

**MOST IMMEDIATE/ E-MAIL**  
No. DP/DPC2023/ 666 /A-32012/22/2023-DPC  
**CENTRAL BUREAU OF INVESTIGATION**  
Government of India  
Block No.5B, CGO Complex, 7th Floor  
Kendriya Karyalaya Parisar,  
Lodhi Road, New Delhi 110003.

Dated :- 20-07-2023

To

All HOZ/HOB/Dy. Insprs. Genl. of Police, CBI,  
All Supdts. of Police, CBI.

**Sub: Limited Departmental Competitive Examination for promotion of UDCs to the grade of Crime Assistants in CBI for the year 2023.**

Sir,

A Limited Departmental Competitive Examination for promotion of UDCs to the rank of Crime Assistants in CBI for filling up 52 vacancies (36 UR, 11 SC & 05 ST) of Crime Assistants in CBI under Examination Quota is scheduled to be held on **03.08.2023 & 04.08.2023** at **CBI Academy, Ghaziabad**. However, vacancy position as available at the time of preparation of select panel will be taken into account.

2. As per Scheme of the examination, UDCs in CBI who as on 1<sup>st</sup> August, 2023 satisfy the following conditions are eligible to appear in the examination:-

i) Length of service:

The candidate should have rendered at least six years of regular service in Level 04 of revised pay matrix corresponding to pre-revised Pay Band-1, Rs. 5200-20200 with Grade Pay of Rs. 2400/- and who have attended one week prescribed training course in CBI.

ii) Age limit:

The candidate upto the age of 50 years is eligible to compete in the aforesaid examination. The age limit prescribed above will be

relaxable upto a maximum of 5 years, in case of candidate belonging to Scheduled Caste or Scheduled Tribe community.

iii) Number of chances:

There will be no restriction on the number of chances that could be availed by the candidates for the examination, if they otherwise fulfill all other conditions. However, while granting T.A. to an individual appearing in the examination, provisions of S.R. 130 may be kept in view.

3 The candidates will be tested in the following subjects:-

Sl. No.	Subject	Time Allowed	Maximum marks	Total marks
1	Precis Writing, Noting & Drafting	2 ½ hrs.	100	400
2	Crime & Administration Manuals of CBI	2 ½ hrs.	100	
3	General Rules & Regulations	2 ½ hrs.	100	
4	General Knowledge	2 ½ hrs.	100	

The syllabus for the examination is as under:-

a) Precis Writing, Noting and Drafting:

Precis will be designed to test the candidates' capability to understand the passage and to test their capacity to handle the language properly and precisely. Paper on Noting and Drafting will be designed to test the candidates' capability to write the notes and drafts and to test their knowledge of office procedure as laid down in the CBI Manual (Administration).

b) General Knowledge:

Paper on General Knowledge will be intended to test the candidates' knowledge of day-to-day affairs in Administration of the country and of National and International events.

c) General Rules and Regulations:

This paper will be designed to test the knowledge of candidates on:-

- i) Fundamental & Supplementary Rules.
- ii) Central Civil Services (Pension) Rules, 2021.
- iii) Central Civil Services (Classification, Control & Appeals) Rules 1965.
- iv) Central Civil Services (Conduct) Rules, 1964.
- v) General Financial Rules, 2017.
- vi) Treasury Rules.
- vii) The Delhi Special Police Establishment (Subordinate Rank) (Discipline & Appeal) Rules, 1961.
- viii) Central Civil Services (Leave) Rules, 1972.
- ix) Delegation of Financial Powers Rules, 1978.
- x) Central Civil Services (Temporary Service) Rules, 1965.
- xi) Receipts & Payment Rules, 1983.

**For answering this paper, Text Books on the above subjects may be referred. Hand Books, Guides, Rules Made Easy etc. are not allowed.**

**d) Crime & Administration Manuals of CBI:-**

This paper will be designed to test the knowledge of the candidates on Office Procedure as laid down in the CBI Manual (Administration) 2003 and CBI Manual (Crime), 2020. Candidates are supposed to answer the questions relating to CBI Manuals, both Administration & Crime and as per the latest Rules and instructions issued by the Govt. and Department.

4 Candidates are required to qualify the written examination by securing a minimum of 35% marks in each paper and 40% in aggregate. However, as per latest Govt. instructions conveyed vide DoPT's OM No. 36012/23/96-Estt.(Res.)-Vol.II dated 3rd October, 2000, relaxation/concession in the matter of promotion for candidates belonging to SC/ST categories by way of lowering qualifying marks that existed prior to 22.07.1997 and which was dispensed with, has been restored. As such the maximum lowering of marks is allowed upto 33% in individual paper and 38% in aggregate in respect of SC/ST candidates. If however, the number of SC & ST candidates equal to the number of reserved vacancies become available at a higher standard, no further lowering of marks is to be restored to.

The APARs of the candidates, who are unable to secure the minimum qualifying marks, will not be evaluated.

The service records of only those candidates will be assessed who qualifies the written test.

5 The Assessment of APARs will be carried out on a scale of maximum 100 marks as per criteria mentioned below for the last 05 APARs for the period 2017 to 2022. In the event of NIC for the entire year in the last 5 years APAR for the year 2016 may be considered and likewise.

<b>Grading</b>	<b>Marks</b>
Outstanding	20 marks
Very Good	16 marks
Good	12 marks
Below Good	00 marks

6 The candidates who secure less than 50 marks in assessment of APARs will not be included in the zone of consideration, regardless of his performance in the written examination.

7. There shall be no rounding of marks. The Select Panel will be prepared only on the basis of actual marks secured in written examination as well as evaluation of APARs in order of merit.

8 The question papers will be set both in Hindi and English and candidates will have the option to answer the question either in Hindi or English.

9. HsOBs to ensure that the contents of this circular are brought to the notice of **all concerned** and the service particulars etc. of the candidates who are eligible and intend to appear in the examination are sent to CBI, HO on or before **27<sup>th</sup> July, 2023** positively through E-mail ([osdpc@cbi.gov.in](mailto:osdpc@cbi.gov.in)) in the enclosed pro-forma (**Annexure– I and II**). In case, no employee from the branch is eligible/ willing to appear in the examination, 'NIL' information is also to be sent.

10. It shall be the full responsibility of the Head of Branch to ensure circulation of the scheme amongst all persons concerned even on leave or on tour or on deputation including posted in various units, if any under their administrative control. The application of the willing and eligible candidates must be emailed/ dispatched well in advance so as to reach at CBI HO on or before **27<sup>th</sup> July, 2023**. No application received in HO after 27<sup>th</sup> July, 2023 shall be entertained under any circumstances


including any pretext whatsoever. Further, it may also be ensured that the applicants, who have been allotted roll number by HO must appear for the examination without fail. However, if any of the willing candidates does not want to appear in the said exam for any special circumstances/reasons, the concerned HoB would inform HO at least 03 days before the date of the exam.

11. If any candidate is found using unfair means in the exam, such candidate will be permanently debarred from all LDCE examinations to be conducted by CBI in future and will also be liable for appropriate departmental action.

12. Receipt of this circular may please be acknowledged.

Yours faithfully,

Encl. As above.

  
20/07/2023

**ADMIN. OFFICER (PERS.)  
CBI, HEAD OFFICE, NEW DELHI**

Copy to :-

1. PS to Director /CBI/New Delhi.
2. PSs to Spl. Director & Addl. Directors /CBI/New Delhi
3. Director of Prosecution /CBI/New Delhi
4. All Joint Directors/HoZs/CBI.
5. Director /CFSL (for CBI staff only).
6. All DIsG /DDs, CBI (Local and Outside).
7. DIG (Trg.), CBI Academy / Ghaziabad (UP).
8. All HoBs/CBI
9. AD & AIG(P)-I, II & C&C/CBI/New Delhi
- 10 SP(Hq)/CBI/HO
11. SP (Sys)/CBI for uploading on the CBI website
12. All Sections/Divisions/Zones of CBI.
13. Duty Officer CBI Head Office New Delhi with a request to display this circular on the Notice Board of CBI Head Office.
14. All Office Supdts., CBI, HO

**Annexure - I**

Passport size  
photograph

**CENTRAL BUREAU OF INVESTIGATION**

**APPLICATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION OF UDCs TO CRIME ASSISTANTS.**

1	Name in Full (in Block letters)	
2	Emp. Code	
3	Age (As on 1 <sup>st</sup> August, 2023)	
4	Date of Birth	
5	Category: UR/SC/ST/OBC	
6	Place of posting	
7	Educational Qualification	
8	Date of continuous appointment to the present post (as UDC)	

Signature of the candidate

**CERTIFICATE**

**TO BE FILLED BY HEAD OF THE BRANCH**

This is to certify that the particulars mentioned above by the applicant are correct and as per the service record.

Signature of Head of Branch  
Stamp of Head of Branch