

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001**

Establishment – I Section

No. 3-2(b)/LDCE-2017/E-I

Dated : 14/11/2017

Sub : Scheme of Examination of LDCE-2017 for the posts of Private Secretary – Revision thereof.

CSIR issued Notification for LDCE-2017 for the posts of SO (Gen/F&A/S&P), PS and Assistant (Gen/F&A/S&P) Grade I vide CSIR letter of even no. dated 24/01/2017.

B. Representations have been received from Sr. Stenos regarding revision of scheme of examination of LDCE-2017 for the posts of Private Secretary.

C. The matter has been considered. DG, CSIR has been pleased to approve that in LDCE-2017 for the posts of Private Secretary only, the scheme of examination will be the same as that was in LDCE-2012. **The revised scheme of examination for the posts of Private Secretary is at Annexure - I.** Representations of the Sr. Stenos stand disposed of accordingly.

D. Further, eligible Sr. Stenos who had not applied earlier for the posts of Private Secretary in LDCE-2017 and wish to apply now, may submit their application in the prescribed form at **Annexure – II** latest by **27/11/2017** through proper channel. Sr. Stenos applying now, should also intimate the same on email ID ldce@csir.res.in before the aforesaid last date. The Sr. Stenos who have already in LDCE-2017, need not apply again.

Encls : as above

(Rajeev Sharma)
Under Secretary

1. All Sr. COAs/COAs/AOs
2. All Candidates of LDCE-2017
3. All Sr. Stenos of CSIR HQ/Cx./
Labs/Instts/Centres
(Through CSIR Website)

Hindi version will follow soon.

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Annexure – I to CSIR Web Notification No. 3-2(b)/LDCE-2017/E-I dated 14/11/2017

LDCE – 2017 - Revised Scheme of Examination for the Posts of Private Secretary

Paper	Subject	Max. Marks	Time
Paper – I	Noting, Drafting and Precis Writing (Conventional Type)	100	02:30 Hours
Paper – II	General Knowledge and Constitution of India (Objective Type)	100	01:30 Hours
Paper III	Office Procedure, Rules & Regulations and CSIR Rules, Regulations and Bye-Laws. (Objective Type) - 100 Questions	100	01:30 Hours
	Part – A (Objective Type) - 40 Questions 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 (Objective Type) - 60 Questions 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	
In addition to the above papers, 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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Annexure – II to CSIR Web Notification No. 3-2(b)/LDCE-2017/E-I dated 14/11/2017



Council of Scientific & Industrial Research

Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110 001

Application form for Limited Departmental Competitive Examination (LDCE) - 2017

Application for the Post of: Private Secretary

Full Name of the Candidate:

Father's/Husband's Name:

Date of Birth:

Email ID:

Mobile Number:

Category (UR/SC/ST):

Identity Card Number:

Name of the Lab/Instt where Employed:

Date of Regular Appointment in Present Post:

Present Post held and Scale of Pay:

Educational Qualification:

Medium of writing the Examination:

Affix self
attested
Passport Size
photograph

Date: _____

Place: _____

(Signature of the Applicant)

(To be completed by the office where candidate is employed)

The particulars furnished 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 for appearing in the LDCE - 2017 in accordance with CSIR Letter No 3-2/b/LDCE-2017/E.I dated 24/01/2017.

Certified that there is no vigilance/disciplinary case pending or contemplated against the aforementioned official as per records of this Lab/Instt. It is further certified that the said official is not under suspension as on date. Nor is the official undergoing any penalty as on date.

Date: _____

Place: _____

Signature of Sr. CoA/CoA/AO

Name & seal of Sr.CoA/CoA/AO

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