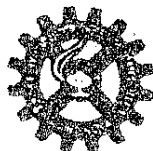


*Draft Document*

**CSIR SERVICE RULES, 1994  
FOR  
RECRUITMENT OF SCIENTIFIC,  
TECHNICAL AND SUPPORT STAFF**

(Amended for Recruitment of Technical and Support Staff)

UP-DATED VERSION  
(UPTO DECEMBER, 2015)



**COUNCIL OF SCIENTIFIC AND  
INDUSTRIAL RESEARCH,  
NEW DELHI**

Draft Documents

**CSIR SERVICE RULES, 1994**

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**CSIR Service Rules, 1994 for recruitment of Scientific,  
Technical & Support Staff**

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## PREFACE

The recruitment to S&T posts in CSIR is being done on the basis of qualification and experience laid down for each post. The selection/screening committee are constituted as per provision in the old bye-laws continued by the Governing Body at its meeting held on 22.12.1989. Thus there was no single document, which contained comprehensive Rules for recruitment of S&T staff. The new Bye-laws operative now authorized the Governing Body to frame a detailed scheme for recruitment of staff of all categories.

Thus, it was necessary to review the existing recruitment rules and guidelines and formulate a comprehensive set of rules covering all aspects of recruitment and selection. Keeping this in view a document entitled “CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff” was formulated and approved by the Governing Body of CSIR at its 133<sup>rd</sup> meeting held on 12.1.1994. This document contains rules relating to various aspects of recruitment and selection including minimum qualifications and experience for each post, procedure for notification of vacancies, screening of applications, constitution of selection /screening committees, selection procedure to be followed for “appointing authorities” for different posts.

I hope this document will prove helpful both for those dealing with recruitment and selection and for the S&T staff.

(signed)

(S.K. JOSHI)

DIRECTOR GENERAL CSIR

31<sup>st</sup> March 1994

## RULES FOR RECRUITMENT OF SCIENTIFIC, TECHNICAL AND SUPPORT STAFF IN CSIR

1. In exercise of powers conferred under Bye-law. 11 of the Rules & Regulations and Bye-laws of the CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for scientific and technical posts in CSIR.

### 2. Short Title & Enactment:-

These Rules shall be called "CSIR Service Rules, 1994 for Recruitment of Scientific, Technical & Support Staff" and shall come into force w.e.f. 01.4.1994.

### 3. Scope of the Rules:-

These rules will govern recruitment and selection and selection of scientific, technical and support staff.

### 4. Definitions:-

In these rules unless the context otherwise requires.

- a) "Scientific staff" means staff as defined in Rule 5.1
- b) "Technical staff" means staff as defined in Rule 5.2
- c) "Group" means a Set of grades referred to in Rule 6;
- d) "Grade" means a level in a group with a prescribed pay scale for a post in the Group;
- e) "Support staff" means staff as defined in Rule 5.3
- f) "President" means the President of the CSIR;
- g) "Appointing Authority" means the authority as specified in Rule 12;

- h) "Council" means CSIR;
- i) "Service" means service in the CSIR.

**5. Scientific, Technical & support staff: Definitions thereof:-**

**5.1** "Scientific staff" means R&D scientific staff who are expected to generate new knowledge/methods/ techniques by research/design/development.

**5.2** Technical staff means staff who are expected to use existing scientific and/ or technical knowledge/ methods/ techniques towards solutions of technical problems.

**5.3** Support Staff means staff who are expected to provide skilled assistance to Scientific & Technical staff.

**6. Groups:-**

The entire Scientific, Technical and support staff is divided in five groups, namely; Groups-I & II (Support), Group- III(Technical),Group-IV(R&D -Scientific) and Group-V (Engineering/Architecture). As no fresh recruitment to Group-V is envisaged, no Recruitment Rules for the same are formulated.

**6.1** Each Group has number of grades. The groups are described in Roman numerals and the grade in Arabic numerals. For example, I(2) refers to the second grade in Group-I and IV(5) refers to the fifth grade in Group-IV.

**6.2** The Groups and Grades are as follows:-

<b>Group</b>	<b>Grade</b>	<b>Pay Scale</b>
I	1	Rs. 750-940
I	2	Rs. 800-1150
I	3	Rs. 950-1400
I	4	Rs. 1350-2200

II	1	Rs. 950-1400
II	2	Rs. 1350-2200
II	3	Rs. 1400-2300
II	4	Rs. 1640-2900
II	5	Rs. 2000-3500
III	1	Rs. 1400-2300
III	2	Rs. 1640-2900
III	3	Rs. 2000-3500
III	4	Rs. 2200-4000
III	5	Rs. 3000-4500
III	6	Rs.3700-5000
III	7	Rs. 4500-5700
IV	1	Rs. 2200-4000
IV	2	Rs. 3000-4500
IV	3	Rs. 3700-5000
IV	4	Rs. 4500-5700
IV	5	Rs. 5100-6300
IV	6	Rs. 5900-6700
IV	7	Rs. 5900-7300

## 7. Recruitment:-

Recruitment will normally be made only at the lowest grade in each Group. However, if a special need exists or arises, recruitment in higher grades in Groups-II, III and IV, upto IV(5) can be made in Labs/Instts on specific recommendations of RC with prior approval of DG, CSIR. In the case of CSIR Hqrs. this will be done with the prior approval of DG, CSIR. In the case of CSIR Hqrs. this will be done with the prior approval of DG, CSIR. Recruitment in Group-IV (6) and IV(7), will be made by CSIR Hqrs with the approval of President, CSIR.

## 8. Qualification, Experience & Age Limits For Recruitment:-

**8.1** The minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:

<u>Group &amp; Grade</u>	<u>Qualification</u>	<u>Experience in year</u>	<u>Age limit in year</u>
Note : 1. The period of experience in the requisite discipline/area of work where prescribed shall be counted w.e.f. the dated of acquiring the prescribed minimum educational qualification for the Group/Grade.			
<u>GROUP-I</u>	10 <sup>th</sup> Standard/SSC with 50% marks in	One	28

(750-940)	aggregate		
<b><u>GROUP- II:</u></b> <b><u>GROUP-II(1)</u></b> (950-1400)	SSC/10th standard with 50 % marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12th with relevant technical subjects and a min. of 60% marks in aggregate	Nil	28
<b><u>GROUP-II(2)</u></b> (1350-2200)	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade OR SSSC/HSC/12th with relevant technical subjects and a min. of 60% marks in aggregate	Three  Three	28
<b><u>GROUP-II(3)</u></b> (1400-2300)	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade OR SSSC/HSC/12th with relevant technical subjects	Six  Six	28

	and a min. of 60 % marks in aggregate		
<b><u>GROUP-II(4)</u></b> (1640-2900)	SSC/10th standard with 50% in the aggregate and ITI certificate of 2yr duration in relevant trade OR SSSC/HSC/12th with relevant technical subjects and a min. of 60% marks in aggregate	Nine  Nine	30
<b><u>GROUP-II(5)</u></b> (2000-3500)	SSC/10th standard with 50% marks in the aggregate and ITI Certificate of 2yrs. duration in relevant trade OR SSSC/HSC/12th with relevant technical subjects and a min. of 60 % in aggregate	Twelve  Twelve	35
<b><u>GROUP-III :</u></b> <b><u>GROUP-III(1)</u></b> (1400-2300)	Ist Class B.Sc.(Sci.)/ Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in	Nil	28

	Engg./Tech. of 3 yrs. fulltime duration or its equivalent.		
<b><u>GROUP-III(2)</u></b> (1640-2900)	1st Class B.Sc. (Sci.)/1st Class B. Lib Sci. or equivalent OR 1st Class Dip. in Engg/Tech. of 3 yrs fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E./ B.Tech. or equivalent.	Two  Three  Nil	28
<b><u>GROUP- III(3)</u></b> (2000-3500)	1st Class B.Sc. (Sci.)/1st Class B.Lib Sci. or equivalent OR 1st Class Dip. in Engg/ Tech. of 3 yrs fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E./ B.Tech. or equivalent	Five  Six  Three	30
<b><u>GROUP-III(4)</u></b> (2200-4000)	1st Class B.Sc.(Sci.)/1st Class B.Lib.Sci. or equivalent OR 1st Class Dip. in Engg/Tech. of 3yrs. Fulltime duration or its	Eight  Nine  six	35

	equivalent OR M.Sc. or equivalent with minimum of 55% marks OR B.E/ B.Tech.or equivalent		
<b><u>GROUP- III(5)</u></b> (3000-4500)	1st Class B.Sc (Sci.) /1st Class B..Lib.Sci. or equivalent OR 1st Class Dip. in Engg, Tech. of 3yrs fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E./B.Tech. or equivalent	Eleven  Twelve  Nine	40
<b><u>GROUP-III(6)</u></b> (3700-5000)	1st Class B.Sc. (Sci.)/ 1st Class B.Lib.Sci. or equivalent OR 1st Class Dip. in Engg.Tech. of 3yrs.fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E./ B.Tech. or equivalent	Fourteen  Fifteen  Twelve	40



<b><u>GROUP-III(7)</u></b> (4500-5700)	1st Class B.Sc. (Sci.)/ 1st Class B. Lib. Sci. or equivalent OR 1st Class Dip. in Engg. Tech. of 3yrs. fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; OR B.E.I B.Tech. or equivalent	Seventeen  Eighteen  Fifteen	45
<b><u>GROUP-IV :</u></b> <b><u>GROUP-IV(1)</u></b> (2200-4000)	Ist Class M.Sc./Ist Class BE. recognized equivalent qualification with not less than 65% marks; OR M.Tech./ M.E./MBBS/MVSc./M.Pharm/ Ph.D. (Science)	Nil	35
<b><u>GROUP-IV(2)</u></b> (3000-4500)	Ist Class M.Sc./Ist Class B.E./M.B.B.S/ M.V.Sc. recognised equivalent qualification With not less than 65% Marks OR M.Tech./M.E./MS/MD OR	Four Two  One	35

	Ph.D. (Science) OR Ph.D. (Engg.)	Nil	
<b><u>GROUP -IV(3)</u></b> (3700-5000)	1st Class M.Sc./1st Class B.E./MBBS/ M.VSc. recognized equivalent qualification with not less than 65% marks OR M.Tech./M.E./M.S./ M.D. OR Ph.D. (Science) OR Ph.D. (Engg.)	Seven Five  Four  Three	40
<b><u>GROUP - IV (4)</u></b> (4500-5700)	1st class M.Sc./1st class B.E./MBBS/MVSc. Recognised equivalent qualification with not less than 65% marks OR M.Tech./M.E./M.S./MD OR Ph.D.(Science) OR Ph.D.(Engg.)	Ten   Eight  Seven  Six	40
<b><u>GROUP - IV (5)</u></b> (5100-6300)	1st Class MSc./1st Class B.E./MBBS/MVSc. recognized equivalent qualification with not less than 65%marks OR M.Tech./M.E./M.S./MD OR Ph.D. (Science) OR Ph.D.	Thirteen Eleven   Ten	45

	(Engg.)	Nine	
<b>GROUP - IV (6)</b> (5900-6700)	1st Class M.Sc./1st Class B.E./MBBS/ MVSc. recognized equivalent qualification with not less than 65% marks OR M.Tech./M.E./M.S./MD OR Ph.D. (Science) OR Ph.D. (Engg.)	Sixteen Thirteen  Fourteen	50
<b>GROUP- IV(7)</b> (5900-7300)	1st Class M.Sc./1st Class MBBS/M.VSc. recognized equivalent qualification with not less than 65% marks OR M.Tech/M.E./M.S./MD OR Ph.D. (Science) OR Ph.D. (Engg.)	Nineteen Seventeen  Sixteen  Fifteen	54

**8.2** Cases of equivalence of qualifications may be decided as per the list notified by CSIR and updated from time to time. Cases not covered in the aforesaid list shall be referred to CSIR Hqrs. for determination of equivalence.

**8.3. Relaxations:-**

Relaxation in age limit, qualification and/ or experience in case of exceptionally

meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of the Governing Body of CSIR. However, relaxation for SC/ST candidates, as prescribed by the Govt. of India, will continue to be operative.

## 9. Constitution of Selection and Screening Committees:-

### 9.1 For recruitment to groups I, II (1) to II (4), III (1) & III(2):-

9.1.1 The Selection Committee shall be constituted as under:

Chairman / Alternate Chairman (To be nominated from a sister Lab./Instt.)		To be nominated by MC in Labs./Instts. & JS(A) in CSIR Hqrs.
---	--	--

Director/JS(A) or his nominee	--	Member
----------------------------------	----	--------

Two supervisory level Experts - Members  
(one of whom will be from' outside CSIR system)

**Quorum:** Chairman/Alternate Chairman, Director or his nominee and  
at least one expert.

9.1.2 The Director/JS (A) as the case may be will constitute a **Screening** Committee from amongst the members of the Selection Committee.

### 9.2 For recruitment to Groups-II(5); III(3) to III(7) and IV(1) to IV(4):-

9.2.1 Selection Committee shall be constituted as under:-

Chairman or specialist member of Research Council(RC)	-	chairman	To be nominated by the RC in the case of Labs./Instts. & DG, CSIR in the case of CSIR Hqrs.
Director/DG, CSIR or his nominee	-	Member	
Expert from related area From a sister Lab./Instt. of CSIR	-	Member	
Three experts, of whom at least Two from outside CSIR system	-	Members	

**Quorum:-** Chairman/Alternate chairman, Director or his nominee and at least one expert.

**9.2.2** The RC/DG, CSIR, as the case may be, will constitute a Screening Committee from amongst the member of the Selection Committee.

**9.3 For recruitment to Group-IV(5) and posts of corresponding rank:-**

**9.3.1** The Selection Committee shall be constituted as under:-

- |                                 |   |                        |                            |
|---------------------------------|---|------------------------|----------------------------|
| i) Chairman/Member, RC          | - | Chairman               | To be nominated by the RC. |
| ii) Five Experts                | - | Members                |                            |
| iii) Director of the Laboratory | - | Member<br>(Ex-officio) |                            |

**9.3.2** The Selection Committee shall be constituted as under:-

- |                                |   |          |                                 |
|--------------------------------|---|----------|---------------------------------|
| i) Chairman, TAB*/Member, AB** | - | Chairman | To be nominated by the DG, CSIR |
| ii) Five Experts               | - | Members  |                                 |

iii) DG, CSIR

- Member  
(Ex-officio)

**Quorum:-** Total members present including the Chairman and Director or DG, CSIR, as the case may be, should be more than 50% of the total strength of Selection Committee.

\*TAB - Technical Advisory Board

\*\*AB - Advisory Board

**9.3.3** The Chairman of the Selection Committee referred to in para 9.3.1 and DG, CSIR with regard to para 9.3.2 will constitute a Screening Committee from amongst the members of the Selection Committee.

#### **9.4 For recruitment to Group-IV(6&7) and posts of corresponding rank:-**

**9.4.1** The Selection Committee shall be constituted as under:-

- |                             |                          |                                     |
|-----------------------------|--------------------------|-------------------------------------|
| i) Chairman or member of AB | - Chairman               | To be nominated by the chairman, AB |
| ii) Three Chairman, RCs     | - Members                |                                     |
| iii) Three Experts          | - Members,               |                                     |
| iv) DG, CSIR                | - Member<br>(Ex-officio) |                                     |

**Quorum:-** Chairman/Alternate Chairman,  
DG and three members.

**9.4.2** The Director- General, CSIR will constitute a Screening Committee from amongst the members of the Selection Committee.

**9.4.3** If the Selection Committee referred to in para 9.4.1 finds itself unable to recommend any suitable name, the President may make temporary arrangements acting on his own initiatives or on the recommendation of the Director-General, CSIR.

#### **10. Procedure for recruitment:-**

**10.1 Notification of Vacancies:** Posts in the pay scale of Rs. 1400-2300 and above will be advertised and given wide publicity.

**10.1.1** Posts in the pay scales below Rs.1400-2300 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with

eligible departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local newspaper and a copy of the advertisement be sent to the Employment Exchange.

**10.2 Screening of Applications:** Applications received will be scrutinized by a Screening Committee to be constituted from amongst the members of the Selection Committee. The Screening Committee will adopt its own criteria for short-listing the candidates to be called for interview/trade tests. As far as possible, a minimum of 3 candidates per post should be short-listed for interview/trade tests.

**10.3 Selection Procedure:-**

**10.3.1** The candidates as recommended by the Screening Committee will be invited for interview/trade test. Intimation to candidates for this purpose should be sent at least 21 days in advance of the date fixed for interview/trade test, by registered post.

**10.3.2** A duly constituted Selection Committee will interview the candidates to evaluate their suitability for the post.

**10.3.3** For filling up a post, a panel of selected candidates in each discipline will be prepared so that if the candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. This panel will be alive for a period of one year. However, where a departmental candidate has been selected for the post, no other candidate will be kept on panel for that particular post.

**10.3.4** After the Selection Committee has finalized its recommendations these will be approved by the appointing authority. Thereafter, usual procedure, as laid down will be followed before the appointment letter is issued.

**11. Recruitment & Selection to the posts of Director of CSIR Laboratories/Institutes:-**

**11.1** The posts of Director of CSIR Labs/Instts. or its equivalent posts will be advertised and given wide publicity nationally and internationally. In addition, nominations may be invited from selected S&T organizations/Indian Universities/Experts in the areas of works of the Labs./Instts./Heads of CSIR Labs./Instt. Members of Search Committee and Indian High Commissioners/Ambassadors.

**11.2** A Search Committee comprising of the following (with an eminent member as its Chairman) will be constituted by the DG, CSIR with the approval of Vice-President, CSIR; in case there is no Vice-President in position, then with the approval of the President, CSIR:-

I. Chairman

II. Six Experts

Members

III. DG, CSIR

Member  
(Ex-officio)

**11.2.1** The Search Committee will consider: (a) applications received in response to advertisement, (b) Bio-data of the nominees whose nominations have been received, as well as of all those whose names have been suggested during the course of meeting of the Search Committee.

**11.2.3** The Search Committee may meet more than once to examine additional data or to consider additional nominees.

**11.2.4** The Search Committee may invite any of the applications; nominees, if it so decides, to have a personal discussion.

**11.2.5** The recommendations of the Search Committee shall normally contain two names, in order of merit so that if the candidate first on the panel does not accept the appointment, the second on the panel can be offered the post.

**11.2.6** The recommendations of the Search Committee will be submitted for approval to the President. CSIR, being the appointing authority for the post.

**11.2.7** If the Search Committee referred to in para 11.2 finds itself unable to recommend any suitable name the President may make temporary arrangements acting on his own initiatives or on the recommendations of the DG, CSIR.

**11.2.8** The President shall, in due course, direct whether the matter should be reconsidered by the original Search Committee or a fresh Search Committee and action shall be taken accordingly.

**11.2.9** Notwithstanding anything contained in these rules, the President may, in special circumstances, invite an eminent scientist or technologist to the post of Director of National Laboratory and posts of equivalent status for a tenure not exceeding six years.

## **12. Appointing Authorities:-**

**12.1** For the post of Director, Scientist-Gr.IV(7), IV(6) and posts in equivalent grades, the appointing authority will be the President, CSIR.

**12.2** For the posts of Scientist Gr.IV(2) to IV(5) and other posts of equivalent status in CSIR Hqrs. The DG CSIR shall be the appointing authority.

**12.3** For all scientific and technical posts up to the level of Scientist –Gr.IV(1) and officers of equivalent status in CSIR Hqrs., the JS(Admin.), CSIR shall be the appointing authority.

**12.4** For all scientific and technical posts up to the level of Scientist- Gr.IV(5) in National Labs/Instts of CSIR, the Director of the Lab/Instt shall be the appointing authority.



### **13. Special Provisions:-**

**13.1** Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST Community is nominated on the Selection Committee/ Screening Committee for posts up to the level of Scientist- Gr.IV(1). Similarly, a member belonging to SC/ST category will be associated in all selections beyond the grade of Rs.2200-4000 where SC/ST candidates are under consideration along with general candidates. Instructions for nomination of female members and members representing the minority communities, as issued by the CSIR from time to time will continue to be followed.

**13.2** Notwithstanding anything contained in these rules, DG, CSIR may in exceptional cases invite a qualified Indian Scientist abroad or in India for appointment to a scientific post of the rank of Scientist –Gr.IV(5) for a period not exceeding one year. For the posts of a Director, Scientist-Gr.IV(7), Gr.IV(6) and posts of equivalent status, this power will be exercised by the President, CSIR.

**13.3** The Director of a Lab. may appoint, on ad-hoc basis, an external candidate of proven merit to a scientific post of the rank of Scientist-Gr.IV(4), IV(3), IV(2), IV(1) and other posts of corresponding ranks subject to the condition that the posts shall be advertised within six months of such appointment and selection made in accordance with the prescribed provisions.

**13.4** The appointing authorities in regard to scientific/technical posts may make appointment on deputation/foreign service terms.

### **14. Fixation of pay:-**

**14.1** The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advanced increments if any, should be recommended only in rare exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceeding of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work/performance/achievements for whom the advance increments have been recommended.

A maximum of three increments can be granted to a candidate, on the recommendations of the Selection Committee, by the Director of a Laboratory/Institute in respect of selections for which he is the appointing authority. Beyond three and up to five increments can be granted on the recommendation of the Selection Committee and Director of Labs./Instts. by the DG, CSIR. Beyond five and up to seven increments can be granted on the recommendations of the Selection Committee and DG, CSIR by the Vice-President, CSIR.

(1)

**Sub:- CSIR Service Rules for Recruitment of Scientific, Technical and Support Staff-Clarification Reg.**

Consequent on issue of above CSIR orders on the subject "CSIR Service Rules for Recruitment of Scientific, Technical and Support Staff" various doubts were raised on the operation of these orders. The doubts are clarified below Sl. Nos 1 to 8.with reference to the said orders. Subsequent modifications so far made have been incorporated in the relevant portion of the rules.

<b>Points raised</b>	<b>Clarification</b>
1. Whether the percentage of marks prescribed and restriction of age applies to sons and daughters of deceased employees of CSIR for their appointment on compassionate grounds.	1. There is no provision for relaxing the age limit and percentage of marks in the case of dependants of deceased employees of CSIR in the new rules.
2. In case candidates possessing higher qualifications than the prescribed minimum qualification apply against an advertised post, can percentage of marks prescribed on minimum qualification be ignored ? For instance, if a diploma holder who has less than 50% of marks in SSC applies against Gr. 11(1) post, can he be considered?	2. A candidate applying for a post in any Grade/Group must possess the basic qualifications laid down in the rules.
3. One of the qualifications prescribed for Gr.II is SSSC/HSC/12 <sup>th</sup> <u>with relevant technical subjects</u> . This needs to be clarified as at the level of 12 <sup>th</sup> standard specialised subjects like 'Mechanics', and 'Electronics' may not form part of curriculum in some states.	3. The present day curriculum of SSSC/HSC/12 <sup>th</sup> class in most of the states include in some specialised subjects like 'Computer Science' / 'Electronics', 'Mechanical Drawings' etc. However, if there is any difficulty in getting candidates in a particular trade with the specialised subjects, there may not be getting candidates with the qualification of "SSC/10 <sup>th</sup> standard with 50% marks in the aggregate and ITI certificate of 2 years duration in the relevant trade".

<p>4. Can the diploma awarded by the training institutes of Indian Air Force and other similar institutions, which are strictly not of three years full time duration but are recognized by Govt, of India as equivalent to Diploma in Engineering for the purpose of appointment to subordinate services, be accepted as a prescribed qualification for appointment in Group III.</p>	<p>4. DG, CSIR, had constituted a Committee to look into to various aspects of equivalence of qualification. The final decision as &amp; when received will be communicated.</p>
<p>5. Presently the Medical Officers in the dispensaries of national labs./institutes are appointed in Group III. However, the qualifications of MBBS or equivalent are not included as a prescribed qualification for appointment in Group III, but the same has been included as a qualification for appointment in Group IV. This may kindly be clarified.</p>	<p>5. The scientific staff, who are engaged in R&amp;D activities and are expected to generate new knowledge/techniques etc. are placed in Group IV whereas the 'Medical Officers' in dispensaries are not engaged in any R&amp;D activities of the laboratory and as such have been kept in Group III. As far as the qualification aspect as pointed out by the laboratory is concerned, it is covered under the term 'equivalent' qualification prescribed for recruitment to Group III.</p>
<p>6. Some of the qualifications like M.Com.M.A. (Statistics), M.A .(Economics) and ICWA which are relevant to the activities of PME cells in the laboratories and professional degrees like M.B.A. which are relevant to the marketing activities of the laboratories and qualification like D.Pharm and B. Pharm which are relevant to dispensaries maintained by laboratories are not included in any group. Can people with the above qualifications be considered for appointment</p> <p>a. against scientific &amp; technical posts.</p>	<p>6. The qualification laid down in the Recruitment Rules have been prescribed keeping in view the broad areas of work of CSIR labs./institutes; if a particular qualification has not been indicated in the rules and if it has not been treated equivalent to the prescribed qualification the matter may be referred to CSIR with the recommendation of the RC of the laboratory</p>
<p>7. Whether the period spent for M.S. and Ph.D. by research can be considered as</p>	<p>7. The period of experience in discipline/area of work, where</p>

<p>R &amp; D experience for computing the period of experience prescribed.</p>	<p>prescribed, shall be counted after the date of acquiring the educational qualifications for the group/grade. Therefore, the period spent for M.S and Ph.D. by research will but be counted as experience prescribed for recruitment to a post.</p>
<p>8. Although the rules provide for a screening committee, the composition of the screening committee i.e. the number of members in a Screening Committee etc. have not been specified in the rules.</p>	<p>8. As for as composition of the screening committee is concerned the guidelines issued vide CSIR letter no. 2 (Misc)-Rectt./90-R&amp;A dated 21st July 1993 may be followed</p>

*Copy of CSIR letter No. SDS/S&T/Rules/92-R&A. Dated 11.7.1994*

**(2)**

**Sub:- Application fee for selection to various posts in CSIR.**

With reference to your letter No.1-26/90-PL dated 24<sup>th</sup> August, 1994 and in continuation of this office letter of even directed to clarify that the application fee of Rs.25/- is not payable by the departmental candidates i.e. regular employees working in CSIR Labs./Instts.

As regards your query – whether selection can be made if there is only one candidate; your attention is invited to Rule 10.2 of the CSIR Service Rules, 1994 for recruitment of Scientific, Technical and Support Staff which provides that as far as possible a minimum of 3 candidates per post should be requested to take action accordingly.

*Copy of CSIR Letter No.SDS/S&T. Rules/92-R&A dated 19.9.1994*

(3)

**Sub:- CSIR Service Rules,1994 for recruitment of Scientific Technical and Support Staff - Clarification.**

<b>Point raised</b>	<b>Clarification</b>
The condition of 65% marks will apply to all the qualifications prescribed for recruitment to Group IV i.e. First Class M.Sc./First Class B.E./M.B.B.S./M.V.Sc. or it would apply only to equivalent qualifications.	The condition of 65% marks will apply to all the qualifications mentioned in the Rules for recruitment to Group IV posts i.e. First Class M.Sc./First Class B.E./M.B.B.S./M.V.Sc. as also to the recognised equivalent qualifications. It may also be mentioned here that wherever qualifications of First Class with 65% marks is prescribed, both the conditions i.e. First Class degree and 65% marks should be fulfilled to make a candidate eligible for the post.

*Copy of CSIR letter No. 2(Misc.)/Rectt./94-R&A dated 7.11.1994*

(4)

**Sub:- CSIR Service Rules, 1994 for Recruitment of S&T and Support staff.**

I am directed to refer to Rule 8.3 of CSIR Service Rules, 1994 for Recruitment of S&T and Support Staff, which reads as follows-

“Relaxation in age limit, qualification and/or experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of the Governing Body of CSIR”.

The matter regarding formulation of guidelines/methodology for seeking relaxation had been under consideration for quite sometime. The DG.CSIR has now been pleased to lay down the following guidelines for seeking relaxation in age limit, qualification and/or experience before a candidate is called for interview/personal discussion : -

1. The advertisement issued for the post should invariably include a clause that relaxation in age limit, qualification and/or experience will be allowed only in case of exceptionally meritorious candidates.
2. The case of a candidate for seeking relaxation should be referred only if he had been found

to be exceptionally meritorious as evidenced from his academic record and his achievements/work. The proceedings of the Screening Committee and the bio-data of the candidate should clearly establish and convince that the work of the candidate and his achievements had been of high quality.

3. After the Screening Committee has recommended a candidate, as mentioned above, his case may be sent to CSIR Hqrs. along with synopsis and a copy each of the bio-data/applications of the candidates considered by the Screening Committee as also a copy of the advertisement for the post, with the specific recommendations of the Director of the Lab./Instt. justifying relaxation in the case.

4. On receipt of the case of proposed relaxation as mentioned above, the matter will be examined administratively at CSIR and if DG.CSIR feels that this is a fit case for seeking relaxation, then the matter may be placed before the Governing Body for its consideration.

You are requested to kindly follow these guidelines while seeking relaxation in terms of Rule - 8.3 of the Recruitment Rules.

*Copy of CSIR Letter No. 2(Misc.)/Rectt./94-R&A dated 22.11.1994*

(5)

**Sub:- Verification/ acceptance of caste certificates produced by the candidates.**

I am directed to forward herewith a copy of Office Memorandum No. 36019/2/94-Estt. (SCT) dated 23.2.1995 (English and Hindi versions) received from Government of India, Ministry of Personnel, Public Grievances and Pensions (DOPT) on the above subject for your information, guidance and compliance.

*Copy of CSIR Endorsement No.28/94/SC/ST-CELL dated 9.3.1995*

(6)

**Sub:- Verification of Character and antecedents.**

I am directed to draw your attention to this office letter of even number dated 11.5.1992 and DO dated 7.7.1995 from the DG, CSIR forwarding a format for making appointment under the externally funded projects and to state that keeping in view the fact that security reasons verification of character and antecedents is a pre-requirement for appointment of staff as per instructions issued by the Govt. of India, it has been approved by the competent authority that this pre-appointment formality should also be completed in respect of the persons engaged for the externally funded projects. It has accordingly been decided that the following clause may be inserted below para 7 of the said format:- ( c ) Verification of character and antecedents from competent authority. It is, therefore, requested that the above clause may invariably be

incorporated in the offer of appointment to be issued to the persons to be engaged under the externally funded projects and character and antecedents should be got verified through detailed or simple verification procedure, as the case may be, in accordance with the instructions issued by the GOI on the subject from time to time. The above decision may kindly be brought to the notice of all concerned in your lab./Instt. for their information, guidance and strict compliance.

*Copy of CSIR letter No.5/8/90 dated 16.5.1996*

**(7)**

**Sub:- Verification of Character and antecedents—clarification**

In continuation of this office letter of even number dated 16.5.1996, I am directed to state that as per GOI instructions on the subject mentioned above, for the non sensitive projects, the procedure for prior detailed verification of character and antecedents could be initiated simultaneously with selection of persons concerned( such as getting the Attestation Form filled and sending it to the concerned authorities for verification), and the appointment may itself not wait till the result of the verification of character and antecedents. In cases where the adverse finding is reported, termination simplicitor is resorted to before the completion of probation. (Since the persons on sponsored project are engaged on contract without any probationary period, the services of concerned persons engaged under such project may be dispensed with immediately on receipt of the adverse report from the concerned authorities). No reference should be made in the order to police Report etc. However, for the sensitive Projects, the procedure of prior detailed verification has to be followed scrupulously. The above instructions may kindly be kept in view while engaging persons under the externally funded projects, in the interest of timely completion of the time targeted sponsored projects. However, the appointment against the vacancies be made only after completion of all the pre-appointment formalities including verification of character and antecedents.

*Copy of CSIR letter No.5/8/90 dated 20.6.1996*

**(8)**

**Sub:- Amendment to “CSIR” Service Rules, 1994 for Recruitment of S&T and Support Staff”- regarding rule (8.3).**

The Governing Body of CSIR in its 141<sup>st</sup> meeting held on 26<sup>th</sup> April, 1996 has approved the following amendment to Rule 8.3 :-

Existing Rule (8.3)	Amended Rule
<p>Relaxation in age limit, qualification and/or experience in case of exceptionally meritorious candidates (both departmental &amp; outsiders) would be allowed with the prior approval of the Governing Body of CSIR. However , relaxation for SC/ST candidates , as prescribed by the Govt. of India, will continue to be operative.</p>	<p>Relaxation in age limit, qualification and/or experience in case of exceptionally meritorious candidates (both departmental &amp; outsiders) would be allowed with the prior approval of the Governing Body of CSIR. In addition , relaxation for SC/ST candidates , as prescribed by the Govt. of India, will continue to be operative. However age would be:</p> <ol style="list-style-type: none"> <li>1. Relaxable for SCs/STs/OBCs and certain other categories as notified by the Central Govt. from time to time .</li> <li>2. Relaxable cumulatively with any other age relaxation for SCs/STs/OBCs.</li> </ol>

The aforesaid amendment to Recruitment Rules will come into force with immediate effect.

*Copy of CSIR letter No. 2(Misc.)/Rectt./94-R&A dated: 05.08.1996*

**(9)**

**Sub : 'CSIR Service Rules 1994, for recruitment of Scientific Technical and Support Staff**

I am directed to refer to this office letter of even No. dated 11.07.1994 on the subject cited above" whereby the following clarification was given.

"The period of experience in a discipline/area of work, where prescribed, shall be counted after the date of acquiring the educational qualifications for that Group /Grade. Therefore, the period spent for MS and PhD by research will not be counted as experience prescribed for recruitment to a post."

DG,CSIR has now been pleased to decide that the aforesaid clarification may be read as follows :-

"The period of experience in a discipline/area of work, where prescribed, shall be counted after



the date of acquiring the minimum prescribed educational qualifications for that Group/Grade. Research done after acquiring minimum prescribed qualifications, regardless of whether done for a higher degree or not, would be counted as work experience."

*Copy of CSIR Letter No.SDS/S&T/Rules/92-R&A dated-1.11.1996*

**(10)**

**Sub: Recruitment for S&T and Support Staff**

It has been observed that while issuing advertisement for recruitment to S&T posts, the general clause relating to grant of relaxation in age limit, qualification and/or experience in the cases of exceptionally meritorious candidates is invariably not mentioned. In order to offer equal opportunities to both the departmental and external candidates, it becomes imperative that such a clause is included in all the advertisements pertaining to recruitment to S&T posts.

You are, therefore, requested to kindly ensure inclusion of the following clause in all the advertisements for recruitment to S&T posts:-

"Age limit, qualification and/or experience can be relaxed in the cases of exceptionally meritorious candidates."

*Copy of CSIR letter No. SDS/S&T/Rules/92-R&A dated 27.11.1996*

**(11)**

**Sub: - Amendment to CSIR Service Rules, 1994 for Recruitment of S&T and Support staff-regarding rules 8.3 &10.3.2.**

The Governing Body of CISR in its 142<sup>nd</sup> meeting held on 28th October, 1996 has approved the following amendments to CSIR service Rules, 1994 for Recruitment of S&T and support staff:-

**1. RULE 8.3**

<u>Existing Rules</u>	<u>Amended Rules</u>
Relaxation in age limit, qualification and /or experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be eligible with the prior approval of the Governing Body of CSIR. In addition, relaxation for SC/ST candidates as prescribed by the Govt. of India will continue to be operative. However, age would be:	Relaxation in age limit, qualification and /or experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of DG CSIR. In addition, relaxation for SC/ST candidates as prescribed by the Govt. of India will continue to be operative. However, age would be:
1. Relaxable for SCs/STs/OBCs and certain other categories as notified by the Central Govt. from time to time.	1. Relaxable for SCs/STs/OBCs and certain other categories as notified by the Central Govt. from time to time.
2. Relaxable cumulatively with any other age relaxation for SCs/STs/OBCs.	2. Relaxable cumulative with any other age relaxation for SCs/STs/OBCs.
<b>RULE 10.3.2</b>	
<b>II. <u>Existing Rule</u></b>	<b><u>Amended Rules</u></b>
A duly constituted Selection Committee will interview the interview the candidates to evaluate their suitability for the post.	A duly constituted Selection Committee will interview the candidates to evaluate their suitability for the post. Candidates of Indian origin settled abroad who are of proven merit, as evidenced by their research work, may be considered by the Selection Committee, in absentia.

The Governing Body has also approved the following addition to Rule 8.1:-

**III Rule 8.1.1.**

“Desirable qualification and /or experience may be prescribed over and above the minimum qualification and /or experience depending-upon the job requirement of the post.”

The aforesaid amendment/addendum to the Recruitment Rules will come into force with immediate effect.

*Copy of CSIR letter No. 2(Misc) Rectt. /94 R&A dated 15.1. 1997.*

(12)

**Sub: - Verification of Character and antecedents of candidates selected for appointment to Group –A&B posts in CSIR- reg.**

I am to invite a reference to this office 'Secret' letter of even number dated 23<sup>rd</sup> Feb; 1993 wherewith a copy of the updated Brochure on Verification of Character and Antecedents Third Edition 1992, brought out by the Ministry of Personnel. Public Grievances and Training was sent to you for information, guidance and compliance. The Brochure also embodies procedures inter allow relating to appointment in higher level posts equivalent to Group 'A' and 'B' other than sensitive post in non-sensitive organization.

2. Of late however instances have come to the notice of DGCSIR where undue delay has occurred in making appointments to non-sensitive posts in some laboratories.

3. With a view therefore to remove ambiguity or difficulty experienced in this regard, DGCSIR had directed that procedure outlined vide sub-para (2) of para III of the DP&AR OM No 18011/10(s)/83-Estt.(B) dated 15<sup>th</sup> February 1984 at page 91 of the said Brochure, as reproduced below may be adopted uniformly:-

While the procedure for prior detailed verification of character and antecedents is initiated simultaneously with the selection of the persons concerned (Such as getting the attestation form filled and sending it to the concerned authorities for verification), the appointment may itself not wait till the result of the verification of character and antecedents. In' cases where the adverse finding is reported termination simplicitor should be resorted to before the completion of probation. No reference should be made in the order to Police reports etc.

4. Prior verification of character and antecedents, as at present, though Record and Simple Verification would continue in respect of non-sensitive posts equivalent to Group 'C' and Group 'D'.

5. In the case of appointment of candidates living abroad however at the time of selection or in the preceding five years which requires clearance from the intelligence Bureau and in cases where the appointments are to be made in sensitive areas irrespective of the rank the extant procedure of prior detailed verification of character and antecedents will continue to be followed.

6. The classification of a post and the certificate that the appointment is being made against a non-sensitive post will formally put on record by the Director on the recommendation of the concerned Head of Division. Accordingly under no circumstance such an appointee would be assigned work/project of a sensitive nature neither until after receipt of clear report on the detailed verification from the concerned authorities.

7. DGCSIR has further directed that COA/AO of the respective Lab./Instt. would be personally responsible for ensuring strict observance of the afore-said procedure and any violation or deviation there from would invite serious view of the lapse on the part of concerned officer.

*Copy for CSIR letter No. (2)/74-O&M date 15.5.1997*

(13)

**Sub:- Vacancy based roster shall be replaced by posts based rosters.**

The Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training) vide their order no. 36012/2/96-Estt. (Res) dated 2<sup>nd</sup> July 1997 (Copy enclosed) have issued instructions about the preparation of rosters based on the posts available in each cadre/group. Hitherto, the rosters were being maintained based on the vacancies available in each cadre/group. The above mentioned order stipulates that the vacancy based rosters shall be replaced by posts based with immediate effect. Detailed instructions about the preparation of the new rosters are given at annexure of the order Immediate action may kindly be initiated for preparation of the new rosters. Recruitment should be with-held till the revised rosters are brought into operation and the recruitment carried out according to the instructions contained in the order.

*Copy of CSIR letter No. 20/95/SC/ST Cell dated 25.7.1997*

(14)

**Sub:- Amendment to CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff Regarding Rule (10.2).**

The GB of CSIR in its 143<sup>rd</sup> meeting held on June, 1997 has amended rule 10.2 of the CSIR Service rule, 1994 for recruitment of Scientific Technical and Support Staff as follows:

<b>EXISTING RULE - 10.2</b>	<b>AMENDED RULE-10.2</b>
"Applications received will be scrutinized by a Screening Committee to be constituted from amongst the members of the Selection Committee. The Screening Committee will adopt its own criteria for short listing the candidates to be called for interview/ trade tests. As far as possible, a minimum of 3 candidates per post should be Shortlisted for the interview/trade.	"The Screening Committee will" adopt its own criteria for shortlisting the candidates to be called for interview/ trade test. However, if the number of applications for a post is very large, then a screening test may be conducted for shortlisting candidates for interview if it is considered necessary by the Screening Committee".

The aforesaid amendment will be affective from the date of issue of this letter.

*Copy of CSIR letter No. SDS/S&T/Rule 92 dated 26.11.1997*

(15)

**Sub:- Recruitment to Scientific and Technical Posts.**

Your kind attention is invited to Rule 8.3 of CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff, as amended from time to time and CSIR letter No. 2(Misc)/Rectt./94-R&A dated 22.11.1994.

As per rules and instructions referred to above, relaxation in age limit, qualifications and/or experience is permissible only in the cases of exceptionally meritorious candidates (both departmental and outsider) with prior approval of DG, CSIR. The instructions on the subject provide that approval for relaxation is to be obtained before calling a candidate for interview. It has, however, been observed that in some cases, Labs./Instts. have not followed the procedure and instructions for seeking relaxation in age limit, qualification and/or experience. This has been viewed seriously by DG, CSIR.

You are, therefore, requested to kindly ensure that the procedure as laid down in the recruitment rules and instructions issued on the subject from time to time are strictly complied with.

*Copy of letter No. SDS/S&T/Rules/92 dated 12.2.1998.*

(16)

**Sub:- Recruitment to the posts in the pay scale below Rs.1400-2300 (Pre-revised) through Employment Exchange.**

I am directed to enclose here with a copy of the judgment dated '26th-March 1998 delivered by the Central administrative Tribunal, Principal Bench, New Delhi in OA 826/97(Kulwant Singh and Tanwir Ahmed Quresri Vs. director, Indian Institute of Petroleum, Dehradun) on the above subject for your information and guidance.

In the above context it may also be mentioned here that as per Scheme formulated based on the directions of the Hon'ble Supreme Court in the case filed by some of the casual workers and approved by the Governing Body circulated vide CSIR letter No. 2/28/91-EII dated 6.12.1995, all the vacancies in Groups — I & II (Technical) and Groups - C & D (Non-technical) are to be utilized for regularization of the casual workers identified for absorption under the said Scheme and no direct recruitment from outside candidates is to be made till such time all the eligible casual worker engaged by the different Labs./Instts. are regularized. This condition also applies to the Labs./Instts. Where there may not be any eligible casual workers. In their cases, any of if Group the vacancies in Groups I&II (Technical) and Groups C&D (Non-technical) is to be filled up with the approval of the competent authority, the names of the eligible casual workers have to be obtained from other Labs./instts. For this purpose, the vacancies should be notified to all the

Labs./Instts. Through the letters addressed to the Directors by Registered post requesting them to bring the same to the notice of all the eligible Casual workers and to send back the applications received in response from the concerned casual workers.

It has been noted that some of the Labs./Instts. are still restoring to the recruitment to the above category of posts from outside candidates which is not in order. It is, therefore, requested that the above instructions may kindly be brought to the notice of all concerned in your Lab./Instt. once again for information, guidance and strict compliance.

*Copy of CSIR letter No. 2(28)/91-E.II dated 20.5.1998*

**(17)**

**Sub:- Placement of S & T Staff on probation.**

I am directed to state that consequent upon the reduction of the probationary period in respect of Group-IV staff from two years to one year as per decision notified vide this office circular letter of even number dated 9.10.1997, a proposal for reducing the probation period in respect of Group-III staff also to one year with a view to bring uniformity in the matter of keeping the employees on probation on their first appointment to any CSIR post was placed before the Governing Body. The matter was considered by the Governing Body of CSIR at its 145th meeting held on 27.7.1998 and approved reducing the probationary period in respect of Group-III staff to one year. It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information , guidance and necessary action.

*CSIR letter No. 17/66/94-PPS dated 27.11.1998*

**(18)**

**Sub:- Placement of staff on probation.**

In continuation of this office circular of even number dated 27.11.98 on the above subject, I am directed to clarify that in respect of Group III staff who are presently on probation of two years, the period of the probation will be restricted to one year from 27.11.1998 or till the date of completion of two years., whichever is earlier, extendable, if considered necessary, in conformity with the prevailing system applicable to other categories of staff in CSIR.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your lab/Instt. for information, guidance and necessary action.

*Copy of CSIR letter No. 17(66)/94-PPS dated 2.12.1998.*

(19)

**Sub:- Grant of pay scale to the Draughtsman – clarification.**

I am directed to state that reference are being received from some of the Labs./Instts. seeking clarification regarding grant of pay scale of Rs.425-700 to the Draughtsman) who were appointed/promoted as Sr. Draughtsman in the scale of Rs-380-640 after 1.1.73, in terms of CSIR circular No.17(63)/73-E.II/Vol.XIV, dated 26.5.88.

The matter has been considered and it is clarified that in terms of CSIR circular No.17(63)/73-E.II/Vol.XIV, dated 26.5.88, only those Draughtsman who were in the scale of Rs.205-280 prior to 1.1.73 and were placed in the scale of 330-560/380-640, were to be given the scale of Rs.425-700 notionally from 1.1.73 and actually from 1.9.87 in pursuance of GOI, MF OM dated 11.9.87. The above benefit is not admissible to the CSIR employees who were appointed/promoted as Sr. Draughtsman in the scale of Rs.380-640 after 1.1.73.

In the above context it may also be mentioned here that the Hon'ble Supreme Court in the case of a Draughtsman of one of the Labs. of CSIR has held that CSIR is not bound to adopt all the recommendations of the Third Pay Commission and it is not material if the Central Government accepted the recommendations of the Third Pay Commission. CSIR is an independent body. Principle of law which has been settled by this Court in string of judgments is that different scales of pay can be granted based on experience and merit to the employees working in the same grade. Classification based on experience is valid. An employee having more length of service is certainly better equipped to perform his duties of an office than a relatively new employee. Further it was also observed by the Apex Court that the Respondent (Draughtsman in CSIR) is better placed than the Draughtsman in Govt. service to whom principle laid down in P. Savita's case is made applicable i.e. Draughtsman who were in the pay scale of Rs.205-280 prior to 1.1.73 and were placed in the scale of Rs.330-560 be given the scale of Rs.425-700 notionally from 1.1.73 but actually from 1.9.87. In view of this observation, the Hon'ble Supreme Court held that Tribunal was not right in holding that CSIR violated the principal of equal pay for equal work and decided the case in favour of CSIR.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Hindi version will follow.

*Copy of CSIR Letter No. 14(6)11/89-E.II dated 1.4.1999*

(20)

**Sub:-Reclassification of non-technical posts as technical.**

I am directed to state that the Governing Body of CSIR at its meeting held on 6.10.78 had approved the classification of staff of CSIR and its National Labs./Instts. in three categories i.e.

scientific, technical and administrative. At the same time the Governing Body had authorized the DG, CSIR, to classify the positions which may not have been included in the list of posts classified by it in appropriate category, with the condition that the Purchase & Stores as well as Civil Engineering and Architectural personnel and various social/community service posts such as Doctors, Nurses, Compounders, Teachers etc, are to be classified as "Administrative" and not "Technical". However the then DG, CSIR on the recommendation of a Committee constituted by him approved classification of Civil Engineering and Architecture personnel and certain other social community service posts, such as Doctors, Nurses, Compounders etc. also as Technical as notified vide CSIR letter No. 17(65)1/78-E.II (Cte) Vol.IV, dated 7.12.82. This was pointed out by the Comptroller & Auditor General of India in its report on Manpower Audit of CSIR.

The matter was therefore, placed before the Governing Body at its meeting held on 29.12.98 for ratification of the decision of the DG, CSIR. The Governing Body ratified the decision of the DG, CSIR for classification of these posts in respect of appointments made in the past. As regards the classification of the said posts for future appointments, the Governing Body desired that the issue should be referred to a Group for making necessary recommendations for its approval. In pursuance of the decision of the Governing Body a group has already been constituted by the DG, CSIR to consider the issue.

In the light of the above decision of the Governing Body, the competent authority has decided that any fresh recruitment for the concerned categories of posts (i.e. Civil Engineering/Architectural, Doctors, Nurses, Compounders, Teachers etc. may be kept in abeyance till the final decision of the Governing Body about their classification.

The above decision may kindly be brought to the notice of all concerned for information, guidance and compliance.

*Copy of CSIR Letter No.17/66/Rec/94-PPS dated 4.5.1999*

(21)

**Sub:- CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff-  
Inclusion of CCS (P)-Rules 30.**

I am directed to state that the Governing Body at its 147th meeting held on 9th December 1999 has been pleased to approve inclusion of CCS (P) Rules 30 in the CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff.

Para No.13.5

For purposes of additional qualifying service admissible under Rule 30 of CCS(P) Rules, 1992, the eligibility for such benefits shall be restituted to research or specialist qualifications, experience which cannot be acquired within the age of 25 years. This is further subject to the condition that the said post graduate qualification should have been specified in the notification for appointment."



Copy of CSIR Letter No. 9(2)-99/PL-R&A-205 dated 13.3.2000

(22)

**Sub:- CSIR Service Rules, 1994 -- regarding corrections.**

In continuation of our letter of even no. dated 13.03.2000 regarding inclusion of CCS (P) Rules 30 in the CSIR Service Rules 1994 for Recruitment of S&T and Support Staff, the following corrections may be made.

Existing	Read as
1. Rule 30 of CCS(P) Rules 1992.	1. Rule 30 of CCS(P) Rules 1992.
2. The word "resticated"	2. 'Restricted'

Copy of CSIR letter No. 9(2)/PL-R&A 249 dated 24.3.2000

(23)

**Sub:- Amendment in the provisions for constitution of Selection Committees for recruitment of Group 11(5), 111(3) to 111(7).**

I am directed to state that the Governing Body at its 148<sup>th</sup> meeting held on 2<sup>nd</sup> June 2000 has approved the following Amendment in Para 9.2.1 of the CSIR Service Rule 1994 for Scientific, Technical and Support Staff.

Existing Rule		Amended Rule	
(I). Chairman or specialist member of Research Council (RC)		(I). Chairman or Specialist member of Research Council (RC)	I).For Gr. II(5), III(3) to III(7) to be nominated by
(II). Director/DG, CSIR or his nominee	To be nominated by	(II). Director/DG, CSIR or his nominee	Management Council (MC) in the case of
(III). Expert from related area from a sister Lab./Instt. of CSIR.	RC in the case of Lab./Instts. & DG, CSIR in the case of CSIR Hqrs.	(III). Expert from related area from a sister Lab./Instt. of CSIR.	Lab./Instt. & DG, CSIR in case of CSIR Hqrs.
(IV). Three experts, of whom at least two from outside CSIR system.		(IV). Three experts, of whom at least two from outside	(II). For Gr. IV (1) to IV(4) to be

		CSIR system.	nominated by Research Council (RC) in the case of Labs./Instt. & DG, CSIR in case of CSIR Hqrs.
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As far as constitution of selection committee for recruitment of Group IV(1) to IV(4) is concerned, the existing provisions in the para 9.2.1 of the CSIR Service Rules, 1994 for recruitment of Scientific, Technical and Support Staff will remain the same.

*Copy of letter No. SDS/CSIR/2000-R&A (Serial Circular No. 27.) dated 2.8.2000*

**(24)**

**Sub:- Recruitment of S&T and Support Staff.**

We have been receiving proposals for relaxation in age limit/qualification and/or experience for the various posts advertised by the Labs/Instts. of CSIR. Such proposals are routinely forwarded to CSIR for approval of the competent authority; for relaxations with little or no justification for the same. Before the grant of relaxation, all aspects of the proposal are examined and only in case of "exceptionally meritorious candidates", the Director-General, CSIR may allow relaxation. Further, where sufficient number of candidates, say five or more per post, are available, relaxations are normally not agreed to. Again, the relaxations permitted are only marginal and proposals for large scale/extensive relaxations in matters concerning age, experience & qualifications are generally not acceded to.

The above guidelines may be kept in view while forwarding proposal for relaxations in age/experience/qualifications and also specifically brought to the notice of the Selection/Screening Committees constituted for the purpose.

*Copy of CSIR Letter No. SDS/S&T/Rules/2000-R&A-573 dated 22.9.2000*

**(25)**

**Sub:- Procedure for conducting of examinations for recruitment Purposes Clarification reg.**

I am directed to state that as per circulars issued by CSIR in the past, appointment of examiner for conducting the examinations/tests for recruitment purposes should be made from the relevant State/Central Government recognized institutions only and that In no case the departmental officers should be entrusted the work relating to such examinations.

Instances have come to the notice of CSIR where these Instructions are not being strictly followed by some of the Labs/Instts. in as much as they are assigning the task of paper setting and evaluations etc. to the departmental CSIR officers resulting in complaints/ allegations of

unfairness and favoritism.

The matter has been considered and it has been decided with the approval of the competent authority that henceforth for conducting any examination wherever the same has been prescribed under the rules for recruitment to direct as well as departmental quota posts in CSIR system, the Job of paper setting and evaluation of answer sheets should invariably be assigned to the outside experts in the relevant disciplines from the State/ Central Govt. recognized educational/professional Institutions only.)

It is requested that the above decision may kindly be brought to the notice of the all concerned in your Labs/Instts. for their information, guidance and strict compliance.

*Copy of CSIR Letter No. 14(6)/2000/E-II dated 4.1.2001*

**(26)**

**Sub:- Amendment of Recruitment Rules 1994 for appointment to the post of Chief Engineer in CSIR Hqrs. in the pay scale of RS. 16400-450-20000.**

Hitherto there was no prescribed Recruitment Rule for recruitment to the post of Chief Engineer in CSIR, and the post was being filled up as a tenure post on contractual basis for a term of six years. A need was, therefore, felt to make a rule for the same. The matter was accordingly placed before the Governing Body for its consideration at its 150<sup>th</sup> meeting held on 15.2.01.

The Governing Body considered the matter and approved the incorporation of Rule in the CSIR Service Rules 1994 for recruitment of Scientific, Technical and Support Staff for recruitment to the post of Chief Engineer at CSIR Hqrs. as under :-

The post of Chief Engineer shall be filled up in Group III at Gr. III(8) level in CSIR Hqr. only in the scale of RS. 16400-450-20000.

**Qualifications & Experience and Age.**

B.E./B. Tech. Or equivalent in Civil Engineering/Architecture with 20 years experience.

OR

M.E./M.Tech. or equivalent with 17 years experience.

Age Limit: 50 years.

**Selection Committee.**

1. DG, CSIR or one of the Directors of the CSIR Labs./Instt. as his nominee :  
Chairman

2. Two Experts, one each from the Arch. Engineer and Civil Engineering fields:- Members
3. DG, CPWD or his nominee of the level of at least one grade higher than the Grade of the post of Chief Engineer Member
4. Joint Secretary (Admn.), CSIR- Member.

### **Screening Committee**

DG, CSIR will be the competent authority to constitute the Selection Committee as above as well as the Screening Committee from amongst the members of the Selection Committee.

*Copy of CSIR letter No. 2(Rectt. Rules)/2001/R&A dated: 3.4.2001*

**(27)**

### **Sub:- Relaxation of age limit in direct recruitment in respect of candidate belonging to SC/ST/OBC categories -reg.**

I am directed to state that recently one of the Laboratories had raised a point of doubt whether the age relaxations provided for SCs/STs & OBCs in direct recruitment as per rules / instructions issued by the GOI from time to time is available to applicants belonging to reserved communities irrespective of post being reserved or not.

The matter was referred to the Government of India , DOPT who have clarified that action be taken as per the instructions contained in GOI, DOPT OM No. 36011/1/98-Estt (Res) dated 1.7.98 (order No. 47 of Swamys Compilation on Reservations & Concessions for SCs/STs) wherein it is stated that when a relaxed standard is applied in selecting an SC/ST/OBC candidates, for example in the age limit, experience, qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies, In other words, relaxation in age limit.etc, is available to SC/ST/OBC candidates only in those cases where the posts are reserved for the respective communities i.e. SC/ST/OBC and that the same should be clearly mentioned at the time of release of advertisement.

It is requested that these instructions may kindly be brought to the notice of all concerned for information/guidance & necessary action.

*Copy of CSIR Letter No. 19-20-11(1)/2001-SC/ST CELL dated 3.8.2001*

(28)

**Sub:- Application fee for selection to various posts in CSIR.**

I am directed to state that the revision of the amount of the application fee for selection to various scientific/technical/administrative posts in CSIR had been under consideration for quite sometime. It has now been decided to revise the amount of application fee to Rs. 100/- for general category and Rs. 50/- for reserved categories, with immediate effect.

*Copy of CSIR letter No. 2(RR-IV)/2001-R&A dated 3.9.2001*

(29)

**Sub:- Classification of posts - Review reg.**

In continuation of this office circular letter of even number dated 4.5.1999, I am directed to state that as mentioned therein the DG, CSIR had constituted a Committee to review the classification of some of the posts as per decision of the Governing Body. The recommendations submitted by the Committee were placed before the Governing Body for its consideration at its last meeting. The decision of the Governing Body will be notified in due course after the approval of the competent authority.

In view of the foregoing, the competent authority has decided that no posts in Group I, II, and III, if any cleared by CSIR for your Lab./Instt. should be filled up in any manner till further orders.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

*Copy of CSIR letter No. 17(66)/Rectt./94-PPS dated: 17.10.2001*

(30)

**Sub:- Amendment to CSIR Service Rules, 1994 for Scientific, Technical and Support Staff and CSIR Administrative Service (Recruitment & Promotion) Rules, 1982**

In pursuance of the Govt, of India DOPT Order OM No.14024/2/96-EStt(D) dated 18th May, 1998 on the basis of the directions of the Supreme Court, for filling up the vacancies in the posts below the scale of Rs.4500-7000 both in the Administrative and Scientific and Technical cadres, the advertisements should be published in the Employment News in addition to notifying the vacancies to the Employment Exchange for wide publicity. Accordingly, the item was placed for consideration and approval of the Governing Body.

The Governing Body at its 151st meeting held on 10.10.2001 has approved amendment of

Recruitment Rules as follows:

- I. Amendment to Rule No. 10.1.1. of CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff.

<b>EXISTING RULES</b>	<b>AMENDED RULES</b>
<p>10.1.1. Technical Posts in the pay scales below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental candidates. However, in the event of a non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange.</p>	<p>10.1.1 For filling up vacancies of posts' in the pay scales below Rs.4500-7000, in addition to notifying the vacancies for the relevant categories, to the Employment Exchange, the requisitioning authority/establishment shall, keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Boardcasting or other newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.</p>

II Amendment of CSIR Administrative Service (Recruitment & Promotion Rules 1982.

<b>EXISTING RULES</b>	<b>AMENDED RULES</b>
<p>Part VI General Conditions of Service (Item No. 6)</p> <p>In the case of Group D and C administrative staff, posts in the pay scale below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local</p>	<p>General Conditions of Service (Item No. 6)</p> <p>For filling up vacancies of posts in pay scales below Rs.4500-7000, in addition to notifying the Vacancies for the relevant categories, to the Employment Exchange, the requisitioning authority/establishment shall keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of</p>

newspapers and a copy of the advertisement be sent to the Employment Exchange	the Ministry of Information and Broadcasting other Newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.
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The decision of the Governing Body comes into force with immediate effect.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

*Copy of CSIR Letter No. 2(RR)/2001-R&A dated 7.12.2001*

**(31)**

**Sub:- Amendment to CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff and CSIR Administrative Service (R&P) Rules 1982.**

I am directed to state that as per decision of the Governing Body based on the Hon'ble Supreme Court directions notified vide CSSIR Circular letter No.No.2(28)/9t-E.II 6.12.1995 all posts in Gr. C, D and Gr. I & II are to be filled up only from amongst identified CSIR Casual Workers under Schemes 1990 and 1995 and no recruitment to such posts is to be made from outside candidates.

However, it is noted that the amendment to the recruitment rules as notified vide CSIR Circular Letter No.2(RR-IV)/2001-R&A dated 12.2001 is being misunderstood and after issuance of the said amendment some of the Labs./Instts. have issued open advertisements for the posts of LDC, etc for making recruitments from outside candidates, which is against the CSIR decision cited above.

In this connection, it may be clarified that the amendment issued vide circular letter dated 7/10.12.2001 is applicable only to those posts which are permitted to be filled up directly from outside candidates and not to Group C, D and Groups I & II posts which are still to be filled up only from amongst the identified casual workers.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Labs./Instts. for information, guidance and necessary action.

*Copy of CSIR Letter No.7-1(1)/2001-R&A dated 21.2.2002*

(32)

**Sub:- Amendment of CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff to provide for recruitment of Civilian Pilot in Gr.III(4) for NAL Bangalore.**

I am directed to state that the Governing Body in its 153<sup>rd</sup> meeting held on 1st May 2002 has approved the following amendment to CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff to provide for recruitment of Civilian Pilot in Gr. III(4) for National Aerospace Laboratory (NAL) Bangalore :-

Rule No. 8.1 (Gr. III (4) for recruitment of Civilian Pilot for NAL only,

Qualification : 10+2 or equivalent with current and valid Commercial Pilot Licence for Single Engine (fixed wing) air craft approved by DGCA.

Experience : Should have a minimum flying experience of 400 hours.

Age : 40 years.

*Copy of CSIR circular letter no. 7-14(2)/2002/R&A dated 7.6.2002.*

(33)

**Sub:- Recruitment/Abolition of identified casual workers possessing prescribed qualifications – reg.**

I am directed to state that while considering the issue of assessments to the next higher grades references are being received from Labs./Instts. for relaxation/equivalence of qualifications in respect of employees who did not possess the qualification prescribed in the advertisement/recruitment rules and appointed long back without obtaining approval of the competent authority for relaxation of qualification, etc.

It is requested that the provisions relating to the qualifications, etc. under the CSIR Service Rules, 1994" for S&T staff may be strictly followed while making recruitment of staff in Group. I, II & III to ensure that such a mistake does not take place in future. Regularization/absorption of identified casual workers, should be done provided the incumbents possess the prescribed qualifications. for the post or necessary relaxations have been granted by the competent authority i.e. DG,CSIR. Any violation of these provisions will be strictly viewed and suitable action will be taken against the Officers responsible for the lapses.

The above position may kindly be brought to the notice of all concerned, for information and necessary action.

*Copy of CSIR letter No. 17/66/2/94-PPS dated 9.1.2003*



(34)

**Sub:- Fresh recruitment for certain categories of posts, i.e. Civil Engineering/Architecture Doctors, Nurses, Compounders, Teachers, etc**

I am directed to invite a reference to this Office letter No. 17/66/Rec/94-PPS dated 4.5.99 whereby it was intimated that fresh recruitment for certain categories -of-posts, i.e. Civil Engineering/Architecture, Doctors, Nurses, ' compounders', Teachers, etc. may be kept in abeyance till a final decision of the Governing Body about classification of these posts is taken and to state that the matter has been re-examined based on references being received for filling up of posts in Civil Engineering/Dispensaries, etc.

Since, the recommendations of the Committee constituted for the purpose are under process and it may take some more time to finalise the same, the matter has been considered and it has been decided by the competent authority that the vacant posts in Civil Engineering/Architecture, Medical. Officers in dispensaries etc. may be filled up in Group III as per existing guidelines/procedure under the relevant rules and instructions on the subject The classification of these posts will be subject to final decision that may be taken by the Governing Body and approved by the competent authority.

The above decision may kindly be brought to the notice of all concerned for information and necessary action.

*Copy of CSIR Letter No. 17/66/7/94-PPS dated-16.1.2003*

(35)

**Sub:- Absorption of Casual workers under CSIR Casual workers Absorption Scheme 1990 and CSIR Casual workers Absorption Scheme 1995 against existing vacancies of group I & II (Technical) and group C&D (non-Technical).**

I am directed to state that as per the existing instructions all the vacancies in Groups I & II (Technical and Groups C & D (Non-Technical) are to be filled only from amongst the identified casual workers. It has been observed that in spite of specific instructions from CSIR for absorption of casual workers a large number of such workers are still awaiting absorption.

In order to ensure that absorption/or otherwise of these identified casual workers is decided at the earliest it has been decided by the competent authority that such identified casual workers (Preferably from the nearest Lab./Instt. having such identified workers) to be called for test/interview may be restricted to the number of vacant posts so that those who qualify can be absorbed against the vacancies and those who do not qualify or do not appear

for the test/interview in spite of availing/given two chances, action may be taken, as per the provisions contained in para-5(e) of "CSIR Casual Workers Absorption Scheme 1990" and "CSIR Casual Workers absorption Scheme, 1995" circulated vide CSIR letters No.1(20)/86-E.II dated 4.10.1990 and 2(28)/91-E.II dated 6.12.1995 respectively. While forwarding the names of such identified casual workers for consideration, it should be ensured that the names are sent in order of seniority i.e. based on their date of engagement so that there may not be any case of discrimination.

Action to absorb the identified casual workers against the existing vacancies of Groups I&II (Technical) and Groups C&D (Non-Technical) may be completed at the earliest and details of all such identified casual workers who could not be absorbed for want of vacancies may be sent to CSIR Hqrs. for updating the list latest by 30th April 2003. List of identified casual workers availing absorption is enclosed for ready reference.

Hindi version will follow separately.

*Copy of CSIR Letter No.1 (1)/93-E.II dated-11.3.2003*

(36)

**Sub:- Functional Designation to Engineering & Architectural staff of Group III & V handling the construction & Maintenance & Maintenance works in CSIR.**

I am directed to state that based on the recommendation of Prof. Sikdar Committee DG, CSIR has approved that functional designation may be allowed to Engineering & Architectural staff handling the Construction & Maintenance work as per the table given below to enable to them to interact with their counterparts in CPWD and other Department like CTE (CVC) etc. however for the purpose of Assessment promotion they will continue to be shown under Group III and V.

**Table 1: Engineering Staff**

S.No.	Existing Designation	Pay Scale	New Designation Based on CPWD pattern
1.	Gr. III/Gr V (1)	4500-125-7000	Junior Engineer (Gr II)
2.	Gr. III/Gr V (2)	5500-175-9000	Junior Engineer (Gr I)
3.	Gr. III/Gr V (3)	6500-200-10500	Assistant Engineer
4.	Gr. III/Gr V (4)	8000-275-13500	Assistant Executive Engineer
5.	Gr. III/Gr V (5)	10000-325-15200	Executive Engineer
6.	Gr. III/Gr V (6)	12000-375-16500	Superintending Engineering
7.	Gr. III (7)	14300-400-18300	Senior Superintending

			Engineer
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S.No.	Existing Designation	Pay Scale	New Designation Based on CPWD pattern
1.	Gr. III/Gr V (1)	4500-125-7000	Architectural Assistant
2.	Gr. III/Gr V (2)	5500-175-9000	Senior Architectural Assistant
3.	Gr. III/Gr V (3)	6500-200-10500	Assistant Architectural */ Assistant Technical Officer
4.	Gr. III/Gr V (4)	8000-275-13500	Deputy Architect/ Deputy Technical Officer
5.	Gr. III/Gr V (5)	10000-325-15200	Architect/ Technical Officer
6.	Gr. III/Gr V (6)	12000-375-16500	Sr. Architect (Gr II)/ Sr. Tech. Officer
7.	Gr. III (7)	14300-400-18300	Senior Architect (Gr I)

\*Employees having degree or equivalent qualification in Architecture will be designated as Assistant Architects etc and others will be designated as Technical Officer as per above table.

The new functional designation will not entitle any employee to higher grade perks etc and they will continue to be governed by the existing terms and condition of their appointment and the financial powers and other responsibilities will be as per the delegation made by the competent authority.

The above change in designation will be effective from the date of issue of this letter.

*CSIR Letter No. 1(1)/2001-Engg. Dated 27.3.2003*

(37)

**Sub: Amendment to 'CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff - selection to the post of Glass Blower, Gr 11(1).**

The Governing Body of CSIR in its 158<sup>th</sup> meeting held on 16<sup>th</sup> July'2003 has laid down the following qualifications and experience for recruitment to the posts of Glass Blower at Gr 11(1) level :-

"SSC/10<sup>th</sup> Standard with 50% marks in the aggregate with two years experience Technical and Support Staff.

*Copy of CSIR Letter No.7-1(1)/2001-R&A dated-14.10.2003*

(38)

**Sub:- Amendment to 'CSIR Service Rules, 1994 for Recruitment of Scientific. Technical and Support Staff Structure of Gr. II**

The Governing Body of CSIR in its 162<sup>nd</sup> meeting held on 26<sup>th</sup> July, 2004 has approved the following:-

- a) Amendment to the title of 'CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff, as follows:

'CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff.

- b) Amendment to the structure of Gr. II and its grades as follows:

Gr II(1)	Rs 3050-4590	(Pre-revised Rs950-1400)
Gr II(2)	Rs 4500-7000	(Pre-revised Rs1400-2300)
Gr III(3)	Rs 5500-9000	(Pre-revised Rs1640-2900)
Gr II(4)	Rs 6500-10500	(Pre-revised Rs2000-3500)

- c) The age limit, qualifications and experience for recruitment to the post of Gr II(2) as follows:-

**Gr II(2)**

**Qualifications:** SSC/10<sup>th</sup> Standard with 50% marks in the aggregate and ITI Certificate of 2 yrs. duration in the relevant grade

**OR**

SSSC/HSC/ 12<sup>th</sup> with relevant Technical Subjects and a minimum of 60% marks in aggregate.

**Experience :** 5 yrs.

**Age Limit :** 28 yrs.

The provisions of MANAS (R) also stand amended accordingly to the above extent.

*Copy of CSIR Letter No.7-14(1)/2004-R&A dated 28.9.2004*

(39)

**Sub:- Nomination of SC/ST representative on the Selection/Screening Committees.**

I am directed to state that a member of SC/ST community should invariably be included in the Screening/Selection Committees whenever posts are reserved or where SC/ST candidates are being considered along with candidates of other categories i.e. against UR posts.

Kindly ensure compliance of these instructions.

*Copy of CSIR Letter No.7-1(2)/2002-R&A dated-17.11.2004*

(40)

**Sub:- Verification of caste status of Scheduled Caste, Scheduled Tribe and Backward Class candidates at the time of initial appointment/promotion.**

Attention is invited to Department of Personnel and Administrative Reforms (now Department of Personnel & Training) O.M. No.36011/16/80-Estt(SCT) dated 27<sup>th</sup> February, 1981 which provides that the appointing authorities should verify the caste status of a Scheduled Caste/Tribe candidate at the time of initial appointment and promotion against a vacancy reserved for Scheduled Castes/Tribes. The O.M. clarifies that a candidate who entered into service as an SC/ST candidate may discontinue to be so if the caste/community to which he belongs is rescheduled subsequently. A Scheduled Caste candidate \* also loses his status of Scheduled Caste if he embraces a religion other than Hinduism, Sikhism or Buddhism. Though such officers who lose the status of SC or ST after entering into service are required to inform the Government about it, many of them do not do so. In the absence of necessary vigil, there are possibilities of non-SC/ST candidates getting benefit of reservation and various concessions in the matter of promotion. Therefore, verification of caste status at every important upturn of employee's career is necessary so that the benefit of reservation and other schemes of concessions, etc. meant for SCs/STs go only to the rightful claimants and not those who become disintitiled to them. With a view to facilitating such verification, the caste/community to which the SC/ST person belongs, his place of residence and the name of the State should be pasted on the top of the Service Book, personal file and other relevant documents relating to the employee. Attention is also invited to this Department's O.M. No.36033/4/97-Estt.(Res.) dated 25.7.2003 which provides that caste/community status and creamy layer status of OBC candidates should be verified at the time of initial appointment.

2. This Department's O.M. No.36012/6/88-Estt.(SCT) dated 24.4.1990 provides that the appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to Schedules Castes/Schedules Tribes, include a clause as follows:

"The appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled. Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates."

Likewise this Department's O.M. No.36033/4/97-Eslt.(Res.) dated 25<sup>th</sup> July, 2003 provides that in case of the offer of appointment to the candidates claiming to belong to Other Backward Classes, a clause as follows should be included:

"The appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer' is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates."

3. It has been brought to the notice of the Government that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs by producing false caste/community certificates and some candidates continue to get the benefits available to the Scheduled Castes/Scheduled Tribes even after losing the status of SC/ST. The undersigned is directed to say that instructions referred to above should be scrupulously followed so that it may not be possible for any non-SC/ST/OBC candidate to secure employment or get benefit of promotion or concessions on the basis of a false claim to belong to these categories and if any person gets an appointment on the basis of such false claim, his services may be terminated as per conditions contained in the offer of appointment

4. Contents of this O.M. may be brought to the notice of all concerned.

*Copy of CSIR Endorsement No 19-1(1)/2005-SC/ST/OBC cell dated 21.9.2005*

(41)

**Sub:- Optimization of administrative and support staff.**

This has reference to the discussion held in the Directors' Conference on 24<sup>th</sup> December 2005 in connection with the optimization of administrative and support staff in CSIR, in view of the Kelkar Committee Report. DG, CSIR has -desired that all the Directors should submit a note on their proposed staff profile latest by 24<sup>th</sup> January 2006. Accordingly, you are requested to furnish details of staff required in various streams for your Laboratory. The information should cover details, such as, Group-wise existing sanctioned strength, existing

filled up position, proposed strength with justification, year-wise detail of retirement in the next five years. The above information may be sent in respect of each Group i.e. Group-I, II, III and IV and Group- A, B, C & D including posts under Isolated Categories and Departmental Canteen.

*Copy of CSIR Letter No.4-71(Circular)/2005-E.II dated 26.12.2005*

**(42)**

**Sub:- Optimization of administrative and support staff.**

This has reference to CSIR letter of even number dated 26<sup>th</sup> December 2005 from Joint Secretary (Admn.) wherein information relating to optimization of administrative and support staff was called for from the Labs./Instts. DG, CSIR has directed that pending receipt of information from the Labs./Instts. about their proposed staff Profile, any action on recruitment of staff other than Group-IV may be deferred forthwith. However, this deferment will not affect in the following Cases-

- i) Recruitment of staff under special recruitment drive to fill up backlog vacancies reserved for SC/ST in accordance with Govt, of India, DoPT OM dated 5-8-2004.
- ii) Compassionate appointments; and.
- iii) Consideration of identified casual workers for their absorption, within a time frame, as per the directions of the Court.

*Copy of CSIR Letter No. 4-71(Circular)/2005-E.II dated 27.12.2005*

**(43)**

**Sub:-Compliance of the provisions of the "Persons with Disabilities (Equal Opportunities , Protection of Rights and Full Participation) Act, 1995 for 3% reservation while making recruitment to the posts identified as suitable for persons with disabilities- reg.**

I am directed to state that the Chief Commissioner for Persons with Disabilities (CCPD) in one of the cases has issued directions to CSIR to issue instructions to all concerned in CSIR to ensure reservations of at least 3% vacancies for the persons with disabilities under Section 33 of 'Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'. In this connection, your kind attention is invited to this office letter of even number dated 31.8.2004 wherein all the Labs./Instts were advised to strictly comply with the provisions of Section 33 of the said Act for 3 percent reservation while making recruitment to the posts identified as suitable for persons with disabilities and instructions issued in this regard by the DoPT from time to time. However, some of Labs./Instts. of CSIR have not taken compliance of these instructions while making recruitment and thus led to inviting criticisms from the CCPD.

It is therefore, reiterated that these instructions may be brought to the notice of all concerned for strict compliance.

*Copy of CSIR letter No. 19-1(2)1/2001/SC/ST-Cell dated 23.2.2006*

**(44)**

**Sub:- Intelligence Bureau clearance in respect of Indian Nationals who had stayed/have been staying abroad in the preceding five years, selected for appointment in CSIR Labs./Instts.**

I am directed to state that as per the provision contained in para 5 of CSIR Circular letter No 5(2)/74-0&M dated 15.05.1997 (copy enclosed), in the case of appointment of candidates living abroad at the time of selection or who had stayed abroad during the preceding five years, clearance is needed from the Intelligence Bureau. In case the appointments are to be in sensitive area, irrespective of the rank, the extant procedure of prior detailed verification of character and 'antecedents will continue to be followed.

Labs./Instts. have been seeking clarification from time to time, as to whether candidates who are either living abroad or had stayed abroad in the preceding five years and who have been considered for appointment in non-sensitive area may be allowed to join duty without prior clearance from Intelligence Bureau, particularly in view of the urgent requirement of manpower to the major Projects. The matter has been examined in consultation with Govt, of India, DoPT, who have advised that prior clearance of Intelligence Bureau is necessary in case the candidate has lived abroad or living abroad even on appointment in non-sensitive Ministries/Depts. and no exemption can be granted. Accordingly, it has been decided with the approval of DG, CSIR. that all cases of appointment where a candidate is living abroad at the time of selection or had ;stayed abroad during the preceding five years, prior clearance from I.B through CSIR Hqrs. is required to be obtained before the candidate is allowed to join duty.

*Copy of CSIR Letter No. 4-28(38)/2006-E.II dated 17.5.2006*

**(45)**

**Sub:- Optimization of administrative and supports staff.**

In continuation to this office letter No.4-71(Circular)/2005-E.II dated 27.12.2005 on the above subject, I am directed to state that the Competent Authority has approved that the deferment of recruitment of staff will not effect absorption of Casual Workers Identified under "CSIR Casual Workers Absorption scheme 1990" and "CSIR Casual Workers Absorption scheme 1995.



You are therefore requested to process the cases of absorption of Casual Workers Identified under the above mentioned schemes accordingly.

*Copy of CSIR Letter No. 2-(28)/91-E.II dated-29.5.2006*

**(46)**

**Sub:- Maintenance of separate reservation rosters for persons with Disabilities.**

I am directed to forward herewith a copy of the D.O. letter No. 11-3/CCD/2004/2256 dated 20.4.2006 received from Ministry of Social Justice and Empowerment, addressed to Dr. R.A. Mashelkar, Secretary, DSIR, for maintenance of separate reservation rosters for Persons with Disabilities, reserve vacancies for them and in case the vacancies do not fall against the reserved points, the advertisement must indicate the points on which the advertised vacancies fall.

It is requested that these instructions may kindly be brought to the notice of all concerned for information, guidance and compliance.

*Copy of CSIR Letter No. 19-1(2)/2006/SC/ST Cell dated 9.6.2006*

**(47)**

**Sub:- Filling up of vacant posts in CSIR Labs./Instts.- reg.**

The undersigned is directed to invite a reference to CSIR Circular No. 4-17(circular)/2005-E.II dated 27-12-2005 through which Labs./Instts. were informed that any action on recruitment of staff other than Group-IV may be deferred forthwith, excepting in the case of recruitment of staff under special recruitment drive to fill up back log vacancies reserved for SC/ST, compassionate appointments and regularization of identified casual workers as per directions of the Court. Attention is also drawn to Ministry of Finance, Deptt. of Expenditure OM No. 7(2)E.Coord/2005 dated 23-11-2005 and OM No. 7(3)E.Coord/2006 dated 22-7-2006 endorsed vide CSIR letter No. 1(36)/92-Fin. dated 23-12-2005 and No. 30-1(36)/92-Fin. dated 15-9-2006 respectively. As per these instructions, every Ministry/Department shall undertake a review of all the posts which are lying vacant for more than six months and that till the review is completed, no post lying vacant for more than six months should be filled except with the prior approval of Ministry of Finance. It further reiterated the instructions contained in DoPT OM No. 2/8/2001-PIC dated 16-5-2001 concerning 10% cut in posts and abolition of posts lying vacant or more than one year.

CSIR had taken up the issue with the Governing Body to grant exemption from the operation of the aforesaid instructions issued by the Ministry of Finance, Deptt. of Expenditure. While the Governing Body, CSIR had approved the proposal, Prime Minister's Office has advised to resolve the issue in consultation with Ministry of Finance. Accordingly, a proposal is being sent to Secretary, Deptt. of Expenditure, M/o Finance seeking exemption from the operation of paras A(9) and A(10) of their OM dated 23-11-2005 and para 2.6 of OM dated 22-7-2006 referred to above. Pending receipt of approval of Ministry of Finance, DG, CSIR has desired that recruitment action on all the posts which are lying vacant for more than six months may be kept in abeyance excepting vacancies to be filled under special recruitment drive, compassionate appointments or regularization of identified Casual Workers as per the direction of the Court. As regards posts which are vacant for less than six months, proposals for seeking approval of the competent authority to fill up such posts may be sent to CSIR Hqrs. with proper justification.

*Copy of CSIR Letter No. 4-1(9)/2003-E-II dated 11.10.2006*

**(48)**

**Sub:- Amendment to CSIR Services Rules, 1994 for Recruitment of Scientific, Technical and Support Staff.**

I am directed to state that the Governing Body of CSIR, in its 168<sup>th</sup> meeting held on 8<sup>th</sup> December, 2006 has approved following amendment to CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff:

<b>Group &amp; Grade</b>	<b>Existing Qualifications</b>	<b>Revised Qualifications</b>
Group-II(1)	SSC/10 <sup>th</sup> Standard with 50% marks in aggregate and ITI Certificate of 2 years duration in relevant trade or SSSC/HSC/12 <sup>th</sup> with relevant technical subjects with a Minimum of 60% marks in aggregate.	SSC/10 <sup>th</sup> Standard with 50% marks in aggregate and ITI Certificate in relevant trade or SSSC/HSC /12 <sup>th</sup> with relevant technical subjects with a minimum of 60% marks in aggregate.

The above amendment to CSIR Service Rules,1994 will come into force with immediate effect.

It may be brought to the notice of all concerned of your Laboratory/Institute.

*Copy of CSIR Letter No. 7-14(2)/2006 R&A dated 9.3.2007*

(49)

**Sub:- Representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committee.**

I am directed to forward herewith Department of Personnel & Training OM No. 39016/7(S)/2006-Estt.(B) dated 8.1.2007 for information, guidance, compliance and necessary action.

2. The Half yearly report and the annual report for minorities in the prescribed Performa should be sent to Deputy Secretary, SC/ST Cell, CSIR Hqrs. as per the schedule given in the OM referred to above.

*Copy of CSIR letter No.17(68)/2005-E-II dated 15.3.2007*

No. 39016/7(S)/2006-Estt.(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, 08th January, 2007

**Sub:- Prime Minister's New 15-Point Programme for the Welfare of Minorities-Measures to give special consideration to minorities in recruitment.**

The undersigned is directed to invite attention to the instructions contained in this Departments O.M. No. 39016/9(s)/89-Estt.(B) dated 16<sup>th</sup> August, 1990 (copy enclosed) regarding inclusion of one member belonging to Scheduled Castes/Scheduled Tribes and one Member belonging to minority community in the Selection Committees/Boards constituted for making recruitment to Group 'C' and Group 'D' posts.

2. As the various Ministries/Departments etc, are aware, the Prime Minister's New 15-Point Programme for the welfare of Minorities, inter-alia provides for giving special consideration to minorities in recruitment and for this purpose making the Selection Committees representative. Available evidence indicates that the representation of minorities in .Government service and public sector employment is not satisfactory and certainly not in proportion to the population of the minorities. Government is committed, to ensuring fair representation to the minorities in Government employment, including public sector enterprises, public sector banks and financial institutions and. the Railways. To this end, it is expected that the Central and State Governments will give special consideration to minorities in appointments.

3. All heads of Departments, public sector enterprises, public sector banks and financial institutions, quasi-Government organisations, autonomous bodies etc, and all appointing authorities may be instructed to scrupulously observe the following guidelines:-

- (i) The composition of Selection Committees should be representative. It should be mandatory to have one member belonging to ' SC/ST and one -member belonging to minority community in Selection Boards/Committees for ' making recruitment to 10 or more vacancies.
- (ii) Where the number of vacancies against which selection is to be made is less than 10, efforts should be made to have the Scheduled Caste/Tribes officer, and a Minority community officer included in such Committees/Boards.
- (iii) Wide publicity should be given to all appointments in Government, public sector enterprises and public sector banks and financial, institutions. Advertisements should be issued in the language(s) spoken by large number of people of the State/UTs, apart from English and Hindi. Further, for Group C & D level posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.
- (iv) Where there is concentration, of minority community population in local areas, the vacancy circular in local, language may be distributed in those areas by suitable arrangements.

4. With a view to monitoring the trends in recruitment of minorities, all the Ministries/Departments are requested to submit Half Yearly/Annual Reports in the enclosed proforma-I and II respectively to this Department with a copy to Ministry of Minority Affairs. The report should include information in respect of their attached/subordinate offices/autonomous bodies also. The consolidated report in respect of all public sector enterprises and public sector banks and financial institutions will be sent by the Department of Public Enterprises and the Department of Economic Affairs respectively. Ministry of Home Affairs will furnish the consolidated data in respect of the Central Police Forces/Central Para Military Forces and also issue suitable guidelines to State Governments for recruitment/representation of Minorities in State Police Forces, Report for the half year ending 31st March shall be submitted by 30<sup>th</sup> April and that for 30<sup>th</sup> September by 31<sup>st</sup> October of every year in Proforma-I. The consolidated annual position, for period ending 31<sup>st</sup> March shall be submitted by 30<sup>th</sup> April, each year in Proforma-II. The first half yearly report, shall be for the period ending 31<sup>st</sup> March, 2007.

5. It is further requested that the information relating to the total number of existing employees (Group-wise) and those belonging to minority communities, as on 31.03.2007 may also be furnished to this Department and the Ministry of Minority Affairs, alongwith the first half yearly report.

6. Similar instructions in respect of public sector enterprises and financial institutions, including public sector banks will be issued by the Department, of Public Enterprises and. Ministry of Finance respectively.

Hindi version will follow.

(50)

**Sub:- Special efforts to fill up the reserved vacancies of SCs, STs and OBC.**

Attention is invited to this Department's O.M No.36012/17/2002-Estt.(Res) dated 6.11.2003 which, in regard to the procedure for filling up the reserved vacancies of the SCs/STs/OBCs in case of direct recruitment, inter alia, provides as follows:

"If sufficient number of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies".

2. The undersigned is directed to say that earnest efforts should be made to fill up the reserved vacancies in the initial year of recruitment itself as per instructions referred to above. If done so, there would hardly be any chance of reserved vacancies remaining vacant and creation of backlog reserved vacancies.

*Copy of CSIR Endorsement No. 19-1(1)2007/SC/ ST&OBC-Cell dated 26.10.2007*

(51)

**Sub:- Optimization of administrative and support staff - instructions relating to filling up of Vacant Scientific and Technical posts in CSIR.**

I am directed to invite reference to CSIR Circular letters No.71(Circular)/2005-E.II dated 27-12-2005, No. 4-1(9)/2003-E.II dated 11-10-2006 and DO No. 4-10(35)/2004-E.II dated 22-10-2007 on the above subject and to say that in view of the exemption granted by the M/o Finance, Deptt. of Expenditure to CSIR in respect of Scientific and Technical posts, the DG, CSIR has approved that the Labs./Instts. may fill up vacant posts in Group IV and Group-III within the sanctioned strength fixed by CSIR, after following the due procedure.

In Group-II, only 50% of the vacancies as on 1-1-2008 can be filled by technically qualified individuals on urgent requirement basis for specific technical task in the Lab./Workshop for direct R&D support service and not for indirect administrative and maintenance purpose. However, for computing the availability of posts for compassionate appointment within the ceiling of 5% limit, the vacancies in Group-I can also be taken into account, but the post has to be filled only in Group-C & D (Non-Tech.), as per the qualification of the candidate and availability of post.

In view of the above decision, henceforth no permission is required from CSIR Hqrs. for filling up posts in Group-IV, III and II to the extent mentioned above.

*Copy of CSIR Letter No. 4-10(35)/2004-E-II(PPS) dated 7.2.2008*

(52)

**Sub:- Filling up of vacant Scientific and technical posts in CSIR Labs/Instts headed by Acting Directors –Instructions thereof.**

In continuation to this office circular No. 4-10(35)/2004-E.II (PPS) dated 7-2-2008 regarding filling up of vacant S&T posts in CSIR, I am directed to state that keeping in view the spirit behind the instructions issued by Dr. A.P. Mitra, the then DG, CSIR, vide his DO letter dated 22-6-1990, the competent authority/ has decided that Labs/Instts which are not having regular Directors in position and Acting Directors or Director-in-Charge are exercising administrative and financial powers, can advertise and process for filling only 50% of Group-IV and Group-III vacant positions, subject to the following procedure :-

1. 50% vacant positions of Scientists in Group-IV may be advertised and. processed for filling in accordance with the provisions contained in CSRAP Rules, 2001, in addition, the following procedure may be followed :-
  - (i) The Lab./Instt. may process applications, shortlist the same through a duly constituted Screening Committee and forward the recommendations of the Committee to RAB along with the list of summary containing bio-data, publications, patents etc. of the candidates.
  - (ii) RAB will obtain DG's approval in respect of the short-listed candidates before clearance.
  - (iii) Lab./Instt. may issue call letters and conduct interviews for the short-listed candidates as per rules, after obtaining clearance of RAB and the recommendations of the Selection Committee (in order of merit) may be sent to RAB for approval.
  - (iv) Chairman, RAB and DG, CSIR will evaluate the recommended candidates and process of selection, to ensure that quality of candidates is not compromised.
  - (v) Acting Director may accept the recommendations of the Selection Committee after it has been cleared by the Chairman, RAB.
2. As regards recruitment for 50% vacant positions in Group-III , Labs./Instts. may follow the procedure laid-down under CSIR- Service Rules. 1994.

However, appointment may be made only after the recommendation. Selection Committee(s) are approved by D.G. CSIR.

3. Similarly, ad hoc appointments should not be made by Acting Director However, in exceptional cases, prior approval of DG. CSIR may be based on the recommendations of the Selection committee however appointments under QHS may be made as per the scheme.

It is requested that the above decision may kindly be brought to the notice of all the concerned in your Lab./Instt. For guidance and strict compliance.

*Copy of CSIR Letter No. 5-1(28)/2008-PD dated 12.5.2008*

**(53)**

**Sub:- Filling up of Gr. III posts at lateral level.**

I am directed to state that as per para 7 of "CSIR Service Rules, 1994 for recruitment of Technical and Support Staff", recruitments will normally be made only at the lowest grade in each Group. However, if a special need exists or arises, recruitment in higher grades in Groups II and III can be made in the Labs./Instts. on the specific recommendations of RC and with prior approval of DG, CSIR.

DG, CSIR in his capacity as Chairman, Governing Body has been pleased to decide that based on the recommendations of the concerned Research Council, recruitment in Gr. III at lateral level can be made by director without seeking approval of DG, CSIR subject to the condition that the existing Roster position may not be disturbed.

In exceptional circumstances, If there is a need to recruit at the level of III(5) and above beyond the strength fixed for the combined Roster for Gr. III(1) to III(4), the posts may be upgraded with the approval of Research Council, however the post should be filled by the candidate of the same category as per the Roster point. The upgradation should be done with the true spirit of the reservation roster.

The above instruction may please be brought to the notice of all concerned for compliance.

*Copy of CSIR letter No. 5-1(28)/2008-PD dated: 29.07.2008*

**(54)**

**Sub:- Reclassification of non-technical posts as technical**

I am directed to state that pending decision on reclassification of certain posts the Laboratories/Institutes were requested vide CSIR letter No. 17/66/REC/94-PPS dated 4-5-1999 that any fresh recruitment to the post of Civil Engineers/Architectural, Doctors, Nurses, Compounders, Teachers, etc. may be kept in abeyance. Subsequently, CSIR vide letter No. dated 16-1-2003 permitted Laboratories/Institutes to fill the posts of Civil Engineers/Architecture. Medical Officers in dispensaries in Gr. III in Technical Side. However, some of the Laboratories/Institutes have been permitted on case to case basis to fill up the post of Nurse, Compounders and Pharmacist in Dispensary in Gr. II but under non-technical category by following the "CSIR Service Rules, 1994 for recruitment of technical and support staff".

Pending decision of the committee on reclassification of posts, the competent authority has decided that since any decision of the committee on reclassification will be implemented from prospective effect the Nurses, Compounders and Pharmacists who have been appointed after 4-5-1999 in the non-technical category against the Gr. II post, in accordance with the "CSIR Service Rules, 1994 for recruitment of technical and support staff" may be considered for assessment promotion as per the provisions contained in Revised MANAS. The above instructions may please be brought to the notice of all concerned for compliance.

*Copy of CSIR letter No. 5-1(6)/2008-PD dated 29.07.2008*

(55)

**Sub:- Implementation of Sixth Central Pay Commission— regarding corresponding pay rules.**

I am directed to state that the Government of India, Ministry of Finance vide OM No. 7/23/2008-E-III (A) dated 30th September, 2008 has communicated the approval to implement the Sixth Central Pay Commission recommendations to autonomous bodies. DG, CSIR in consultation with FA, CSIR has been pleased to approve the recommendations of Dr. Vikram Kumar Committee for implementation of the Sixth Central Pay Commission recommendations in respect of CSIR employees (including regular Canteen employees), except the benefit of non-functional scale to Section Officer (G/F&A/S&P) and Private Secretary notionally w.e.f. 1.1.1996. In the case of Private Secretary, non-functional scale of Rs.8000-275-13500 may be extended w.e.f. 3.10.2003 as has been extended in the case of Section Officer (G/F&A/S&P). In the case of Rajbhasha staff it has been decided to implement the scales as per the Government of India, Central Secretariat Official Languages Services, w.e.f. 1.1.2006. Accordingly, the corresponding revised pay scales based on Sixth Central Pay Commission for the existing CSIR employees belonging to different cadres is given in Annexure I.

In the case of Scientist Gr. IV and Directors covered under PB-3 and PB-4, DG, CSIR has decided to withhold implementation of Sixth Central Pay Commission recommendations for the present. They may be paid an interim amount of Rs. 50,000/- (Rupees fifty thousand only) each after taking an undertaking for adjustment of this amount from the arrears payable after fixation of pay.

The fixation of pay and payment of arrears to CSIR employees, may be regulated as per Central Civil Services (Revised Pay) Rules, 2008, notified vide G.S.R. No. 622(E) dated 29th August, 2008 w.e.f. 1.1.2006 and the instructions contained in Ministry of Finance OM No. 1/1/2008-IC dated 30th August, 2008 (copies enclosed).

The 10% of the additional expenditure on account of revised pay structure based CCS(RP), Rules 2008 to be met out of Laboratory Reserve Fund.



Post/Grade Pre-Revised Pay Scale		Revised Pay Structure in CSIR		
		Name of Pay Band/Scale	Corresponding Pay Bands/Scales	Corresponding Grade Pay
Gr.III(1)	4500-125-7000	PB-2	9300-34800	4200
	Note: To be placed in Rs. 5000-8000 w.e.f. 1.1.2006 and the pay may be fixed as per Note 2B below Rule 7 of CCS (RP) Rules 2008			
Gr.III(2)	5500-200-9000	PB-2	9300-34800	4200
Gr.III(3)	6500-200-10500 To be placed in 7450-225-13500	PB-2	9300-34800	4600
Gr.III(4)	8000-275-13500	PB-3	15600-39100	5400
Gr.III(5)	10000-375-15200	PB-3	15600-39100	6600
Gr.III(6)	12000-375-16500	PB-3	15600-39100	7600
Gr.III(7)	14300-400-18300	PB-4	37400-67000	8700
Gr. II(1)	3050-75-3950-80-4590	PB-1	5200-20200	1900
Gr. II(2)	4500-125-7000	PB-1	5200-20200	2800
Gr. II(3)	5500-175-9000	PB-2	9300-34800	4200
Gr. II(4)	6500-200-10500 To be placed in 7450-225-11500	PB-2	9300-34800	4600
Gr. I(1)	2550-55-2660-60-3200	PB-1	5200-20200	1800
	Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008 in PB-1 with Grade Pay of Rs. 1800			
Gr. I(2)	2650-65-3300-70-4000	PB-1	5200-20200	1900
	Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008			
Gr. I(3)	3050-75-3950-80-4590 To be placed in 4000-100-6000 w.e.f. 1.1.2006	PB-1	5200-20200	2400
Gr. I(4)	4500-125-7000	PB-1	5200-20200	2800
	2550-55-2660-60-3200	-1S/PB-1	4440-7440/5200-20200	1300/1800
Gr. D (Non-Tech.) and Safaiwala/Washboy (Canteen)*	Note: (1) To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008 in PB-1 with Grade Pay of Rs. 180 (2)* All the post of Canteen staff in Gr. D will be placed in the revised pay band PB-1 along with grade pay of Rs. 1800 once the staff occupying these pos is suitably retrained and made multi skilled.			
Gr. Bearer, Tea/Coffee Maker (Canteen)	2610-3540	-1S/PB-1	4440-7440/5200-20200	1400/1800
	Note: All the post of Canteen staff in Gr. D will be placed in the revised pay band PB-1 along with grade pay of Rs. 1800 once the staff occupying			

	these pos is suitably retrained and made multi skilled.			
Gr. D (Non-Tech.)	2650-65-3300-70-4000	-1S/PB-1	4440-7440/5200-20200	1650/1900
	Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008			

Assistant Gr.III (G/F&A/S&P); Gr. D prom.post and Asstt. Halwai-cum-Cook/ Clerk (Canteen)	3050-75-3950-80-4590	PB-1	5200-20200	1900
Assistant Gr. 11 (G/F&A/S&P) and Jr. Stenographer and Asstt Manager-cum-Store-keeper (Canteen)	4000-100-6000	PB-1	5200-20200	2400
Assistant Gr. 1 (G/F&A/S&P) and Sr. Stenographer	5500-175-9000	PB-2	9300-34800	4200
	Note:- To be placed in the pre-revised scale of Rs. 6500-10500 wef. 15 <sup>th</sup> September, 2006 in accordance with DoPT OM dated 25 <sup>th</sup> September, 2006.			
Section Officer (G/F&A/S&P) and Private Secretary	6500-200-10500 To be placed in 7500- 250-12000	PB-2	9300-34800	4800
Section Officer (G/F&A/S&P) and Private Secretary {NFS}	8000-275-13500	PB-3	15600-39100	5400
	Note:- Private Secretary with four years approved service in the grade of Rs. 6500-200-10500 may be granted NFS in pay scale of Rs. 8000-275-13500 wef. 3.10.2003, on the lines extended in the case of Section Officers (G/F&A/S&P).			
Under Secretary/ F & A O/S & P 0	10000-325-15200	PB-3	15600-39100	6600
Deputy Secretary/ Dy. FA/CoS&P or equivalent	12000-375-16500	PB-3	15600-39100	7600
Sr.Dy. Secretary/ Sr. Dy. F.A/ CoS&P(SG) or equivalent	14300-400-18300	PB-4	37400-67000	8700
Jr Hindi Translator (Isolated Post)	5000-150-8000 To be placed in 6500-10500 w.e.f. 1.1.2006	PB-2	9300-34800	4200
Sr. Hindi Translator (Isolated Post)	5500-175-9000 To be placed in 7450-225- 11500 w.e.f. 1.1.2006	PB-2	9300-34800	4600
Hindi Officer (Isolated Post)	6500-200-10500 To be placed in 8000- 275-13500 w.e.f. 1.1.2006	PB-3	15600-39100	5400
Hindi Officer (Isolated Post)	8000-275-13500 To be placed in 10000- 325-15200 w.e.f. 1.1.2006	PB-3	15600-39100	6600
Sr. Hindi Officer(SG)* (Isolated Post)	10000-325-15200	PB-3	15600-39100	6600
	*Note to be considered for promotion under ACP in grade pay of Rs.7600 on completion of required service in the grade.			

Driver (Isolated Post)	3050-75-3950-80-4590	PB-1	5200-20200	1900
Driver (Isolated Post)	4000-100-6000	PB-1	5200-20200	2400
Driver (Isolated Post)	4500-125-7000	PB-1	5200-20200	2800
Driver (Isolated Post)	5000-150-8000	PB-2	9300-34800	4200
Jr. Cost Accountant (Isolated Post)	5000-150-8000 To be placed in 6500-10500 w.e.f. 1.1.2006 and merged with F&A Cadre	PB-2	9300-34800	4200
Security Assistant/Watch and Ward Assistant (Isolated Post)	5000-150-8000 & 5500-175-9000 To be placed in 6500-200-10500	PB-2	9300-34800	4200
Security Assistant/Watch and Ward Assistant (Isolated Post)	6500-200-10500 To be placed in 7450-225-11500	PB-2	9300-34800	4600
Security Assistant/Watch and Ward Assistant (Isolated Post)	8000-275-13500	PB-3	15600-39100	5400
Law Officer (Isolated Post)	6500-200-10500 To be placed in 7450-225-11500	PB-2	9300-34800	4200
Law Officer (Isolated Post)	8000-275-13500	PB-3	15600-39100	5400
Law Officer (Isolated Post)	10000-325-15200	PB-3	15600-39100	6600
Security Officer (Isolated Post)	6500-200-10500 Will be placed in 7450-225-11500	PB-2	9300-34800	4600
Security officer (Isolated Post)	8000-275-13500	PB-3	15600-39100	5400
Security officer (Isolated Post)	10000-325-15200	PB-3	15600-39100	6600
Safaiwala (Canteen)	2550-3200	-1S	4440-7440	1300
Manager-cum-Accountant/ Manager Gr.II/ (Canteen)	5000-150-8000	PB-2	9300-34800	4200

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 4.10.2008*

(56)

**Sub:- Filling up of S&T posts in CSIR**

I am directed to invite a reference to your letter dated December 30, 2008 regarding filling up Gr.III & IV position in CFTRI. DG, CSIR has remarked that "RAB" will be finalizing the new qualification requirement for various posts in Gr.III & Gr.IV consequent to Sixth Central Pay Commission implementation therefore we will start advertising w.e.f. 1.2.2009. Please hold on for a few more days."

In view of the aforesaid direction DG, CSIR you are requested to kindly with hold Gr.III & IV posts for some time.

*Copy of CSIR letter No. 5-1(6)/2008-PD dated 12.1.2009*

(57)

**Sub:- Filling of Posts.**

I am directed to refer to e-mail of DG, CSIR dated 4.10.2008 and 18.2.2009 relating to filling up of posts in relating to filling up of posts in Gr. IV & III and to state that a number of references are being received from Laboratories/Institutes seeking approval of the competent authority for filling up posts in these groups. As per e-mail dated 18.2.2009, in case there are no directions from CSIR regarding changes in the entry level qualification, the Laboratories/Institutes could proceed to fill up posts as per the existing recruitment rules.

The proposed changes in the entry level qualifications have still not been finalized. As such, in view of DG's e-mail dated 18.2.2009, Director of the Labs./Instts may take a decision about filling up minimum number of posts in Group IV/III to meet their immediate requirement as per the existing recruitment rules.

*Copy Letter of CSIR Letter No. 5-1(17)/2009-PD dated 1.9.2009*

(58)

**Sub:- Modification In the designation of Technical & Support Staff.**

I am directed to state that as per CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff, the entire technical and support staff are divided in three Groups i.e. Gr. I & II (Support Staff) and Gr. III (Technical Staff). Each Group has a number of grades and the designation of the incumbent is based on the Group, and grade to which he/she belongs. Keeping in view the demand received from the staff side for giving functional designation and with the merger of few scales with the implementation of 6th CPC, a Committee was constituted to

review the existing CSIR Service Rules, 1994 and give its recommendations. Based on the recommendations of the Committee, DG, CSIR in his capacity as Chairman-Governing Body has been pleased to approve the functional designations of Technical and Support Staff as under

Existing Group	Scale/Grade	Revised PB & Scale	Grade Pay	Revised Designation
I(1) I(2)	Rs. 2500-3200 Rs. 2650-4000	PB-1 Rs. 5200-20200	Rs. 1800	Lab. Attendant (1)
I(3)	Rs. 3050-4590	-Do-	Rs. 1900	Lab. Attendant (2)
I(4)	Rs. 4500-7000	-Do-	Rs. 2800	Lab. Assistant
II(1)	Rs. 3050-4590	-Do-	Rs. 1900	Technical (1)
II(2)	Rs. 4500-7000	-Do-	Rs. 2800	Technical (2)
II(3)	Rs. 5500-9000	PB-2 Rs.9300-34800	Rs. 4200	Sr. Technical (1)
II(4)	Rs. 6500-10500	-Do-	Rs. 4600	Sr. Technical (2)

III(1) III(2)	Rs. 4500-7000 Rs. 5500-9000	PB-2 Rs.9300-34800	Rs. 4200	Technical Assistant
III(3)	Rs. 6500-10500	-Do-	Rs. 4600	Technical Officer
III(4)	Rs. 8000-13500	PB-3 Rs.15600-39100	Rs. 5400	Sr. Technical Officer
III(5)	Rs. 10000-15200	-Do-	Rs. 6600	Sr. Technical Officer (1)
III(6)	Rs. 12000-16500	-Do-	Rs. 7600	Sr. Technical Officer (3)
III(7)	Rs. 14300-18300	PB-4 Rs.37400-67000	Rs. 8700	Principal Technical Officer

*Copy of CSIR letter No. 5-1(88)/2010-PD dated 21.7.2010*

(59)

**Sub:- Modification in the entry level qualification in respect of Technical & Support Staff.**

I am directed to state that as per CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff, the entire technical and support staff are divided in three Groups i.e. Gr. I & II (Support Staff) and Gr. III (Technical staff). The recruitment in each Group is made on the basis of qualification as prescribed in these Service Rules.. Keeping in view the merger of few scales with the implementation of 6th CPC, a Committee was constituted to review the existing CSIR Service Rules, 1994 and give its recommendations. Based on the recommendations of the Committee, DG, CSIR in his capacity as Chairman-Governing Body has been pleased to approve modification in the entry level qualification of Gr. III, II and I, asunder

Group	Existing qualification	Revised qualification	Age limit
Gr. I(1) & I(2)/ Lab. Attendant (1)	10th Standard/SSC with 50% marks in aggregate	No Change	28 years
Gr. II(1)/Technical (1)	SSC/10th standard with 50% marks in relevant trade OR SSSC/HSC12th with relevant technical subjects with a minimum of 60% marks in aggregate.	SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/State trade certificate or 2 years full time experience as an apprentice training	28 years

Group	Existing qualification	Experience	Revised qualification	Age limit
Gr. III(1) & III(2)/Technic al Assistant	1st class B.Sc (Sci)/1st Class B.Lib. Sci. or equivalent OR 1st class Dip. In Engg./Tech. of 3 years full time duration or its equivalent OR 1st class B.Sc (Sci)/1st Class B.Lib. Sci. or equivalent OR 1st class Dip. in Engg./Tech. of 3 years full time duration or its equivalent OR	Nil  Two  Three  Nil	1st class B.Sc (Sci.) with B.Lib.Sc. OR 1st class Dip. in Engg./Tech. of 3 years full time duration or its equivalent after 10+2 in Science Stream OR 1st class B.Sc (Sci.) with one year full time professional qualification in the relevant discipline from a recognized Institute/organization (to be decided by	28 years

	M.Sc or equivalent with minimum of 55% marks OR B.E/B.Tech. or equivalent		Director of the Lab./Instt.)	
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*Copy of CSIR letter No. 5-1(88)/2010-PD dated 21.7.2010*

**(60)**

**Sub:- Application of Rules amended/alterd during selection process – clarification thereof-reg.**

I am directed to state that consequent upon modification in the entry level qualification for Group II(1) & (2) notified vide CSIR circular letter No. 5-1(88)/2010-PD dated 21.07.2010 references have been received from various CSIR Labs./Instts. Seeking clarification as to whether recruitment be continued based on qualifications that existed prior to modified qualifications issued vide circular letter dated 21.07.2010. In this regard, it is clarified in consultation with Legal Advisor that modification in the entry level qualification in respect of technical and support staff which has been notified after the issuance of the advertisement will not apply to the already advertised post as the process of recruitment has begun and therefore, such posts need not be re-advertised.

The above instructions may kindly be brought to the notice of all concerned for compliance.

*Copy of CSIR letter No. 5-1(160)/2009-PD dated 16.09.2010*

**(61)**

**Sub:- Revised entry level qualification in r/o Technical-& support staff. Amendment thereof.**

I am directed to refer to this office circular of even number dated 21.07.2010 on the above subject and to state that based on the reference to review the entry level qualification for Group III(1) & III(2)/Technical Assistants, the matter was reconsidered and it has been decided with the approval of DG, CSIR in his capacity as Chairman, GB to amend the entry level qualification mentioned, at column "Revised qualification for Group III(1)&III(2)/Technical Assistant in CSIR circular letter of even number dated 21.07.2010 to the extent as under:

<b>Existing Qualification</b>	<b>Revised Qualification</b>
"1 <sup>st</sup> class Diploma in Engg./Tech/ of 3 years full time duration or its equivalent after 10+2 in Science stream".	"10+2 with Science subjects followed by 1 <sup>st</sup> class Diploma in Engg./Tech. Of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if Applicable) or its equivalent".

The other qualification mentioned in CSIR letter dated 21.7.2010 remains unchanged.

The above instructions may kindly be brought to the notice of all concerned for information and compliance.

*Copy of CSIR Letter No. 5-1(88)/2010-PD-(537) dated 22.9.2010*

**(62)**

**Sub:- Revised qualifications of Technical Staff [erstwhile Group III(3) to Group III(7)]-reg.**

I am directed to state that CSIR Service Rules, 1994, provide three Groups of Technical and Support Staff i.e. Group III (Technical Staff)." The recruitment to each Group is made on the basis of qualification as prescribed in these Service Rules.

In order to attract and encourage induction of quality workforce into CSIR system, the Governing Body of CSIR, in its 178<sup>th</sup> Meeting held on 28<sup>th</sup> June,2011 has approved enhancement of lateral level entry qualification for Technical Officers i.e. from Technical Officer to Principal Technical Officer as per Annexure-1.

Accordingly, all recruitments to the aforesaid positions may, henceforth, be made as per revised qualifications.

It is requested that the above decision may please be brought to the notice of all concerned in your Laboratory/Institute for information and compliance.

*Copy of CSIR letter No. 5-1(88)/2010-PD dated 28.09.2011*



(63)

**Sub:- Amendment to CSIR Service Rules, 1994- Enhancement of entry level qualification and revised functional designations for the technical and support staff- Ratification thereof.**

The Governing Body in its 178<sup>th</sup> meeting held on 28.06.2011 has ratified the enhancement of entry level qualifications as notified vide CSIR letter No". 5-1(88)/2010-PD dated 21.07.2010 [Circular No. 528], and dated 22.09.2010 [Circular No. 537] and also functional designations of Groups I, II&III as notified vide CSIR letter No.5-1(88)/2010-PD dated 21.07.2010 [Circular No.529] amending the "CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff".

*Copy of CSIR Letter No. 5-1(88)/2010-PD dated- 30.9.2011*

(64)

**Sub:- Amendment to Rules 8.3 of CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff.**

The Governing Body of CSIR in its 181<sup>st</sup> meeting held on 04<sup>th</sup> September 2012 has approved the following amendment to 'CSIR Service Rules, 1994 for Recruitment of Technical & Support Staff.

<b>Existing Rules 8.3- Relaxation</b>	<b>Amended Rules 8.3 – Relaxation</b>
<p>“Relaxation in age limit, qualification and/or Experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of DG,CSIR in additions relaxation for SC/ST candidates as provided by the Govt. Of India will continue. However, age would be:</p> <ol style="list-style-type: none"><li>1. Relaxable for SCs/STs/OBCs and certain other categories as notified by the Central Govt. From time to time.</li><li>2. Relaxable cumulatively with any other age relaxation for SCs/STs/OBCs.</li></ol>	<p>“Relaxation in age limit upto 5 years may be allowed to Council /Government/Autonomous Bodies/Public Sector Undertaking employees in accordance with the Instruction and orders issued by the Government of India from time to time in this regard.</p> <p>In addition, relaxation for SCs/STs/OBCs and certain other categories as provided by the Govt of India will continue.</p> <p>Relaxation in age limit, qualification and /or experience in cases of exceptionally meritorious candidates would be allowed with the prior approval of Director General, CSIR.”</p>

The aforesaid amendment to Rules shall come into force with immediate effect.

*Copy of CSIR Letter No. 4(01)/2003-HR-II dated-22.1.2013*

**(65)**

**Sub:- Clarification on Mathematics as a Science subject for the purpose or recruitment.**

With reference to your letter No. MC/2/2(37)/2013-Rct. Dated 30.12.2013 on the subject cited above, I am directed to clarify with the approval of DG, CSIR that Mathematics may be considered as a Science subject at 10+2 level for recruitment to Gr. III in CSIR. However, Screening Committee should strictly adhere to advertisement.

*Copy of CSIR letter No.17/66/40/2014-HR-III(Admn.) dated 25.2.2014*

**(66)**

**Sub:- Forwarding of OM issued by Govt. of India.**

I am directed to forward the Office Memorandum No. 36012/24/2009-Estt.(Res) dated 3.12.2013 issued by Government of India regarding reservation for persons with disabilities – Computation of reservation implementation of the judgment of Hon'ble Supreme Court in the matter of Union of India and Anr. Vs National Federation of Blind of Ors. for information, guidance and compliance.

*Copy of CSIR letter No.. 5-1(17)/08-PD dated 1.4.2014*

No.36012/24/2009-Estt(Res)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi,  
Dated the 3<sup>rd</sup> December 2013

Subject:- Reservation for persons with disabilities- Computation of reservation-implementation of the judgment of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs, National Federation of Blind & Ors.

The undersigned is directed to refer to this Department's OM No,36035/3/2004-Esft(Res) dated 29.12.2005. a copy of which is enclosed for ready reference, through which this Department had issued consolidated instructions regarding reservation for persons with disabilities. The instructions were in consonance with the provisions of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation)-Act, 1995.

2. Para 13 of the Office Memorandum of 29.12.2005 provides that reservation for persons with disabilities in case of direct recruitment as well as promotion for Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in Group C and Group D posts as the case may be in the establishment although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. Para 14 of the said O.M. provides that Reservation for persons with disability in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

3. The Hon'ble Supreme Court in its judgment dated 8.10.2013 in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (Civil) No.7541 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors. has, inter-alia, held :

“Thus, after thoughtful consideration, we are of the view that the / computation of reservation for persons with disabilities has to be computed in case of Group A, B, C and D posts in an identical manner viz., "computing 3% reservation on total number of vacancies in the cadre strength" which is the intention of the legislature."

4. The Hon'ble Supreme Court has, inter alia, directed that the following action be taken in order to ensure proper implementation of the reservation policy for the disabled and to protect their rights:-

- (i) to issue an appropriate order modifying the O.M, dated 29.12.2005 and the subsequent O.Ms consistent with this Court's Order within three months from the date of passing of the judgment.
- (ii) the "appropriate Government" to compute the number of vacancies available in all the "establishments" and further identify the posts for disabled persons within a period of three months from today and implement the same without default.
- (iii) the DoPT shall issue instructions to ail the departments/public sector undertakings/Government companies declaring that the non observance of the scheme of reservation for persons with disabilities should be considered as an act of non-obedience and Nodal Officer in department/public sector undertakings/Government companies, responsible for the proper strict implementation of reservation for person with disabilities, be departmental proceeded against for the default.

5. Keeping in view the directions of the Hon'ble Supreme Court, Para 14 of the OM dated 29.12.2005 is modified to the following extent;

"Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group A posts or Group 'B' posts respectively, in the cadre."

6. Other provisions of the OM viz. quantum of reservation, horizontality of reservation,

effecting reservation and maintenance of rosters etc, would remain the same.

7. All the Ministries/Departments/Organisations of the Government of India are requested to compute the number of vacancies available in all the cadres under their control including attached offices, subordinate offices, public sector undertakings, Government companies, cantonment Board etc. in the aforesaid manner and further identify the posts for disabled persons within a period of three months from the date of the judgment of the Hon'ble Supreme Court (i.e. 8.10.2013) and implement the same without default.
8. This is for strict compliance in accordance with the directions of the Hon'ble Supreme Court in respect of all the Ministries/Departments including their Public Sector Undertakings/Government companies, Cantonment Boards etc. Non-observance of the provisions of reservation for persons with disabilities shall be considered as an act of disobedience and the Nodal Officer concerned in Department/Public Sector Undertaking/Government company, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

(67)

**Sub:- Modification of entry level qualification in r/o Technical Assistant (erstwhile Gr. III (1) & Gr. III (2) reg.**

I am directed to state that the Governing Body in its 185<sup>th</sup> meeting held on 26.03.2014 has considered and approved the revision of qualification for Technical Assistant [erstwhile Gr.III(I) & Gr.III(2)] in "CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff" as under:

Existing Qualification	Revised Qualification
1 <sup>st</sup> class B.Sc.(Sci.) with B. Lib. Sci.	1 <sup>st</sup> class B.Sc.(Sci.) with B. Lib. Sci.
OR	OR
10+2 with Science Subjects followed by 1 <sup>st</sup> class Diploma in Engg./Tech. of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if applicable) or its equivalent.	1 <sup>st</sup> class Diploma in Engg./Tech. of at least 3 years full time duration or a (least 2 years full time duration in case of lateral admission in Diploma courses, or its equivalent with experience of 02 years in the relevant area/field.
OR	OR
1 <sup>st</sup> class B.Sc. (Sci.) with one year full time professional qualification in the	1 <sup>st</sup> class B.Sc. (Sci.) with one year full time Professional qualification or

relevant discipline from a recognized Institute/Organization (to be decided by Director of the Lab/Instt.)	one year experience in the; relevant discipline from a recognized Institute/Organization.
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*Copy of CSIR Letter No. 5-1(88)/2010- PD dated-21.5.2014*

**(68)**

**Sub:- Introduction of one additional level in Group-II i.e. Gr.II(5) with Gr. Pay Rs. 4800/- reg.**

With reference to your letter No. 5-Adm(35)/98-E.II dated 25.03.2014 & letter No. 2-Adm(12)/89-E.II dated 25.04.2014 on the subject cited above. I am directed to state that the matter has been considered by the Competent Authority and it is clarified that the entry level qualification of erstwhile Gr.III(1) is "1<sup>st</sup> Class B.Sc.(Sci.) / 1<sup>st</sup> Class B.Lib. Sci. or equivalent OR 1<sup>st</sup> Class Diploma in Engg./Tech. of 3 years full-time duration or its equivalent" as per 'CSIR Service Rule, 1994 for recruitment of Technical & Support Staff'. Hence only those employees in Group-II(4) who fulfil the condition as contained in CSIR letter No. 5-1(114)/2011-PD dated 08.08.2012 may be considered for assessment to Group-II(5) with Grade Pay of Rs. 4800/-.

*Copy of CSIR letter No. 17/66/36/2014-HR-III(Admn.) dated 30.05.2014*

**(69)**

**Sub:- I am directed to forward herein OM issued by Govt. of India regarding representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.**

I am directed to forward the Office Memoranda issued by government of India vide Ministry of Personnel, Public Grievances & Pensions (DoPT) OM No. 42011/2/2014-Estt.(Res) dated 13.2.2014 regarding representation of SC/ST/OBC, Minorities and the Woman on Selection Board/Committees for information, guidance and compliance:-

*Copy of CSIR letter No. 5-1(17)/08-PD dated 17.6.2014*

F.No.42011/2/2014-Estt(Res)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, dated the 13<sup>th</sup> February, 2014

**Subject:- Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.**

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M No.42011/15/1995-Estt(SCT) dated 11th July, 1995. Para 2 provided as

follows:-

" 2. In partial modification of the above instructions it has now been decided that wherever a Selection Committee Board exists or has to be constituted for making recruitment to ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards, Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST,OBC should be a lady failing which a lady member should be co opted on the Committee/Board. It may please be ensured that where the number of vacancies against which the .selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards."

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SG/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a Lady officer, for inclusion in such Committees/Boards.

3. Similar instructions in Public Sector Undertakings and Financial Institutions including. Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.

(70)

**Sub:- Instructions of filling up of Gr.III posts at lateral level-reg.**

I am directed to state that DG, CSIR has decided that henceforth all future recruitment at the lateral level in Group-III shall be made as per Rule 7 of CSIR Service Rule 1994 for Recruitment of Technical & Support Staff.

DG, CSIR has also decided that details of all the lateral recruitment made in Group III by following the procedure laid down in CSIR Circular letter 5-1(28)/2008-PD dated 29.07.2008 during the period 29.07.2008 to till date, may be provided in the prescribed proforma at the earliest and latest by 30.06.20014.

**Annexure-A**

Details of Group III Posts filled up at lateral level

[Ref. CSIR circular letter No. 5-1(28)/2008-PD dated 29.07.2008]

I. Name of the Lab./Instt. : .....

Sr. No.	Group & Grade to which lateral recruitment made	Area/field	Recommendation of Research Council*	Number and Date of Research Council meeting as at column no. 4	Advertisement No.	Name of the candidate appointed along with date of joining	Remarks, if any
1	2	3	4	5	6	7	8

Kindly enclose the copies of Agenda and Proceedings/Minutes.

Signature of COA/AO

Dated: .....

*Copy of CSIR letter No. 5-1(28)/2008-PD dated 18.6.2014*

(71)

**Sub:- Filling up of vacant Scientific and Technical posts in CSIR Laboratories/Institutions headed by Acting Directors**

CSIR vide letter No. 3(11)/98-E.II dated 20.2.2006 had issued instructions regarding powers of Acting Director particularly with reference to filling up of scientific and technical posts lying vacant in CSIR Labs./Instts. Subsequently, inter alia, the following instructions were issued vide CSIR letter No. 5-1(28)/2008-PD dated 12.5.2008.

- (i) The Labs./Instt. may process application, shortlist the same through a duly constituted Screening Committee and forward the recommendation of the publications, patents, etc. of summary containing bio-data, publications, patents, etc. of the candidates.
- (ii) RAB will obtain DG's approval in respect of the short-listed candidates before clearance.
- (iii) Lab./Instt. may issue call letters and conduct interviews for the short-listed candidates as per rules after obtaining clearance of RAB and the recommendations of the Selection Committee (in order of merit) may be sent to RAB for approval.
- (iv) Chairman, RAB and DG, CSIR will evaluate the recommended candidates and process of selection to ensure that quality of candidates is not compromised.

- (v) Acting Director may accept the recommendation of the Selection Committee after it has been cleared by the Chairman, RAB.

Further, the aforementioned letter states that for vacant positions in Group-III, Labs./Instt. may follow the procedure laid down under CSIR Service Rules, 1994, however, appointment may be made only after the recommendations of the Selection Committee(s) are approved by DG, CSIR.

The matter has been under consideration of the Competent Authority in consultation with the Legal Advisor, CSIR. It has now been decided in partial modification of CSIR letter No. 5-1(28)/2008-PD dated 12.5.2008 that the instructions issued vide CSIR letter No. 3(11)/98-E.II dated 20.02.2006 with regard to powers of Acting Directors for appointment/promotion shall prevail. The procedure as stipulated in CSIR letter dated 12.5.2008 shall continue to apply in so far as the same is in consonance with the provisions of CSIR letter dated 20.02.2006, CSRAP Rules, 2001 and CSIR Service Rules, 1994, as amended from time to time.

Hindi version follows.

*Copy of CSIR letter No. 4-1(28)/2014-HR-II dated 08.08.2014*