



No. 3-2/b/LDCE-2024/E. I (RC)

Dated 22.12.2023

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all the National Laboratories / Institutes of CSIR

Sub: Preliminary Notification of Limited Departmental Competitive Examination – 2024 (LDCE-2024) for promotion to the posts of: -

1. Section Officer (Gen/F&A/S&P) in Pay Level – 8 (Rs. 47600 – 151100)
2. Private Secretary in Pay Level – 8 (Rs. 47600 – 151100), and
3. Assistant Section Officer (Gen/F&A/S&P) Pay Level – 7 (Rs. 44900 – 142400) in CSIR and its National Labs/Instts.

Madam / Sir,

I am directed to state that CSIR will hold a Limited Departmental Competitive Examination – 2024 (LDCE-2024) for promotion to the following posts in CSIR and its National Laboratories/ Institutes: -

S. No.	Posts	Pay Level
1.	Section Officer (General / Finance & Accounts / Stores & Purchase)	Pay Level – 8 (Rs. 47600 – 151100)
2.	Private Secretary	Pay Level – 8 (Rs. 47600 – 151100)
3.	Assistant Section Officer (General / Finance & Accounts / Stores & Purchase)	Pay Level – 7 (Rs. 44900 – 142400)

2. The **eligibility criteria** for appearing in the above examination is given in **Annexure – I**.
3. The **Centres** of examination are given in **Annexure – II**.
4. The **Scheme and Syllabus** for examination are given in **Annexure – III**. There shall be **negative marking @ 0.33 marks** for every wrong answer in **Objective Type Questions**.
5. The **Date(s) of Examination and Schedule**: Examinations are likely to be held shortly after last date of receipt of applications. However, exact dates will be notified in due course of time. The prospective candidates are advised to remain prepared to appear in examinations at a short notice.
6. **Vacancies**: The tentative vacancies are given in **Annexure – IV & Annexure – V**. The number of vacancies may vary.
7. The **application** for appearing in the examination will be submitted **Online only** through the link available on CSIR website (<https://recruitment.csir.res.in>), in accordance with the detailed instructions given therein. Helpline email ID is **ldce@csir.res.in**.
8. The starting **date for submission of online application is 01.01.2024 (17:00 Hrs)** and the **last date** of submission of Online application is **31.01.2024 (17:00 Hrs)**. All regular employees, who fulfill the eligibility criteria as on **01.01.2024** as given in **Annexure – I** and are desirous of appearing in the

examination, may submit their online application within the prescribed time period as mentioned above. It may be noted that in no circumstances aforesaid last date will be extended.

9. All the eligible candidates are advised to submit their online application and upload necessary enclosures/documents well in advance by visiting the website <https://recruitment.csir.res.in>. Please note that application form details can't be changed or edited after the final submission.
10. After successful submission of Online Application Form, candidates are required to take print out of the online application form and get it verified from the Sr. CoA/CoA/AO of the respective Laboratory, along with the Vigilance Clearance Certificate. Candidates must upload the same (i.e. Lab Verified application/document) in the Online Application Portal for successful submission of application. It may be noted that the document verified by the lab should be uploaded by the **candidate only**. Detailed instructions in this regard will be available on CSIR website (<https://recruitment.csir.res.in>). **No Hard Copy/Application Form is required to be sent to CSIR HQ.** It is reiterated that Helpline email ID is ldce@csir.res.in.
11. **Requests for any kind of relaxation may not be forwarded to this office as the same will not be considered.** Any period of adhoc/officiating appointment 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 posting.
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 in the Online Application shall be final and conventional paper (Paper I) will have to be written only in the opted medium.
13. The answer sheets of conventional type of paper (Paper I) shall be evaluated only for those candidates who obtain minimum prescribed marks in Objective Type papers. Such minimum marks shall be fixed by the Competent Authority.
14. Eligible candidates will be allowed own scribe as per GOI guidelines. The facility of scribes will be allowed to the candidates only if he/she has opted for the same in the Online Application Form. Those candidates who are allowed to use a scribe, shall be eligible for compensatory time of 20 minutes for every hour of the examination. The candidates, who have opted for scribe and are allowed by CSIR will only be eligible for compensatory time.
15. The Competent Authority reserves the right to make any changes in this Notification and/or Examination process, keeping in view administrative exigencies.
16. No TA/DA shall be admissible for appearing in the LDCE-2024.
17. The panels and consequent 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-I) {Pt-II} dated 15.06.2018 and/or in any other case related with the matter of reservation and/or reservation in promotion.
18. This Notification may please be given wide publicity in your Laboratory/Institute.

Yours faithfully,


(Suprokash Halder)
Deputy Secretary

Copy for similar action to: -

1. Heads – HRDG / HRDC / TKDL / URDIP/ 4PI
2. Sr. DS (CO) / Sr. DS (Complex)
3. IT Division – with a request to upload this Notification on CSIR website
4. Office copy.

Eligibility Criteria for CSIR LDCE – 2024 in accordance with ASRP Rules – 2020

Post	Eligibility Criteria as on 01.01.2024
Section Officer (General) Section Officer (Finance & Accounts) Section Officer (Stores & Purchase)	Assistant Section Officers (General), Assistant Section Officers (Finance & Accounts), Assistant Section Officers (Stores & Purchase) and Senior Stenographers who have a University Degree in any discipline and have rendered not less than 03 (three) years approved service in their respective posts.
Private Secretary	Sr. Stenographers who have a University Degree in any discipline with 03 (three) years approved service.
Assistant Section Officer (General) Assistant Section Officer (Finance & Accounts) Assistant Section Officer (Stores & Purchase)	Senior Secretariat Assistants (General), Senior Secretariat Assistants (Finance & Accounts), Senior Secretariat Assistants (Stores & Purchase) and Junior Stenographers possessing University Degree and having not less than 03 (three) years approved service in their respective posts.

Annexure – II

Centres of Examination

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

Laboratories / Institutes	Examination Centre
CBRI (Roorkee), CDRI, CIMAP, IITR & NBRI (Lucknow), CEERI (Pilani), IIIM (Jammu), AMPRI (Bhopal), CSIO, IMT (Chandigarh), IHBT (Palampur), IIP (Dehradun), IGIB, NIScPR, NPL, CRR, CSIR HQ including CSIR Complex (New Delhi) and HRDC (Ghaziabad)	New Delhi
CFTRI (Mysuru), CLRI, SERC, CSIR Madras Complex (Chennai), CECRI (Karaikudi), CSMCRI (Bhavnagar), NCL (Pune), NEERI (Nagpur), NIIST (Thiruvananthapuram), NIO (Goa), NAL & 4PI (Bengaluru), CCMB, IICT & NGRI (Hyderabad)	Hyderabad
CIMFR (Dhanbad), CMERI (Durgapur), CGCRI, IICB (Kolkata), NEIST (Jorhat), NML (Jamshedpur), IMMT (Bhubaneshwar)	Kolkata

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Scheme & Syllabus of LDCE - 2024**A. For the posts of Section Officers (Gen/F&A/S&P) and Private Secretary****A1. Scheme of Examination**

Paper	Subject	Max. Marks	Time
Paper - I	Noting, Drafting and Précis Writing (Descriptive)	100 Marks	02:00 Hours
Paper – II	General Knowledge, Constitution of India and Rules, Regulations and Bye Laws of CSIR (100 Objective Type Questions of one mark each, with negative marking @ 0.33 marks for every wrong answer.)	100 Marks	01:30 Hours
Paper - III	Specialized Knowledge (100 Objective Type Questions of one mark each, with negative marking @ 0.33 marks for every wrong answer.)	100 Marks	01:30 Hours

All the three papers will be common for all the candidates appearing for the posts of SOs (Gen/F&A/S&P) and PS. All papers will be bilingual (English & Hindi).

In addition to the above papers, candidates for the post of Private Secretary will be required to appear in a qualifying test in English / Hindi shorthand at the speed of 100 w.p.m.

A2. Syllabus and Break up of Marks

Paper I	Noting, Drafting and Précis Writing	MM = 100
Paper II	General Knowledge, Constitution of India and Rules, Regulations and Bye Laws of CSIR General Knowledge (35 Marks) Constitution of India (35 Marks) Rules, Regulations and Bye Laws of CSIR (30 Marks)	MM = 100
Paper III	Specialized Knowledge Part A (10 Marks) Manual of Office Procedure (10 Marks) Part B (30 Marks) FRs, SRs, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules, GFRs, CCS (Pension) Rules, TA Rules and LTC Rules. Part C (30 Marks) Elementary Book Keeping and Accountancy, Works Accounts, Project Costing, Budget, CSIR/Govt. of India Instructions on Financial Management and Delegation of Powers, Auditing and Bank Reconciliation. Part D (30 Marks) Materials Management, CSIR Purchase Procedure, Objectives, Roles and Scope of Functioning of Purchase & Stores Departments in CSIR, Disposal of Obsolete and Surplus Items, Price Preference, ABC, FSN, VED, LIFO & FIFO Analysis, EOQ and Foreign Purchase.	MM = 100

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B. For the posts of Assistant Section Officers (Gen/F&A/S&P)

B1. Scheme of Examination

Paper	Subject	Max. Marks	Time
Paper – I	Language Comprehension and Précis Writing (Descriptive)	100 Marks	02:00 Hours
Paper - II	CSIR Rules, Regulations and Bye Laws and Knowledge of Rules (e.g. FRs/SRs etc.) (100 Objective Type Questions of one mark each, with negative marking @ 0.33 marks for every wrong answer.)	100 Marks	01:30 Hours

Both the papers will be common for all the candidates appearing for the posts of Assistants Section Officer (Gen/F&A/S&P).
Paper – I will be as per the opted medium.
Paper – II will be bilingual (English & Hindi).

B2. Syllabus and Break up of Marks

Paper I	Language Comprehension and Précis Writing General Hindi/General English (75 Marks) Précis Writing (25 Marks)	MM = 100
Paper II	CSIR Rules, Regulations and Bye Laws and Knowledge of Rules (e.g. FRs/SRs etc.) CSIR Rules, Regulations and Bye-Laws (10 Marks) Computer Awareness (10 Marks) General Awareness (10 Marks) Manual of Office Procedure (10 Marks) FRs, SRs, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules (20 Marks) CCS (Pension) Rules, GFR, Civil Works, Basic Accounting Knowledge, Accounting Practices in CSIR (20 Marks) CSIR Purchase Procedure, Objectives, Roles and Scope of Functioning of Purchase & Stores Departments in CSIR (20 Marks)	MM = 100

C. Rules and regulations etc. refer to the rules and regulations etc. as updated/modified/ amended from time to time and only the latest version of the same may be taken into account.

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Tentative Vacancies for LDCE - 2024

I. Section Officer (Gen/F&A/S&P) and Private Secretary

Posts	UR	SC	ST	Total	Reservation for PwBD
Section Officer (Gen)	06	06+04*= 10	00+06*=06	22	01
Section Officer (F&A)	11	00+06*=06	00+03*=03	20	01
Section Officer (S&P)	13	00+05*=05	01+01*=02	20	01
Private Secretary	38	00+07*=07	00+03*=03	48	02
Total	68	28	14	110	05

* Backlog vacancies arising out of LDCE- 2021

II. Assistant Section Officer (Gen/F&A/S&P)

Posts	UR	SC	ST	Total	Reservation for PwBD
Assistant Section Officer (Gen)	73	18+07*=25	15	113	05
Assistant Section Officer (F&A)	21	05+01*=06	04+01*=05	32	02
Assistant Section Officer (S&P)	16	06	03	25	01
Total	110	37	23	170	08

* Backlog vacancies arising out of LDCE- 2021

III. Category wise Break of reserved vacancies for PwBDs for each cadre

Out of the vacancies as per Table I and II above, the following 14 vacancies are reserved for PwBDs :

Category of disability	SO (Gen)	SO (F&A)	SO (S&P)	PS	ASO (Gen)	ASO (F&A)	ASO (S&P)
i. Blindness and low vision	01	00	00	01	02	01	01
ii. Deaf and Hard of hearing	00	01	00	00	01	01	01
iii. Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	00	00	01	01	01	00	00
iv. Autism, intellectual disability, specific learning disability and mental illness	00	00	00	00	01	00	00
v. Multiple disabilities from amongst persons under clause (i) to (iv) including deaf-blindness							
Total	01	01	01	02	05	02	02

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LDCE - 2024: Tentative Vacancies of Assistant Section Officer (Gen/F&A/S&P)

Sl. No.	Lab./Instt.	ASO (GEN)	ASO (F&A)	ASO (S&P)
1.	AMPRI, Bhopal	1	1	0
2.	CBRI, Roorkee	-1	0	1
3.	CCMB, Hyderabad	2	2	1
4.	CDRI, Lucknow	3	0	1
5.	CECRI, Karaikudi	0	2	0
6.	CEERI, Pilani	4	2	0
7.	CFTRI, Mysore	2	0	-1
8.	CGCRI, Kolkata	2	2	1
9.	CIMAP, Lucknow	0	1	1
10.	CIMFR, Dhanbad	4	1	2
11.	CLRI, Chennai	4	1	1
12.	CMERI, Durgapur	3	1	1
13.	CSIR Madras Cx	2	1	0
14.	CRRI, New Delhi	3	1	0
15.	CSIO, Chandigarh	0	1	1
16.	CSIR Hqrs., New Delhi	40	4	3
17.	CSMCRI, Bhavnagar	2	0	1
18.	IGIB, New Delhi	3	1	0
19.	IHBT, Palampur	0	1	0
20.	IICB, Kolkata	0	0	1
21.	IICT, Hyderabad	3	1	1
22.	IIIM, Jammu	3	1	1
23.	IIP, Dehradun	-1	-1	1
24.	IITR, Lucknow	2	1	0
25.	IMMT, Bhubaneswar	4	1	1
26.	IMT, Chandigarh	0	1	1
27.	NAL, Bangalore	4	1	0
28.	NBRI, Lucknow	0	0	-1
29.	NCL, Pune	4	0	1
30.	NEERI, Nagpur	0	0	1
31.	NEIST, Jorhat	3	0	0
32.	NGRI, Hyderabad	3	1	2
33.	NIIST, TVM	3	1	0
34.	NIO, Goa	3	1	2
35.	NIScPR, New Delhi	4	1	0
36.	NML, Jamshedpur	2	1	1
37.	NPL, New Delhi	3	0	1
38.	SERC, Chennai	-1	0	-1
39.	4 PI, Bengaluru	0	0	0
	Total	113	32	25

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