetic, Basic Knowledge of Computer, e-office and e-governance, General English and English Grammer.	25	25
	Total	100	100



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Annexure-2

**Limited Departmental Competition Examination-2024**  
**For Recruitment to the post of Upper Division Clerk at ICMR-RMRC, Bhubaneswar**

**APPLICATION FORM**

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

Sl.No.	Particular Required	Details Provided
1.	Name of the Candidate	
2.	Designation	
3.	Pay Level	
4.	Category (SC/ST/OBC/UR)	
5.	Father's/Husband Name	
6.	Date of Birth (DD-MM-YY format)	
7.	Educational Qualification	
8.	Typing Speed (attach certificate, if any)	
9.	Date of regular appointment to the post of LDC	
10.	Medium of answering question paper (Write in words either English/Hindi)	
11.	Medium for typing Test on Computers (Write in words either English or Hindi)	

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:



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(For Office use only)

Certified that Shri/Smt/Kumari .....is having five years Regular and continuous service in the grade of LDC as on 27.05.2024 and is eligible for appearing in the Limited Departmental Competitive Examination - 2024 for promotion to the post of UDC.

He/She belongs to ..... category.

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

He/She is clear from vigilance/disciplinary angle.

Dated \_\_\_\_\_

Section Officer (Estt)

Administrative Officer

Vigilance Officer