



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
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अंतर्राष्ट्रीय सहकारिता वर्ष  
सहकारी समितियों एक नेटवर्क  
दुनिया का निर्माण करती है

File No. 3-2/b/LDCE-2026/E.I(RC)

Dated: 23.09.2026

From : Joint Secretary (Admn.)

To

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

**Sub.: Preliminary Notification of Limited Departmental Competitive Examination-2026 (LDCE-2026) 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),
3. Assistant Section Officer (Gen/F&A/S&P) Pay Level - 7 (₹44900 - ₹142400) and
4. Senior Stenographer in 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-2026 (LDCE-2026) 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) |
| 4.     | Senior Stenographer                                                          | 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 for the post of SO(Gen/F&A/S&P), PS, ASO(Gen/F&A/S&P) and Senior Stenographer are given in **Annexure - III**. Their shall be **negative marking** @ 0.33 marks for every wrong answer in **Objective Type Questions**.

5. The **Date(s) of Examination and Schedule** : Shall be notified in due course.

6. **Vacancies**: The tentative vacancies are given in **Annexures - IV**. 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://ldce.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 **24.09.2026 (10:00 AM)** and the **last date** of submission of Online application is **14.10.2026 (05:00 PM)**. All regular employees, who fulfill the eligibility criteria as on **01.01.2026** 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://ldce.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 only should be uploaded by the candidate. Detailed instruction in this regard will be available on the portal <https://ldce.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 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 applying for the post of either PS or PS & SO (Gen/F&A/S&P) both and for the post of Senior Stenographer or Senior Stenographer & ASO (Gen/F&A/S&P) both will be allotted examination Centre at Delhi only as they have to appear for the qualifying test in Hindi/English shorthand Test also.**

**All the candidates applying for the post of either PS or PS & SO (Gen/F&A/S&P) both and for the post of Senior Stenographer or Senior Stenographer and ASO(G/F&A/S&P) 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.**

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 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.

14. 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.

15. The Competent Authority reserves the right to make any changes in this Notification and/or Examination process, keeping in view any administrative exigencies.

16. No TA/DA shall be admissible for appearing in the LDCE-2026.

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,**

**(Harish Kumar)**  
**Deputy Secretary**

**Annexure - I****Eligibility Criteria for CSIR LDCE - 2026 in accordance with ASRP Rules - 2020 (as amended from time to time)**

| <b>Post</b>                                                                                            | <b>Eligibility Criteria as on 01.01.2026</b>                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section Officer (Gen.)<br>Section Officer (F&A)<br>Section Officer (S&P)                               | 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 (Gen.)<br>Assistant Section Officer (F&A)<br>Assistant Section Officer (S&P) | 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.                 |
| Senior Stenographer                                                                                    | Junior Stenographer possessing a University Degree in any discipline with 03 (three) years approved service in that post.                                                                                                                                                                                  |

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**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.**

| <b>Laboratories / Institutes</b>                                                                                                                                                                                                                    | <b>Examination Centre</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 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) | <b>New Delhi</b>          |
| CFTRI (Mysuru), CLRI, SERC, CSIR Madras Complex (Chennai), CECRI (Karaikudi), CSMCRI (Bhavnagar), NCL (Pune), NEERI (Nagpur), NIIST (Thiruvananthapuram), NIO (Goa), NAL & NIDSA {erstwhile 4PI} (Bengaluru), CCMB, IICT & NGRI (Hyderabad)         | <b>Hyderabad</b>          |
| CIMFR (Dhanbad), CMERI (Durgapur), CGCRI, IICB (Kolkata), NEIST (Jorhat), NML (Jamshedpur), IMMT (Bhubaneshwar)                                                                                                                                     | <b>Kolkata</b>            |

**II. For the post of Private Secretary and Senior Stenographer:** All the candidates applying for the post of either PS or PS & SO(Gen/F&A/S&P) both and for the post of Senior Stenographer or Senior Stenographer & ASO(Gen/F&A/S&P) both will be allotted examination Centre at Delhi only as they have to appear for the qualifying test in Hindi/English shorthand Test also.

### **Annexure - III**

#### **Scheme & Syllabus of LDCE - 2026**

#### **A. For the posts of Section Officers (Gen/F&A/S&P) and Private Secretary**

##### **A1. Scheme of Examination**

| <b>Paper</b>                                                                                                                                                       | <b>Subject</b>                                                                                                                                                                                      | <b>Max. Marks</b> | <b>Time</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|
| 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<br>(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<br>(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.<br>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<br>100 |
| Paper II  | General Knowledge, Constitution of India and Rules, Regulations and Bye Laws of CSIR<br><br>General Knowledge (35 Marks)<br>Constitution of India (35 Marks)<br>Rules, Regulations and Bye Laws of CSIR (30 Marks) | Max. Marks<br>100 |
| Paper III | Specialized Knowledge<br><br><b>Part A (10 Marks)</b><br>Manual of Office Procedure (10 Marks)<br><br><b>Part B (30 Marks)</b><br>FRs, SRs, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave)                      | Max. Marks<br>100 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rules, GFRs, CCS (Pension) Rules, TA Rules and LTC Rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Part C (30 Marks)</b></p> <p>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.</p> <p><b>Part D (30 Marks)</b></p> <p>Materials Management, CSIR Purchase Procedure, Objectives, Roles and Scope of Functioning of Purchase &amp; Stores Departments in CSIR, Disposal of Obsolete and Surplus Items, Price Preference, ABC, FSN, VED, LIFO &amp; FIFO Analysis, EOQ and Foreign Purchase.</p> |

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

**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.)<br>(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) and Senior Stenographer.<br>Paper - I will be as per the opted medium.<br>Paper - II will be bilingual (English & Hindi). |                                                                                                                                                                                                |            |             |

In addition to the above papers, candidates for the post of Senior Stenographer will be required to appear in a qualifying test in English/Hindi shorthand at the speed of 100 words per minute.

**B2. Syllabus and Break up of Marks**

|          |                                                                                                                                                                                                                                                                                                                                      |                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Paper I  | Language Comprehension and Précis Writing<br><br>General Hindi/General English (75 Marks)<br>Précis Writing (25 Marks)                                                                                                                                                                                                               | Max. Marks 100 |
| Paper II | CSIR Rules, Regulations and Bye Laws and Knowledge of Rules (e.g. FRs/SRs etc.)<br><br>CSIR Rules, Regulations and Bye-Laws (10 Marks)<br>Computer Awareness (10 Marks)<br>General Awareness (10 Marks)<br>Manual of Office Procedure (10 Marks)<br><br>FRs, SRs, CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules (20 Marks) | Max. Marks 100 |

|                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------|--|
| 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) |  |

**Note:** 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.

#### **Annexure - IV**

#### **Tentative Vacancies for LDCE - 2026**

##### **1. Section Officer (Gen/F&A/S&P) and Private Secretary**

| <b>Post</b>           | <b>UR</b> | <b>SC</b> | <b>ST</b> | <b>Total</b> | <b>PwBD</b> |
|-----------------------|-----------|-----------|-----------|--------------|-------------|
| Section Officer (Gen) | 01        | 05*       | 06*       | 12           | 02          |
| Section Officer (F&A) | 00        | 04*       | 03*       | 07           | 02          |
| Section Officer (S&P) | 00        | 04*       | 02*       | 06           | 01          |
| Private Secretary     | 40        | 07*       | 03*       | 50           | 03          |
| <b>Total</b>          | <b>41</b> | <b>20</b> | <b>14</b> | <b>75</b>    | <b>08</b>   |

**\*Backlog Vacancies**

##### **2. Assistant Section Officer (Gen/F&A/S&P)**

| <b>Post</b>                     | <b>UR</b> | <b>SC</b> | <b>ST</b> | <b>Total</b> | <b>PwBD</b> |
|---------------------------------|-----------|-----------|-----------|--------------|-------------|
| Assistant Section Officer (Gen) | 14        | 17*       | 15*       | 46           | 07          |
| Assistant Section Officer (F&A) | 08        | 07*       | 05*       | 20           | 02          |
| Assistant Section Officer (S&P) | 02        | 05*       | 03*       | 10           | 01          |
| <b>Total</b>                    | <b>24</b> | <b>29</b> | <b>23</b> | <b>76</b>    | <b>10</b>   |

**\*Backlog Vacancies**

##### **3. Senior Stenographer**

| <b>Post</b>         | <b>UR</b> | <b>SC</b> | <b>ST</b> | <b>Total</b> | <b>PwBD</b> |
|---------------------|-----------|-----------|-----------|--------------|-------------|
| Senior Stenographer | 16        | 03        | 02        | 21           | 02          |

**Category wise break up of reserved vacancies for PwBDs for SO, PS, ASO and Senior Stenographer:**

|       | <b>Category of disability</b>                                                                                                                                                           | <b>SO (Gen)</b> | <b>SO (F&amp;A)</b> | <b>SO (S&amp;P)</b> | <b>PS</b> | <b>ASO (Gen)</b> | <b>ASO (F&amp;A)</b> | <b>ASO (S&amp;P)</b> | <b>Sr. Steno.</b> |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|---------------------|-----------|------------------|----------------------|----------------------|-------------------|
| A     | i. Blindness and low vision                                                                                                                                                             |                 | 01                  | 01                  | 01        | 02               | 01                   | 01                   | 01                |
| B     | ii. Deaf and Hard of Hearing                                                                                                                                                            | 01              | 01                  |                     | 01        | 02               | 01                   |                      | 01                |
| C     | iii. Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy                                                                |                 |                     |                     | 01        | 01               |                      |                      |                   |
| D & E | iv. Autism, intellectual disability, specific learning disability and mental illness<br>v. Multiple disabilities from amongst persons under Clause (i) to (iv) including deaf-blindness | 01              |                     |                     |           | 02               |                      |                      |                   |
|       | <b>Total</b>                                                                                                                                                                            | <b>02</b>       | <b>02</b>           | <b>01</b>           | <b>03</b> | <b>07</b>        | <b>02</b>            | <b>01</b>            | <b>02</b>         |

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Digitally signed by  
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