



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



अंतर्राष्ट्रीय सहकारिता वर्ष
सहकारी समितियाँ एक बेहतर
दुनिया का निर्माण करती हैं

3-2/b/LDCE-2025/E.I(RC)

19.06.2025

No. _____

Dated _____

From : Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR National Laboratories / Institutes/Hqrs./Units

Sub : Preliminary Notification of Limited Departmental Competitive Examination – 2025 (LDCE-2025) for promotion to the posts of:-

1. Section Officer (Gen/F&A/S&P) in Pay Level – 8 (₹47600 – ₹151100)
2. Private Secretary in Pay Level – 8 (₹47600 – ₹151100), and
3. Assistant Section Officer (Gen/F&A/S&P) Pay Level – 7 (₹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–2025 (LDCE-2025) 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 (₹47600 – ₹151100)
2.	Private Secretary	Pay Level – 8 (₹47600 – ₹151100)
3.	Assistant Section Officer (General / Finance & Accounts / Stores & Purchase)	Pay Level – 7 (₹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**: The tentative schedule of Examination is as under:-

Name of the Post	Date of written exam
Section Officer (Gen/F&A/S&P)	12.07.2025
Private Secretary	
Assistant Section Officer (Gen/F&A/S&P)	13.07.2025
All the candidates applying for the post of either PS or PS & SO both will be allotted examination Centre at Delhi only as they have to appear for the qualifying test in Hindi/English shorthand which will be held on 13.07.2025.	

The exact timing of Written Examination and Shorthand Test will be notified in due course.

6. The admit card for the LDCE-2025 will be available for download from 10.07.2025 onwards..
7. Vacancies: The tentative vacancies are given in **Annexures – IV**. The number of vacancies may vary.
8. The **application** for appearing in the examination will be submitted **Online only** through the link available on CSIR website <https://ldce.csir.res.in> OR <https://ldce2021.csir.res.in> in accordance with the detailed instructions given therein. Helpline email ID is ldce@csir.res.in.

9. The starting date for submission of online application is **20.06.2025 (10:00 AM)** and the **last date** of submission of Online application is **09.07.2025 (05:00 PM)**. All regular employees, who fulfill the eligibility criteria as on **01.01.2025** 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.
10. All the eligible candidates are advised to submit their online application and upload necessary enclosures/documents well in advance by visiting the website <https://ldce.csir.res.in> OR <https://ldce2021.csir.res.in> . Please note that application form details can't be changed or edited after the final submission.
11. **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 only should be uploaded by the candidate. Detailed instruction in this regard will be available on the portal <https://ldce.csir.res.in> OR <https://ldce2021.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**.
12. **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 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. **All the candidates who are applying for the post of PS or PS & SO (Gen/F&A/S&P) both will be allotted examination Centre at Delhi only as they have to appear in shorthand Test on 13.07.2025 also. They will be allowed to appear in shorthand test provisionally and evaluation of shorthand test will be done only in respect of those candidates who qualify the written examination.**
13. **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.
14. The answer sheets of conventional type of papers (Paper I) shall be evaluated only of those candidates who obtain minimum prescribed marks in Objective Type papers which shall be fixed by the Competent Authority.
15. Eligible candidates will be allowed own scribe as per GOI guidelines. The facility of scribe will be allowed to the candidates only if he/she has opted for the same in the Online Application Form. Those candidates who are eligible for scribe shall also be eligible for compensatory time of 20 minutes for every hour of examination, as per rules. The facility of scribe and compensatory time in written examination to eligible candidates will be governed as per the instructions of Government of India/CSIR issued from time to time.
16. The Competent Authority reserves the right to make any changes in this Notification and/or Examination process, keeping in view any administrative exigencies.
17. No TA/DA shall be admissible for appearing in the LDCE-2025.
18. 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.
19. This Notification may please be given wide publicity in your Laboratory/Institute.

Yours faithfully,


(Harish Kumar)
Deputy Secretary

Eligibility Criteria for CSIR LDCE – 2025 in accordance with ASRP Rules – 2020 (as amended from time to time)

Post	Eligibility Criteria as on 01.01.2025
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

I. For the post of SO (Gen/F&A/S&P) and ASO (Gen/F&A/S&P):

Candidates working in 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, CRRI, 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 (Bhubaneswar)	Kolkata

- II. For the post of PS: All the candidates who are applying for the post of PS or PS & SO (Gen/F&A/S&P) both will be allotted examination Centre at Delhi only as they have to appear in shorthand Test on 13.07.2025 also.

Harish Kumar

Scheme & Syllabus of LDCE - 2025**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 words per minute.

A2. Syllabus and Break up of Marks

Paper I	Noting, Drafting and Précis Writing	Max. Marks 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)	Max. Marks 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.	Max. Marks 100

Harish Kumar

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 Assistant Section Officers (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)	Max. Marks 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)	Max. Marks 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.

Hasib Rana

Tentative Vacancies for LDCE - 2025**Section Officer (Gen/F&A/S&P) and Private Secretary**

Post	UR	SC	ST	Total	PwBD
Section Officer (Gen)	01	09*	06*	16	02
Section Officer (F&A)	00	05*	03*	08	01
Section Officer (S&P)	01	01+04*	02*	08	00
Private Secretary	39	07*	03*	49	02
Total	41	26	14	81	05

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

Post	UR	SC	ST	Total	PwBD
Assistant Section Officer (Gen)	24	01+20*	15*	60	05
Assistant Section Officer (F&A)	08	02+06*	01+04*	21	01
Assistant Section Officer (S&P)	08	05*	03*	16	02
Total	40	34	23	97	08

*Backlog Vacancies

