



CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
(Council of Scientific and Industrial Research)
Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.
Website: <https://www.ccmb.res.in>



No. CCMB/Rect./Advt.No.05/2023/TO-04

Dated: 28.11.2025

NOTICE

Sub.: Schedule of Trade Test and Competitive Written Examination for the post of Technical Officer, Post Code: TO-04 – reg.

Ref.: 1. CSIR-CCMB Advt. No. 05/2023
2. CSIR-CCMB Notice No. CCMB/Rect./Advt. No. 05/2023
dated: 18.06.2025

It is to inform to all the candidates who have been shortlisted for the advertised post of Technical Officer, Post Code: **TO-04** vide CSIR-CCMB, Advt. No. 05/2023, that the detailed schedule of the Trade Test and Competitive Written Examination is given below:

Trade Test Schedule:

Post Code	TO-04
Date of Trade Test	19.12.2025 (Friday)
Timing	09:30 AM to 05:30 PM
Reporting Time	08:00 AM (Candidates shall not be allowed after 09:00 AM)
Venue	CSIR-Centre for Cellular & Molecular Biology, Uppal Road, Habsiguda, Hyderabad, Telangana-500007

Only the candidates who qualify in the Trade Test will be allowed to appear for Competitive Written Examination.

Competitive Written Examination Schedule:

Post Code	TO-04
Date of Examination	26.12.2025 (Friday)
Timing	02:00 PM to 05:30 PM
Reporting Time	01:00 PM (Candidates shall not be allowed after 01:30 PM)
Venue	CSIR-Centre for Cellular & Molecular Biology, Uppal Road, Habsiguda, Hyderabad, Telangana-500007
Mode of Examination	OMR based Objective Type Multiple Choice Examination

The Syllabus for the Trade Test and Concerned Subject in Competitive Written Examination for the aforementioned postcode is enclosed as Annexure I.

The detailed instructions are available on the Admit card, which may be downloaded from the below link for Trade Test w.e.f. 12.12.2025 after 04:00 PM.
https://recruitment-staff.ccmb.res.in/Advt_05_2023_Gr3/

The candidates are requested to visit CSIR-CCMB website **<https://www.ccmb.res.in>** regularly for recruitment updates.

For any queries regarding downloading of Admit cards may be e-mailed to **recruitment.ccmb@csir.res.in** on or before 17.12.2025.

Dated: 28.11.2025

**Sd/-
Sr. Controller of Administration**



Trade Test & Competitive Written Examination Syllabus
for the Post Code: TO-04

Unit 1: Principles of Management & Organisational Behaviour

Functions of management; Organisational structure & design; Individual behaviour: personality, perception, attitudes; Motivation theories; Group behaviour & teams; Leadership concepts; Organisational culture & change.

Unit 2: Human Resource Management (HRM)

HRM - Meaning, objectives and importance; HR functions & roles; Job analysis: Job Description and Job Specification; HR planning & workforce forecasting; Recruitment & selection processes.

Unit 3: Human Resource Development (HRD) & Training

HRD concepts & framework; Learning & development; Training cycle; Competency mapping; Talent development.

Unit 4: Talent Acquisition & Retention

Recruitment strategies; Selection tools & assessments; Employer branding; Onboarding & induction; Retention strategies, turnover analysis.

Unit 5: Performance Management Systems

Purpose & components of PMS; Performance appraisal methods; KPIs, KRAs, metrics; Performance reviews & feedback; Linking performance to rewards

Unit 6: Compensation & Benefits Management

Job evaluation; Wage & salary structures; Incentive plans; Benefits administration; Pay equity & compensation strategy

Unit 7: Industrial Relations & Labour Laws

Industrial relations concepts; Trade unions & collective bargaining; Grievance handling and disciplinary action; Essential labour laws (wages, social security, IR, bonus, gratuity)

Unit 8: Human Resource Information Systems (HRIS) & HR Analytics

HRIS components & HR software; HR data types & HR metrics; Dashboards & reporting; Descriptive, diagnostic & predictive HR analytics; Applications: recruitment, attrition, performance, L&D analytics

Unit 9: Organisational Development & Change Management

OD concepts & OD practitioner role; OD interventions: team building, survey feedback, coaching; Change management models (Lewin, Kotter); Managing resistance

Unit 10: Strategic Human Resource Management (SHRM) & Global HR

HR strategy formulation & alignment with business strategy; Strategic workforce planning; High-performance work systems (HPWS); Global HR practices & cross-cultural management; HR's role in organisational competitiveness