

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली. 110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



No. 3-2/b/ LDCE-2011/ EI

Dated 30.09.2011

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Heads of all the National Laboratories / Institutes of CSIR

Sub: Preliminary notification of Limited Departmental Competitive Examination – 2011 (LDCE-2011) for the post of:

1. Section Officers (Gen / F&A / S&P) in the PB of Rs. 9300-34800 GP of Rs. 4800/-
2. Private Secretary in the PB of Rs. 9300-34800 GP of Rs. 4800/- and
3. Assistant Gr. I (Gen / F&A/ S&P) in the PB of Rs. 9300-34800 GP of Rs. 4200/- in CSIR and its National Lab/Instts.

Sir,

I am directed to state that CSIR will hold a Limited Departmental Competitive Examination – 2011 (LDCE-2011) to fill up vacancies in following posts in CSIR and its National Laboratories /Institutes.

| Sl. No. | Posts | Pay Band |
|---------|---|-----------------------------------|
| 1. | Section Officers (General / Finance & Accounts / Stores & Purchase) | PB 2 Rs. 9300-34800 GP Rs. 4800/- |
| 2. | Private Secretary | PB 2 Rs. 9300-34800 GP Rs. 4800/- |
| 3. | Assistant Gr. I (General / Finance & Accounts / Stores & Purchase) | PB 2 Rs. 9300-34800 GP Rs. 4200/- |

2. The **eligibility criteria** for appearing in the above examination is given in **Annexure –I**
3. The **details of Centres** of examination is given in **Annexure –II**
4. The **Scheme and Syllabus** for examination is given in **Annexure – III**
5. **Schedule of Examination:** The examination is scheduled on **12th and 13th November, 2011**. The schedule of examination is given at **Annexure - IV**
6. The **application form** for appearing in the examination is at **Annexure – V**
7. **Vacancies:** The tentative vacancies are given in **Annexure – VI and Annexure VII**.
8. The **last date** of receipt of Application is **17th October, 2011**. All regular employees, who fulfill the eligibility criteria as on **01.01.2011** and are desirous of appearing in the examination, may submit the application in the prescribed proforma to their Head of Office.

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9. The Senior Controller of Administration / Controller of Administration / Administrative Officer of the concerned Laboratory / Institute must certify the correctness of the particulars given by the candidates in the application along-with a vigilance certificate before forwarding it to CSIR Hqrs.
10. Candidates who desire to apply for more than one post may fill only one form indicating the post(s) for which application is made at appropriate place-in the application form.
11. Application received after the due date will not be entertained. Requests for any kind of relaxation may not be forwarded to this office as the same will not be considered. Any period of ad hoc/officiating appointment in the grade will not be considered for reckoning approved services for determining the eligibility. The centre of examination will be allocated by CSIR strictly based on the Laboratory / Institute where the candidate is presently posted. However, candidates posted in the extension centre(s) of a laboratory./ Institute will be allotted examination center nearest to their place of working.
12. **Medium of examination:** The candidates will have an option to write the examination either in Hindi or in English. It is clarified that medium of examination once exercised shall be final and all papers (i.e. Paper I / II / III in respect of SOs and PSs and Paper I / II in respect of Assistant Gr. I examination) will have to be written only in the opted medium.
13. **Vacancies of Assistants Grade I:** Directors of Labs/Instts. & CSIR Hqrs. are requested to confirm the vacancies of Assistants Grade I of their Labs / Instts as on 01.01.2011 given in the **Annexure – VII by 10.10.2011**. If no information is received by the stipulated date, the vacancies given in Annexure – VII in respect of Assistants Gr. I will be taken as final.
14. The circular may please be given wide publicity in your Laboratory/Institute.
15. This circular is also available on CSIR website "www.csir.res.in."

Yours faithfully

Encl: As above


(AK Mukherjee)
Deputy Secretary

Copy to:-

1. Sr. DS (CO) CSIR Hqrs. / Sr. DS, (Exam) CSIR, Complex, New Delhi
2. Head, HRDG, CSIR Complex, New Delhi – 110 012
3. OSD, HRDC, Ghaziabad / Heads, URDIP/ IPMD / RAB
4. Office copy.

5. IT Division, with the request to host this in CSIR website.

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Eligibility criteria for CSIR LDCE - 2011 in accordance with ASRP Rules - 1982

| Post | Eligibility |
|--|---|
| Section Officer (General) Section Officer (Finance & Accounts) Section Officer (Stores & Purchase) | Assistants (General) Grade I, Assistant (Finance & Accounts) Grade I, Assistants (Stores & Purchase) Grade I and Senior Stenographers possessing a University Degree in any discipline and have completed not less than 03 (three) years of approved service in their respective grades as on 01.01.2011. |
| Private secretary | Sr. Stenographers who have a University Degree in any discipline with 03 (three) years approved service as on 01.01.2011. |
| Assistants (General) Grade I, Assistants (Finance & Accounts) Grade I, Assistants (Stores & Purchase) Grade I, | Assistants (General) Grade II, Assistants (Finance & Accounts) Grade II, Assistants (Stores & Purchase) Grade II and Junior Stenographers possessing a University Degree in any discipline and have completed not less than 3 years of approved service in their respective grades as on 01.01.2011. |



Annexure – II

Candidates belonging to the following CSIR Labs/Insttts will have to appear for written examination at the centre mentioned against it. **However candidates posted in extension centre of a Lab/Insttts will be allotted examination centre nearest to their place of posting.**

| Laboratories/ Institutes | Centre |
|---|-----------|
| CBRI (Roorkee), CDRI, CIMAP, ITRC & NBRI(Lucknow), CEERI(Pilani), IIIM (Jammu), AMPRI (Bhopal), CSIO, IMT (Chandigarh), IHBT (Palampur), IIP (Dehradun), IGIB,NISCAIR, NISTADS, NPL,CRRI, CSIR Hqrs including CSIR Complex (New Delhi) and HRDC (Ghaziabad) | New Delhi |
| CFTRI (Mysore), CLRI, SERC, CSIR (Md.) Complex (Chennai), CECRI (Karaikudi), CS&MCRI (Bhavnagar), NCL (Pune), NEERI (Nagpur), NIST (Thiruvananthapuram), NIO (Goa), NAL (Banglore), CCMB, IICT & NGRI (Hyderabad) | Hyderabad |
| CMIFR (Dhanbad), CMERI (Durgapur), CGCRI, IICB (Kolkata), NEIST (Jorhat), NML (Jamshedpur), IMMT (Bhubaneshwar) | Kolkata |



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Scheme of examination and Syllabus

Section Officer General /Finance & Accounts / Stores & Purchase and Private Secretary

Common Paper:

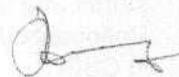
| Paper | Subject | Max Marks | Time |
|------------|--|-----------|----------|
| Paper – I | Noting, Drafting and Precis Writing (Conventional Type) | 100 | 2.30 Hrs |
| Paper – II | General Knowledge and Constitution of India (Objective Type) | 100 | 1.30 Hrs |

Specialised Paper:

Section Officer (G) and Private Secretary

| Paper | Subject | Max Marks | Time |
|-----------|--|-----------|---------|
| Paper III | Office Procedure, Rules & Regulations and CSIR Rules, Regulations and Bye-Laws. (Conventional Type) | 100 | |
| | Part-A (Conventional Type) This part will consist of Office Procedure and some guidance in the subject can be obtained from:- 1. Latest edition of Manual Office Procedure 2. Notes on Office Procedure issued by the Institute of Secretariat Training & Management. 3. Hand Book of Personnel Officers. | 40 | |
| | Part-B (Conventional Type) This part will be consist of Rules & Regulations, including knowledge of FRs, SRs, GFRs, DFPRs, CCS(Leave) Rules, CCS(Pension) Rules, CCS(CCA) Rules, CCS(Conduct) Rules etc; and CSIR Rules, Regulations and Bye-Laws and some guidance on the subject can be obtained from: 1. Fundamental and Supplementary Rules 2. CCS (Pension) Rules, 1972 3. CCS (Conduct) Rules, 1964 4. CCS (CCA) Rules, 1965 5. Compilation of General Financial Rules 1963. 6. Delegation of Financial Power Rules, 1978. 7. CCS (Leave) Rules, 1972 8. CSIR Rules, Regulations and Bye-Laws. | 60 | 3 Hours |

For the posts of Private Secretary in addition to the above examination, candidates will have to appear in a qualifying test in English / Hindi shorthand at the speed of 100 w.p.m.



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Section Officer (Finance & Accounts)

| Paper | Subject | Max Marks | Time |
|-----------|---|------------|----------------|
| Paper III | Accounts including Works accounts, FR-SR & GFR and CSIR Rules, Regulations and Bye-Laws. | 100 | 3 Hours |
| | Part-A (Conventional Type) This part will consist of Accounts including Works Accounts. Short or medium type questions (Theory and / or Practical) on the following topics would be asked 1. Book Keeping and Accountancy 2. Work accounts | 30 | |
| | Part-B (Conventional Type) This part will consist of FRs, SRs, GFRs. Questions (Theory and /or Practical) on the following topics would be asked 1. Pay Fixation 2. Pension Rules 3. GFR including FR/SR, TA, LTC, Leave Rules | 40 | |
| | Part-C (Conventional Type) This part will consist of CSIR Rules, Regulations and Bye-Laws. Short Notes / Questions on the following topics would be asked 1. CSIR Rules, Regulations and Bye-Laws 2. Purchase Procedure 3. Budget 4. Project Costing 5. CSIR Instructions on Financial Management 6. Auditing 7. Delegation of Financial Powers Rules 8. IMPACT –Accounting package in CSIR | 30 | |

Section Officer (Stores & Purchase)

| Paper | Subject | Max Marks | Time |
|-----------|--|------------|----------------|
| Paper III | Materials Management & CSIR Rules, Regulations & Bye-laws (Conventional Type) 1. CSIR Rules, Regulations and Bye-laws. 2. Organisational structure of stores and purchase department 3. Objective, roles and scope of functioning of stores & purchase department 4. Procedure for issue and dispatch of materials 5. Physical verification 6. Procedure for identification of obsolete and surplus stores and their disposal and procedure for write-off. 7. Rationalized stores & Purchase Procedure followed in CSIR. 8. Procedure for purchase of capital and non-capital items 9. Clearance of consignment including customs clearance 10. Price preference 11. Selective Approaches: ABC, FNS, VED, & XYZ Analysis: | 100 | 3 Hours |

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| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none">12. Costs associated with Inventory Management13. Economics order Quantity (EOQ) and its role and significance for Inventory Management14. Lead time analysis15. Safety stock16. Value analysis17. Determination of various levels of stocks18. Inventory turnover ratio. | | |
|--|---|--|--|



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Assistants (General / Finance & Accounts / Stores & Purchase) Gr. I

Common Paper:

| Paper | Subject | Max. Marks | Time |
|---------|--|------------|---------|
| Paper-I | Part 'A' (Objective Type) General English / General Hindi (20 Marks) Précis writing (20 Marks) | 40 | 3 Hours |
| | Part 'B' (Subjective Type) Computer Awareness / Office automation (25 Marks) General Awareness (20 Marks) CSIR Rules and Regulation & Bye Laws (15 Marks) | 60 | |

Specialised Paper :

Assistant (General) Grade I

| Paper | Subject | Max. Marks | Time |
|------------|--|------------|---------|
| Paper – II | 50 short Answer question & 2 marks each FRs and SRs CCS (Leave) Rules CCS (CCA) Rules/ CCS (Conduct) Rules CCS (Pension) Rules Manual of Office Procedure | 100 | 3 Hours |

Assistant (Finance & Accounts) Grade – I

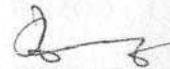
| Paper | Subject | Max. Marks | Time |
|-----------|---|------------|---------|
| Paper –II | 50 short Answer question & 2 marks each FRs and SRs CCS (Pension) Rules General Financial Rules Treasury Rules CSIR Rationlaised Purchase Procedure Civil Works | 100 | 3 Hours |

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Assistant (Stores & Purchase) Grade – I

| Paper | Subject | Max. Marks | Time |
|------------|--|------------|---------|
| Paper – II | 50 short Answer question & 2 marks each <ol style="list-style-type: none">1. CSIR Purchase Procedure2. Objective role and scope of functioning of Purchase Deptt.<ul style="list-style-type: none">• Procedure for Purchase of capital and non-capital items• Custom Clearance3. Objective role and scope of functioning of Stores Deptt.<ul style="list-style-type: none">• Procedure for issue of materials – Methods & Process of Materials Accounting System• Procedure for verification – Periodic & Perpetual –Distinction between periodic & perpetual stock verification system• Procedure for write –off• Preservation and upkeep of hazardous, poisonous and sensitive chemicals etc. in stores4. Economic Order Quantity (EOQ) – Inventory Carrying Cost5. Selective Approaches – ABC, VED etc. analysis | 100 | 3 Hours |



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Limited Departmental Competitive Exam 2011

Schedule of Examination – 12th and 13th November, 2011

| Sl. NO. | PAPER CATEGORY | Total Marks | Date & Time | Duration |
|---------|---|-------------|--------------------------------|----------|
| 1. | PAPER 1 COMMON FOR SO (G / FA / SP) & PS | 100 | 12.11.2011 09.00-11.30 hrs | 2.30 hrs |
| 2. | PAPER 2 COMMON FOR SO (G / FA / SP) & PS | 100 | 12.11.2011 11.45-13.15 hrs | 1.30 hrs |
| 3. | PAPER 3 SPECIALISED FOR SO(G) and PS | 100 | 12.11.2011 14.00 - 1700 hrs | 3.00 hrs |
| 4. | PAPER 3 SPECIALISED FOR SO (FA) | 100 | 13.11.2011 09.00 - 1200 hrs | 3.00 hrs |
| 5. | PAPER 3 SPECIALISED FOR SO (SP) | 100 | 13.11.2011 14.00 - 1700 hrs | 3.00 hrs |
| 6. | PAPER 1 COMMON FOR ASISSTANTS (G / FA / SP) GRADE I | 100 | 12.11.2011 09.00-1200 hrs | 3.00 hrs |
| 7. | PAPER 2 SPECIALISED FOR ASSISTANT (G) GRADE I | 100 | 12.11.2011 14.00 - 1700 hrs | 3.00 hrs |
| 8. | PAPER 2 SPECIALISED FOR ASSISTANT (FA) GRADE I | 100 | 13.11.2011 09.00 - 1200 hrs | 3.00 hrs |
| 9. | PAPER 2 SPECIALISED FOR ASSISTANT (SP) GRADE I | 100 | 13.11.2011 14.00 - 1700 hrs | 3.00 hrs |



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Council of Scientific & Industrial Research

Application form for Limited Departmental Competitive Examination (LDCE) – 2011
(All columns should be filled up with own handwriting and no column should be left unfilled)

| | |
|--|--|
| Post(s) for which application is being made (Pl. read instruction No:8 of letter dated 30.09.2011) | |
|--|--|

| |
|--|
| Please affix here your recent passport size photograph |
|--|

| | | |
|-----|---|-------------|
| 1. | Full name of the candidate | |
| 2. | Present post held and scale of pay | Post: |
| | | PB with GP: |
| 3. | Name of the Lab/Instt where employed (in case you are working in one of the centers of a Lab/Instt. please write the name of the city in which the center is located) | |
| 4. | Identity Card Number | |
| 5. | Date of regular appointment in the present post | |
| 6. | Educational Qualification (s) | |
| 7. | Date of birth (in DD/MM/YY) | |
| 8. | In case you belong to SC or ST Category please write the same | |
| 9. | Father's / Husband's Name | |
| 10. | E-mail id / Mobile number | |
| 11. | Preference of Station(s) for posting (please note that the preference does not confer any right for posting at the said stations and the decision of CSIR with regard to posting will be final). | 1. |
| | | 2. |
| | | 3. |
| 12. | Medium of writing the examination (Pl. write Hindi or English). <i>[If no option for medium is given it will be presumed that candidate has given for Hindi medium].</i> | Hindi |
| | | English |

Date:

Place:

(Signature of the Applicant)

(To be filled in by the office where the candidate is employed)

Name of the Lab/Instt. _____

The particulars furnished overleaf by the candidate have been verified from his/ her service records and are correct. The candidate fulfills the eligibility criteria in terms of qualification, approved service etc. as per the ASRP Rules 1982 and is eligible in the LDCE -2008.

It is certified in respect of Sh/Smt./Km. _____ that:

| | | |
|----|--|---|
| 1. | He/She is not under suspension | He/She is under suspension. |
| 2. | No disciplinary proceeding (s) is /are pending against him/her. | Charge sheet (s) has / have been issued against him/her and /or disciplinary proceeding (s) is /are pending against him/her |
| 3. | No prosecution for criminal charge (s) is /are pending against him/her | He/she has been prosecuted for criminal charge (s) and criminal charge (s) is /are pending against him/her. |
| 4. | He /she is not under going any penalty imposed under CCS (CCA) Rules. | She/she is undergoing penalty (s) imposed under CCS (CCA) Rules (pl specify the details below) |

(The office should specifically certify only those which is /are applicable in respect of above candidate and delete the rest of column).

Date:

Signature of Sr. CoA/CoA/AO

Place:

Name & seal of Sr. CoA/CoA/AO

Note: Seal of the Sr. CoA/CoA/AO is essential.

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Tentative vacancies for LDCE 2011

| Posts | UR | SC | ST | Total |
|----------------------|----|----|-----|-------|
| Section Officer (G) | 15 | 03 | --- | 18 |
| Section Officer (FA) | 04 | 03 | 03 | 10 |
| Section Officer (SP) | 09 | 02 | 01 | 12 |
| Private Secretary | 09 | 01 | 02 | 12 |



Tentative vacancies in the posts of Assistants (G / FA / SP) Grade I

| S.No | Lab /Instt | General Cadre | | | | Finance & Accounts Cadre | | | | Stores & Purchase Cadre | | | |
|------|------------|---------------|----|----|-------|--------------------------|----|----|-------|-------------------------|----|----|-------|
| | | UR | SC | ST | Total | UR | SC | ST | Total | UR | SC | ST | Total |
| 1. | AMPRI | 01 | - | - | 01 | - | - | - | - | - | - | - | - |
| 2. | CBRI | - | - | - | - | - | - | - | - | - | - | - | - |
| 3. | CCMB | - | - | - | - | - | - | - | - | - | - | - | - |
| 4. | CDRI | 03 | 01 | - | 04 | - | - | - | - | - | - | - | - |
| 5. | CECRI | 01 | - | - | 01 | - | - | - | - | - | - | - | - |
| 6. | CEERI | 01 | - | - | 01 | - | - | - | - | - | - | - | - |
| 7. | CFTRI | - | - | - | - | - | - | - | - | 01 | - | - | 01 |
| 8. | CGCRI | 02 | - | - | 02 | 01 | - | - | 01 | - | - | - | - |
| 9. | CIMAP | 01 | - | - | 01 | - | - | - | - | - | - | - | - |
| 10. | CLRI | - | 01 | - | 01 | 01 | - | - | 01 | - | - | - | - |
| 11. | CMERI | 04 | - | 01 | 05 | 01 | - | - | 01 | 02 | - | - | 02 |
| 12. | CIMFR | 09 | 01 | 01 | 11 | 01 | - | - | 01 | 02 | - | - | 02 |
| 13. | CRRI | 01 | - | - | 01 | 01 | - | - | 01 | - | - | - | - |
| 14. | CSIO | 02 | 01 | - | 03 | 01 | - | - | 01 | - | - | - | - |
| 15. | CSIR (Md) | - | - | - | - | - | - | - | - | - | - | - | - |
| 16. | CSMCRI | 02 | - | - | 02 | 01 | - | - | 01 | 01 | - | - | 01 |
| 17. | IIIM | 04 | - | - | 04 | - | - | - | - | 02 | - | - | 02 |
| 18. | IMMT | 02 | - | - | 02 | 01 | - | - | 01 | 01 | - | - | 01 |
| 19. | IGIB | 01 | - | - | 01 | 01 | - | - | 01 | - | - | - | - |
| 20. | IHBT | 01 | 01 | 01 | 03 | - | - | - | - | - | - | - | - |
| 21. | IICB | - | - | - | - | - | - | - | - | - | - | - | - |
| 22. | IICT | 02 | 01 | - | 03 | - | - | - | - | 01 | - | - | 01 |
| 23. | IIP | - | 01 | - | 01 | - | - | - | - | - | - | - | - |
| 24. | IMT | - | - | - | - | - | - | - | - | - | - | - | - |
| 25. | IITR | - | - | - | - | - | - | - | - | - | - | - | - |
| 26. | NAL | 02 | - | 01 | 03 | 01 | - | - | 01 | - | - | - | - |
| 27. | NBRI | 02 | 01 | - | 03 | - | - | - | - | - | - | - | - |
| 28. | NCL | 03 | 01 | - | 04 | 02 | - | - | 02 | 02 | - | - | 02 |
| 29. | NEIST | 04 | - | - | 04 | - | - | - | - | - | - | - | - |
| 30. | NEERI | - | - | - | - | - | - | - | - | - | - | - | - |
| 31. | NGRI | 02 | - | - | 02 | 01 | - | - | 01 | 02 | - | - | 02 |
| 32. | NIO | - | - | - | 04 | - | - | - | - | - | - | - | - |
| 33. | NISCAIR | - | - | - | 06 | - | - | - | - | - | - | - | 01 |
| 34. | NIST-Tvm | 01 | - | - | 01 | - | - | - | - | 01 | - | - | 01 |
| 35. | NISTADS | - | - | - | - | - | - | - | - | - | - | - | - |
| 36. | NML | 03 | 01 | - | 04 | - | - | - | - | 01 | - | - | 01 |
| 37. | NPL | - | - | - | - | 02 | - | - | 02 | - | - | - | - |
| 38. | SERC | 01 | - | - | 01 | - | - | - | 01 | - | - | - | - |
| 39. | CSIR Hq. | 05 | - | - | 05 | 03 | 01 | - | 04 | 01 | - | - | 01 |

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