



icmr **NIRWoH**
INDIAN COUNCIL OF MEDICAL RESEARCH NATIONAL INSTITUTE FOR RESEARCH ON WOMEN'S HEALTH

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ICMR National Institute for Research on Women's Health
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Department of Health Research,
Ministry of Health and Family Welfare, Govt. of India

F. No. C-11011/67/2024-Admn/eOffice No.-209594

27.04.2026

OFFICE MEMORANDUM

Subject: Limited Departmental Competitive Examination (LDCE) for Promotion to the Post of Assistant (Pay Level-6) at ICMR-NIRWoH for Vacancy Years 2025 & 2026 – reg.

Reference is invited to ICMR Letter No. ICMR/R&PCell/LDCE/Assistant/2025 dated 16.04.2026 and Circular No. ICMR/R&PCell/LDCE/Assistant/2025 dated 16.04.2026 regarding conduct of Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant (Pay Level-6) for vacancy years 2025 & 2026.

In pursuance of the approval of the Competent Authority and in accordance with the existing ICMR Administrative Cadre (Group 'A', 'B' & 'C') Recruitment Rules, 2017, as amended vide OM No. 16/155/2015-Admin/E-155935 dated 13.08.2024, it has been decided to invite applications from eligible Upper Division Clerks (UDCs) working at ICMR-National Institute for Research in Women's Health (ICMR-NIRWoH) for appearing in the Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant (Pay Level-6).

1. Vacancy Position

The vacancy position for the post of Assistant under LDCE quota at ICMR-NIRWoH is as follows:

Vacancy Year	UR	SC	Total
2025	2	0	2
2026	4	1	5
Total	6	1	7

2. Eligibility Criteria

As per the Recruitment Rules for the post of Assistant, the prescribed qualifying service of 05 years for promotion through LDCE shall be reckoned as on 1st April of the respective year.

Accordingly:

UDCs who have completed 05 years of qualifying service as on 01.04.2025 shall be eligible to appear in LDCE for vacancy years 2025 & 2026.

UDCs who have completed 05 years of qualifying service as on 01.04.2026 shall be eligible to appear in LDCE for vacancy year 2026 only.

3. Requisite Educational Qualification

1. Minimum three-year Bachelor's Degree in any discipline from a recognized University/Institute.
2. Working knowledge of Computer applications such as MS Office / PowerPoint.

- **Scheme & Syllabus of Examination are given as under:**

The examination shall consist of 100 marks divided into three modules as detailed below:

Module Nature of Examination Marks Duration Mode

Module-I Multiple Choice Questions (MCQs) 40 marks, 1 Hour **(Offline Mode)**

Module-II Descriptive Paper 40 marks, 1½ Hours **(Offline Mode)**

Module-III Computer Skills Test 20 marks, 1 Hour Computer Based

- **Qualifying Marks**

- ***UR Category: 50% marks in each module.***
- ***SC/ST/PwBD Category: 40% marks in each module.***

Mandatory Conditions

- ❖ Qualifying each module separately is mandatory.
- ❖ Candidates not qualifying Module-I will not be considered for Module-II evaluation.
- ❖ Candidates not qualifying Module-II will not be considered for Module-III evaluation.
- ❖ Candidates not qualifying Module-III shall not be considered for further process.

4. Syllabus of Examination

Module-I

- Manual of Office Procedures
- CCS Rules (CCA, Leave, LTC, Conduct etc.)
- General Financial Rules (GFR)
- Pension Rules & NPS Rules
- Fundamental Rules & Supplementary Rules (FR & SR)
- TA/DA and Joining Time Rules
- Recruitment / Appointment / Promotion Rules
- Advances
- Pay Fixation
- RTI Act

- Reservation Rules
- Procurement through GeM
- Parliamentary Practices and Procedures

Module-II

- Noting and Drafting
- Precis Writing

Module-III

- Preparation of Presentation Slides using MS PowerPoint
- Typing and Formatting using MS Word
- Data Entry, Tabulation and Formula-based Calculations using MS Excel

5. Application Procedure

1. Eligible candidates are required to submit their applications through offline mode before 30.04.2026.
2. The signed application form along with supporting documents shall be submitted to the Establishment Section, ICMR-NIRWoH.
3. Administration/Establishment Section shall verify the particulars from service records and obtain Vigilance Clearance.
4. Verified applications shall be processed for further action.
5. Important Instructions
 - Any false or incorrect information furnished in the application form shall invite disciplinary/administrative action.
 - Ad-hoc/officiating service shall not be counted as regular service for eligibility.
 - Examination date, venue and other instructions shall be notified separately.
 - The Competent Authority reserves the right to amend, modify or cancel the examination process at any stage.

6. Publication on LAN / Notice Board

This Office Memorandum may be circulated among all Sections/Units and uploaded on the LAN portal of ICMR-NIRWoH for information of all eligible employees.



(Authority Signature)

Administrative Officer

ICMR–National Institute for Research in Women’s Health (NIRWoH)

Passport size
Photo

**Application form for the Limited Departmental Competitive Examination (LDCE)
post Assistant – Level 6 (Group B)**

1. Name of the Applicant: _____
2. Gender: _____
3. Date of birth: _____
4. Father's/Husband's Name: _____
5. Email id: _____
6. Mobile No.: _____
7. Whether SC/ST (Yes/No): _____
8. Date of Joining at ICMR Institute: _____
9. Date of Present Post: _____
10. DR Post (LDC/UDC): _____
11. Medium of writing (English/Hindi): _____
12. Vigilance clearance certificate: _____
(copy enclosed)

13. Qualification details

S. No.	Exam Passed	Board/ University Name	Division/Class	Date of passing		
1	10 th					
2	12 th					
3	Graduation					
4	Post- Graduation					
5	Computer Knowledge					

Declaration

I hereby declare that I am agreeing to serve anywhere in India and the entries in this form and the additional particulars furnished herewith are true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancelation/termination without notice or any compensation in lieu thereof.

(Signature of the Applicant)