



राष्ट्रीय असंचारी रोग कार्यान्वयन अनुसंधान संस्थान
भारतीय आयुर्विज्ञान अनुसंधान परिषद्
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR- National Institute for Implementation Reserach
on Non-Communicable Diseases
DHR- Ministry of Health & Family Welfare, Government of India

No.: NIIRNCD/Administrative_Recruitment/2024

Date: 15/09/2025

Notice No: 01/2025

Subject: Limited Departmental Competitive Examination (LDCE) to fill up the vacancies of Personal Assistant (Pay Level-6) in the year 2025 - Reg.

As per recruitment rules of ICMR and approval of competent authority. ICMR-NIIRNCD, Jodhpur, a limited departmental competitive examination (LDCE) will be conducted for eligible candidates working on the post of Stenographer for promotion to the post of Personal Assistant through LDCE.

ICMR-NIIRNCD. Jodhpur invites applications from regular eligible Stenographers (in the Grade Pay 2400. Level-4) for promotion to the post of Personal Assistant through Limited Departmental Competitive Examination (LDCE) and in accordance with the ICMR Administrative Recruitment Rules, 2017 and subsequent amendments:

Name and No. of Posts	Personal Assistant (Pay Level – 6 of 7th CPC) – 01 (UR)
Last date to receive application from eligible candidates	Before 05:00 PM on 26.09.2025
Date & Timing of Exam	<i>Will be announced soon.</i>
Eligibility Criteria	Regularly appointed Stenographer of the service who satisfies the following conditions shall be eligible to appear at the examination:- (a) Length of Service:- He/She should have on the crucial date (i.e. 26.09.2025), rendered not less than five years approved service as Stenographer (Level-04). (b) Educational and other qualifications required:- <ul style="list-style-type: none"> • Minimum 3 years Bachelor's degree in any discipline from a recognized university/ Institution • 120 w.p.m. speed in shorthand (English or Hindi). • Working Knowledge of Computer (MS Office/Power Point).
Scheme of Examination	Attached as Annexure - A

1. Procedure for submission of application:

All eligible candidates, willing to take part in the above-mentioned LDCE must apply in the prescribed form (ANNEXURE-B), duly completed along with necessary documents.

2. Place of Posting: The place of posting will only be at ICMR-NIIRNCD, Jodhpur. However, the post carries all India transfer liability. The selected candidates may be posted at any of the institute/centres under the control of ICMR and at any field units of the NIIRNCD located in different parts of the country.

3. General Instructions to candidates:

- i. Crucial date for determining the eligibility is 26.09.2025.
- ii. The selection in above posts as advertised will be made as per the provisions mentioned in 'ICMR Administrative Recruitment Rules, 2017' and subsequent amendments.
- iii. Incomplete or wrongly filled application form will be summarily rejected and no communication in this regard will be entertained.
- iv. Reservation and relaxation shall be applicable as per the Govt. of India rules.
- v. No TA/DA will be paid for appearing in the LDCE/test.
- vi. Application form should be complete in all respect and duly forwarded by the Head of the Department.
- vii. The applicants are required to submit the signed and duly filled application form and self-attested copies of documents in person or by post on or before **05:00 PM on 26.09.2025** at the address given below:

The Director In-charge**ICMR-National Institute for Implementation Research on Non-Communicable Diseases,****New Pali Road,****Jodhpur - 342005 (Rajasthan)****Phone: (0291) 2722403****The envelope should be super scribed as "Application for the Post of Personal Assistant"**

- viii. The schedule of examination indicated in the circular is tentative. Any change in the schedule of examination will be informed to candidates only through the website of the Institute.
- ix. Results of the LDCE will be published on the Institute website in due course.
- x. In case, any information or declaration given by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this LDCE, his/her candidature will be cancelled and/or action, as deemed fit, may be taken against him/her by the appointing authority.
- xi. The Director, NIIRNCD reserves the right of any amendment, cancellation, and changes to this circular as a whole or in part without assigning any reason.
- xii. In case of any inadvertent mistake in the process of selection/LDCE which may be detected at any stage even after the declaration of result, the Institute reserves the right to modify/withdraw any communication made to the candidate.
- xiii. In case, any information or declaration given by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this LDCE, his/her candidature will be cancelled and/or action, as deemed fit, may be taken against him/her by the appointing authority.
- xiv. All the information related to the LDCE will be uploaded on the website of NIIRNCD, Jodhpur (<https://niirncd.icmr.org.in/>). Candidates are advised to regularly visit the website for updates regularly.

Director
ICMR-NIIRNCD, Jodhpur

Encl.: As above.

Annexure-A

A. Scheme of Examination: The subjects of the Written Examination and the maximum marks for each subject will be as follows:-

PART-A: WRITTEN EXAMINATION (50 MARKS)			
Subject	No. of Questions	Marks	Duration of Timings
ICMR Related	10	10	50 Minutes
Service Rules (As mentioned below)	40	40	
PART B: SHORTHAND SKILL TEST (50 MARKS)			
Subject	Duration of Dictation	Transcription Time (In minutes)	
Shorthand Test @ 120 W.P.M. in Hindi or English	10 Minutes (Dictation of trial passage of 2 minutes duration will be given before the test passage in Hindi/English Stenographic Test.)	75 minutes in Hindi or 60 minutes in English	

- i) Question paper will be of Objective Type Multiple Choice only.
- ii) The examination will be in Pen and Paper mode.
- iii) There will be no negative marking in the examination.
- iv) The question paper will be in English language only.
- v) Computation of marks from the Shorthand is essentially marked in terms of 0% mistakes. A universal criterion of 5% mistake is generally taken as cut-off for qualifying. But in this exam this has to be converted to marks. Therefore, 5% mistakes will be equated with 40% marks i.e. those who make 5% mistakes will be given 40% of 50 (20 marks). For every 1% less mistakes an additional 6 marks will be added to 20 in such a manner that those who make 0% mistake will get full marks (50).

B. Syllabus:**Part-A: WRITTEN EXAMINATION (50 MARKS)**

ICMR Related: ICMR Rules, Regulations and Bye-Laws

Service Rules:

1. GFR 2017, e-Procurement and e-Marketplace (GeM) / ICMR Procurement policy
2. CCS Rules (Leave, LTC, CCA, Conduct, etc.)
3. FR & SR
4. Pension & NPS
5. Travelling Allowances
6. Advances
7. General Awareness