

Guidelines for Conduct of Limited Departmental Competitive Examination (LDCE) for Promotion to the grade of Upper Division Clerks (UDCs) in the Commands against 25% Vacancies

1. The Limited Departmental Competitive Examination (LDCE) for selection of LD Clerks for promotion the grade of UD Clerks against 25% quota of year-wise vacancies will be held by the respective Command Headquarters. The examination will normally be held every year during the month of Jul/Aug or in the month as administratively convenient to the respective Command Headquarters and results of the same be declared before 31 Dec of the year of examination.

2. Eligibility Conditions - Any permanent or regularly appointed LDC's who satisfy the following conditions, shall be eligible to appear in the examination :-

(a) Length of Service : He/she should have, on the first day of Jan of the vacancy year for which the examination is held (vacancy year calculated from 01 Apr to 31 Mar next year), rendered not less than 5 years regular service in the grade of LDC of the Ministerial Cadre irrespective of Command within the Navy. However he/she would compete for the post of UDC in the respective Command roster to which he/she presently belongs.

(b) Age : Upper age-limit shall be governed by SRO in vogue. As per present SRO 247/2000 the upper age-limit is as under :-

Un-reserved	- 40 years
SC/ST	- 45 years

(c) Typewriting Test : Unless exempted for passing the typewriting test for the purpose of confirmation, he/she should have passed this test, on or before the date of notification of the examination.

(d) Attempts at the Examination : Not more than three chances will be allowed to an eligible LDC to appear in the LDCE. However, there will be no such restriction on the

number of attempts in respect of SC/ST candidates. However, such SC/ST candidates will be considered for promotion only against reserved vacancies only, if they have exhausted three attempts.

3. The Command HQrs will notify the vacancies and call for applications from eligible candidates to appear in the LDCE. The Command HQrs will obtain the applications of willing/eligible LDCs in a prescribed format (to be provided by respective Command HQ), and will verify the eligibility from service documents.

4. A list of eligible and qualified candidates to appear in LDCE will be circulated for information to all concerned before the conduct of the examination. The decision of the appointing authority viz. Command HQrs CSO(P&A) as to the eligibility or otherwise of a candidate for admission of the examination shall be final.

5. No fee for the examination will be charged from the candidates.

6. Any attempt on the part of a candidate to obtain support for his/her candidature by any unfair means will disqualify him/her for admission in LDCE, without prejudice to any other disciplinary action.

7. A candidate found guilty of impersonation or of submitting fabricated documents which has been tampered with or suppressing material information or of using or attempting to use unfair means in the examination hall or otherwise resorting to any other irregular or improper means for obtaining admission to the examination may be debarred from future LDCE either permanently or for a specified period in addition to departmental disciplinary action.

8. The medium of examination will be English/Hindi.

9. (a) The subject in the examination, the time and maximum marks allowed for each paper will be as follows :-

	<u>Subjects</u>	<u>Time allowed</u>	<u>Max. Marks</u>
(i)	Essay & Précis writing	2 Hours	100
(ii)	Noting & Drafting	2 Hours	100
(iii)	Routine office procedure & broad general knowledge of	2 Hours	100

	financial and service rules applicable to the particular service.		
(iv)	Assessment of Performance Appraisal Reports	--	100
	Total Marks		<u>400</u>

10. The qualifying marks for passing the written examination will be 45% in the aggregate with a minimum of 35% in each of the three subjects. The qualifying standard of SC/ST candidates may be relaxed to fill up the vacancies reserved under SC/ST quota as per prevalent instructions, if they fail to meet the general qualifying standard.

11. The assessment of preceding 5 years Confidential Report/Performance Appraisal Report for the Qualified LD Clerks under LDCE will be based on the grading given by the Reviewing Officer. The ACRs will be considered for awarding the marks as given below :-

	<u>Grading</u>	<u>Marks for annual ACR</u> <u>(Maximum 5 years)</u>
(i)	Outstanding	20
(ii)	Very Good	16
(iii)	Good	12
(iv)	Average	08
(v)	Below Average	Individual having the grading of 'Below Average' is considered unfit for promotion as per the existing instructions.

12. The following procedure may be adopted for making a final select list of candidates to be promoted based on LDCE :-

(a) The board constituted to conduct LDCE shall submit to CSO(P&A) of the respective Command HQrs a consolidated list of eligible candidates applied for LDCE, appeared in LDCE (including those absented from LDCE or disqualified due to any reason during the examination) along with the marks awarded in written examination paper-wise and those declared qualified in written examination.

(b) Command HQrs will constitute a separate board to assess the ACRs of all participating candidates who are declared qualified in the written examination of their respective Command and submit the evaluation report (as per para 11) to marked confidential.

(c) Thereafter, DPC will be constituted as per SRO in vogue to collate the marks obtained in the written test and in the ACR assessment. The DPC will recommend select-list in order of merit for approval of their respective CSO(P&A).

(d) CSO(P&A) of respective Command will publish the final select list keeping in view the vacancies earmarked for LDCE in the reservation roster. Thereafter, promotion order will be issued.

13. The select list will be exhausted in the same year and individuals who could not be promoted due to any reason whatsoever, will have no claim of being considered in the next year. The final select list should contain names of qualified candidates to the extent of available vacancies. No additional list/extended penal shall be prepared for LDCE.

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Tel : 23010914

Integrated Headquarters of  
Ministry of Defence (Navy)(DCP)  
New Delhi-110011

CP (SC)/2540/LDCE

27 Oct 2009

The Flag Officer Commanding-in-Chief  
HQ Western Naval Command [CSO(P&A)]  
Mumbai

The Flag Officer Commanding-in-Chief  
HQ Southern Naval Command [CSO(P&A)]  
Kochi

The Flag Officer Commanding-in-Chief  
HQ Eastern Naval Command [CSO(P&A)]  
Visakhapatnam

The Flag Officer Commanding  
HQrs A&N Command  
Port Blair

CONDUCT OF LDCE FOR FILLING UP 25% OF VACANCIES IN THE  
GRADE OF UPPER DIVISION CLERK - AMENDMENT

1. Refer to Guidelines for conduct of LDCE promotion to the grade of UDC, circulated vide IHQ MOD(Navy)/DCP letter No. CP(SC)/2540/PC dated 19 Oct 2009.
2. Keeping in view this HQrs letter No. CP(NG)/2803 dt 17 Aug 2006, the following amendment may please be incorporated to **para 2(b)** of the Guidelines:-

**FOR** 2.(b) Age: Upper age-limit shall be governed by SRO in vogue. As per present SRO 247/2000 the upper age-limit is as under :-

Un-reserved	- 40 years
SC/ST	- 45 years

**READ** 2.(b) Age: There would be **no restriction on age limit** for appearing in the LDCE.

Tel : 23010914

(V Rajagopalan)  
Director  
Offg. PDCP  
Integrated Headquarters of

CP (SC)/2540/LDCE

19 Oct 2009

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CONDUCT OF LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION  
FOR FILLING UP 25% OF VACANCIES IN THE GRADE OF  
UPPER DIVISION CLERK

3. Refer to IHQ MOD(Navy)/DCP letter No. CP(SC)/2540/PC dated 21 Jan 2008.
4. Revised guidelines for conduct of LDCE for promotion to the grade of UDC against 25% quota of vacancies are forwarded herewith as an enclosure to this letter. These have been formulated in consultation with JAG(Navy) in the view of the Hon'ble Supreme Court of India judgement which has held that eligibility and seniority are distinct aspects.
5. Command HQrs are requested to conduct the LDCE at the earliest as per the enclosed revised guidelines. However, if any additional procedure is required to be adopted but not provided in the enclosed guidelines, these may be devised locally keeping in view the administrative convenience within the broad framework of these guidelines.
6. HQ WNC who has already conducted LDCE-09 as per the existing guidelines but not yet published the result are requested to ensure that the results are in conformity with the revised guidelines.

Encl: As stated

(V Rajagopalan)  
Director  
Offg. PDCP

