



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**NIRBI**  
NATIONAL INSTITUTE FOR  
RESEARCH IN BACTERIAL INFECTIONS

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान

ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

No. NIRBI/Admn/Rectt/2024-25/145,

Date: 27.05.2025

### परिपत्र/CIRCULAR

विषय/Sub: Conducting Limited Departmental Competitive Examination (LDCE) to fill up ONE (UR) vacancy of Upper Division Clerk in Pay Level-4 (Rs. 25,500- 81,100).

With the approval of the Competent Authority at ICMR-NIRBI, 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. Offline applications are invited from the existing Lower Division Clerks who have rendered 05 years of regular service as LDC and having the following requisite qualifications:

- Degree from a recognized university or equivalent.
- Typing sped 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 corresponds to 10500 KDPH/9000 KDPH on average of 05 key depressions for each word).

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

2. The scheme and syllabus for the examination are given in Annexure-I. Each question carries 1 (One) mark and there shall be NO NEGATIVE MARKING. 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 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 and exact date of examination 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 -II.

5. The last date of submission of the offline application is 09.06.2025 (Till 05:30 PM). All regular employees, who fulfil the eligibility criteria (mentioned in para-2 above), as on 09.06.2025 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 is found incorrect, apart LDCE process, disciplinary/administrative action shall also be initiated against the employee concerned and also the officer certifying the details.

6. Any period of ad-hoc/officiating appointment, will not be considered to reckon as approved services, to determine the eligibility.



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+91-33-2363 3373 (निदेशक/Director), +91-33-2370 1176, 5533 (प्रशासन/Administration)



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7. Medium of examination and typing test: The candidates will have to write the examination either in English or in Hindi. Typing test will be held both in Hindi and English and the candidate would have the option to choose either of them. It is clarified that the medium of examination and typing test once exercised shall be final and under no circumstances any change would be allowed 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 further orders of Supreme Court in various cases mentioned in DoPT OM No. 36012/11/2016-Estt (Res-I) {Pt II} dated 15.06.2018 and/or in any other case related to the matter of reservation and/or reservation in promotion.

  
वरिष्ठ प्रशासनिक अधिकारी/Sr. Administrative Officer

प्रतिलिपि/ Copy to:-

1. निदेशक कार्यालय/ Director's office
2. अनुभाग अधिकारी (कार्मिक)/ Section Officer (Pers.)
3. मौजूदा एलडीसी ईमेल के माध्यम से /Existing LDCs through email.
4. सभी नोटिस बोर्ड/ All Notice Boards.
5. श्रीमती सहेली सामंता को इसे आईसीएमआर-एनआईआरबीआई वेबसाइट पर अपलोड करने के अनुरोध के साथ/Mrs. Saheli Samanta with a request to upload the same in ICMR-NIRBI website.

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

Questions will be asked from the following Topics as amended from time to time:-

<b>Sl. No.</b>	<b>Details of Syllabus/Topics</b>	<b>No. of Questions</b>	<b>Total Marks for Each Section</b>
1.	About ICMR and ICMR-NIRBI and their achievements, By Laws of ICMR and delegation of powers to Director General and Director, Rajbhasa Niyam, 1976 as amended from time to time, Sexual Harrasment of Woman at Workplace, Right to Information Act and Allied matters.	20	20
2.	Office Procedure, Drafting, Noting, Service Books, Recruitment Rules of different cadres of ICMR i.e Scientific Cadre, Technical Cadre, Administrative Cadre etc., 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.	Procurement of Goods and Services, Physical Verification, Condemnation, GeM and CPP Portal, Budget, Income Tax, GST and TDS	20	20
4.	Central Civil Services (Leave Travel Concession) Rules, TA/DA Rules, CGHS and Medical Attendance Rules, CCS (CCA) Rules, CCS (Pension) Rules, 1972 & 2001 and New Pension Scheme	20	20
5.	Logical Reasoning & Quantitative Aptitude, Basic Arithmetic, General English, Basic Knowledge of Computer, Importance of Information Technology in Administration and e-governance	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>



**Limited Departmental Competitive Examination – 2025  
For Recruitment to the post of Upper Division Clerk at ICMR-NIRBI**

**APPLICATION FORM**

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

Sl. No.	Particular Required	Details Provided
1.	Name of the candidate	
2.	Designation	
3.	Pay Level	
4.	Category (SC/ST/OBC/General)	
5.	Father's/ Husband's name	
6.	Date of Birth (DD-MM-YYYY format)	
7.	Educational Qualifications	
8.	Typing Speed	
9.	Date of regular appointment to the post of LDC	
10.	Medium for answering question paper (Write in words either English or Hindi)	
11.	Medium for Typing test on Computers (Write in words either English or Hindi)	
12.	Present place of posting (Name of Section)	

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 SECTION, ICMR-NIRBI**

Certified that Shri/Smt/Kumari ..... is having five years regular and continuous service in the grade of LDC as on 09.06.2025 and is eligible for appearing in the Limited Departmental Competitive Examination – 2025 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.

Dated \_\_\_\_\_

Section Officer

Sr. Administrative Officer

Director