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INDIAN COUNCIL OF  
MEDICAL RESEARCH REGIONAL MEDICAL RESEARCH  
CENTRE, DIBRUGARH

आई सी एम आर – क्षेत्रीय आयुर्विज्ञान  
अनुसंधान केन्द्र  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - Regional Medical Research Centre  
NE Region

Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No.E14013/1/2023-24-Estt-Part(1)

Date: 28-04-2026

**CIRCULAR**

**Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant (Pay Level-6) working at ICMR-RMRCNE Dibrugarh, for the vacancy years 2025 & 2026 – reg.**

With reference to Council's letter No.ICMR/R&PCell/LDCE/Assistant/2025 dated 16-04-2026, it has been decided to conduct the Limited Departmental Competitive Examination (LDCE) for promotion to the post of Assistant in the Pay Level-6 for the vacancy years 2025 & 2026, as per existing ICMR Administrative Cadre (Group 'A', 'B' & 'C') Recruitment Rules, 2017 amended vide OM no. 16/155/2015-Admin/E-155935 dated 13-08-2024.

2. As per Recruitment Rules for the post of Assistant, the prescribed qualifying service of 05 years for promotion to the post of Assistant through LDCE is to be reckoned as on 1<sup>st</sup> April of the year. Hence, UDCs who have completed 05 years of qualifying service as on 1<sup>st</sup> April 2025 shall be eligible for appearing in LDCE 2025 & 2026 and UDCs who have completed 05 years of qualifying service as on 1<sup>st</sup> April 2026 shall be eligible for appearing in LDCE 2026 only. Accordingly, applications in prescribed format are invited from the eligible UDCs working at ICMR-RMRCNE Dibrugarh, who have rendered minimum 05 years of regular service in the grade and having the following requisite qualifications:

**Requisite Educational Qualification:**

- Minimum three years Bachelor's degree, in any discipline, from a recognized University/Institute; and
- Working knowledge of Computer (MS Office / PowerPoint)

3. The Scheme and Syllabus for the examination are given as under: -

<b>Scheme of Examination</b>	<b><u>The Examination is of 100 marks consisting of three modules (Module-I, II &amp; III)</u></b> <ul style="list-style-type: none"><li><b>Module-I:</b> MCQs of 40 marks, 1 hour duration.</li><li><b>Module-II:</b> Descriptive of 40 marks, 1 ½ hour duration.</li><li><b>Module-III:</b> Computer Skills: 20 marks, 1 hour duration (English only) (on computer).</li><li>The qualifying marks for each of the modules i.e. Module-I, Module-II &amp; Module-III will be 50% for UR and 40% for SC/ST/PwBD.</li><li>Qualifying each of the modules is mandatory. Candidates who don't qualify in Module-I will not be considered for evaluation for Module-II. Further, candidates who don't qualify in Module-II will not be considered for evaluation for Module-III. Similarly, candidates who don't qualify in Module-III will not be considered for further process.</li></ul>
<b>Syllabus of Examination</b>	<b>Module-I:</b> Manual of Office Procedures, CCS Rules (CCA, Leave, LTC, Conduct etc.), GFR, Pension Rules & NPS Rules, FR & SR, TA/DA & Joining



	Time rules, Recruitment/appointment & promotion, Advances, Pay fixation, RTI Act, Reservation Rules, procurement through GeM, Practice and procedures in Parliament. <b>Module-II:</b> Noting and drafting; Precis Writing <b>Module-III:</b> Preparation of Presentation Slide using MS PowerPoint, Typing and Formatting on MS word, Data Entry, Tabulation and Calculations using Formulas in MS Excel.
<b>Preparation of Merit</b>	Final merit will be prepared on the basis of marks obtained out of 100.
<b>Resolution of Tie Cases</b>	In cases where more than one candidate secures equal marks, tie will be resolved as under: 1. First by using date of birth with older candidates placed higher. 2. If not resolved by (1), the number of wrong answer will be used wherein those with less wrong answers will be placed higher.

4. The break-down of vacancies under LDCE quota is as under: -

Vacancy Year	Breakdown of vacancies		
	UR	SC	ST
2025	2	0	0
2026	2	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>

5. There shall be a common examination for the vacancy years 2025 & 2026. The candidates shall be considered for vacancies of two years i.e. 2025 & 2026 separately, subject to their eligibility of any or both the years and will be arranged in the order to merit as per the aggregate marks finally awarded to each candidate. **However, the results shall be declared separately for each year to ensure that if vacancies remain unfilled in the year 2025, the same shall be carried forward to the next vacancy year 2026 and filled by the candidate, subject to fulfilment of eligibility criteria and availability of vacancy(ies).**

5.1 Year wise merit list will be made on the basis of number of vacancies, candidate's merit and fulfilment of all other eligibility conditions. Based on his/her merit, and subject to vacancy position and other eligibility conditions, candidate will be placed in the appropriate merit list (category and year). If a candidate's name is included in the merit list for a particular category for a particular year, his/her name will not be considered for inclusion in other list(s).

6. **Candidates should clearly understand that LDCE is a competitive examination and not a qualifying examination.** The final selection of the candidate will be done on the basis of the candidate's merit position and availability of vacancy(ies) in respectively category(ies) of each vacancy year i.e., 2025 & 2026. Mere qualifying the examination does not entail the candidate any claim for inclusion in the merit list or selection of the post.



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7. The examination shall be held at ICMR-RMRCNE Dibrugarh. The date of examination will be intimated in due course of time. The candidates are advised to remain prepared, to appear in the examination, at a short notice.
8. The application for appearing in the LDCE shall be submitted in the enclosed format (**Annexure I**).
9. The last date of submission of the application in prescribed format is **11-05-2026 (Monday) (Till 05:00 PM)**. All regular UDCs of ICMR-RMRCNE, who fulfil the eligibility criteria (mentioned in para-2 above) and are willing to appear in the examination, may fill the application before the closing date.
  - 9.1 After completion of filling up of the application form, the candidates shall submit the filled-in application form along with necessary documents to the Establishment Section of ICMR-RMRCNE Dibrugarh through proper channel.
  - 9.2 The Establishment Section will verify the details filled by candidates in the application form from their service records and also obtain vigilance clearance of the candidates, who have applied for the exam, from Vigilance Officer, ICMR-RMRCNE Dibrugarh.
  - 9.3 Thereafter, the Establishment Section shall forward the verified application forms along with Vigilance Clearance Certificate to Recruitment Committee, ICMR-RMRCNE latest by 20-05-2026.
  - 9.4 If at any point of time, any information provided in the application form is/are found to be incorrect, disciplinary/administrative action shall be initiated, against the employee concerned and also the Officer certifying the details.
10. Any period of ad-hoc/officiating appointment, will not be considered as regular service, to determine the eligibility of the candidate.
11. The Competent Authority reserves the right to make, modify or cancel this Notification and/or Examination process, at any point of time.
12. For any queries/difficulties being faced by the applicants while filling the application form, they may contact at establishment1-rmrcd@icmr.gov.in.

  
(MINEDHAR MORAN)  
Section Officer  
For Administrative Officer

Copy to:

1. Computer / IT Section – with a request to upload the Circular in the Centre's website
2. Notice Boards



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**Annexure-1**

**Limited Departmental Competitive Examination 2025 & 2026  
for Promotion to the post of Assistant at ICMR-RMRCNE, Dibrugarh**

**APPLICATION FORM**

(To be filled in by the candidate in his/her own handwriting in CAPITAL LETTERS)

Sl. No.	Particular Required	Details Provided
1	Name of the candidate	
2	Designation	
3	Pay Level	
4	Category (SC/ST/UR)	
5	Father's/Husband's Name	
6	Date of Birth (DD-MM-YYYY format)	
7	Educational Qualifications	
8	Working knowledge of Computer (MS Office/ PowerPoint)	Yes/No
9	Date of regular appointment to the post of UDC	
10	Medium for answering question paper (Write in words either English or Hindi)	
11	Present place of posting (Name of Section/Field Unit where working)	

I, hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

(Signature of the candidate)

Contact Number .....

Email ID .....