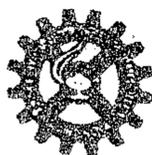


*Draft Document*

**CSIR  
Scientists  
Recruitment &  
Assessment  
Promotion Rules,  
2001**

(Effective from 1.1.2001 for Assessment Promotion  
& from 1.4.2002 for Recruitments)

**UP-DATED VERSION  
(upto December, 2015)**



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

## Draft Document

### **CSIR Scientists Recruitment & Assessment Promotion Rules, 2001**

#### **I N D E X**

A. The Governing Body of CSIR formulates the Recruitment and Assessment Promotion Rules, for Scientists Gr.IV in CSIR (Effective from 1.1.2001 for Assessment Promotion and from 1.4.2002 for Recruitments) vide CSIR letter No. 2(RR-IV)/2001-R&A dated 7.12.2001.	<b>Pages</b> 1-14
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B. Modifications/Amendments/Circulars for Recruitment and Assessment Promotion of Gr.IV Scientists. Quick Recruitment of Scientists (Fellows), Recruitment of Outstanding Scientists (STIO), Distinguished Scientists, Scientists H, Directors.

<b>Sr.No.</b>	<b>File. No.</b>	<b>Date</b>	<b>Subject</b>	<b>pages</b>
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**RULES FOR RECRUITMENT AND ASSESSMENT PROMOTION  
OF SCIENTISTS GR. IV 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 and Assessment Promotion Rules for Scientists Gr. IV in CSIR.

**2. SHORT TITLE & ENACTMENT**

These Rules shall be called “CSIR Scientist Recruitment and Assessment Promotion Rules, 2001” and shall come into force with effect from 1.1.2001 for assessment promotions and w.e.f. 1.4.2002 for recruitments.

**3. APPLICABILITY**

These rules shall govern recruitment and assessment promotion of Group-IV Scientists.

The existing rules shall continue to apply for recruitment of the Director of a Laboratory/Institute in CSIR.

**4. DEFINITIONS**

In these rules, unless the context otherwise requires:

- I. **“Appointing Authority”** means the authority as specified in Rule 6.9.
- II. **“Assessment Committee”** means the Committee constituted under Rule 7.6.2 and 7.6.3.
- III. **“Board”** means Recruitment and Assessment Board established by CSIR as defined under Rule 5.0.
- IV. **“Discipline”** means the specialisation in which the scientists are assessed for promotion.
- V. **“Internal Screening Committee”** means the Committees as specified under Rule 7.5.2 and 7.5.3.
- VI. **“Scientist”** means R&D scientific staff who are expected to generate, develop, advance, disseminate, diffuse, manage and protect new knowledge/methods/techniques by research/design/development/extension.
- VII. **“Screening Committee”** means the Committee as specified under the Rule 6.5.2.
- VIII. **“Selection Committee”** means the committees as specified under Rule 6.4.

All other words and abbreviations, which are not defined under these rules, shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR, or any other rules applicable to the employees of CSIR.

## 5. RECRUITMENT AND ASSESSMENT BOARD

- 5.1. CSIR shall establish a Recruitment and Assessment Board headed by a Chairperson who shall be appointed by the President, CSIR. The term and conditions of the appointment of Chairperson shall be such as may be prescribed by the President, CSIR.
- 5.2. The Chairperson shall prepare a panel of co-chairpersons which shall be approved by the Vice-President. The validity of the panel shall be 5 years. However, any name be deleted or added during the currency of the panel with the approval of CSIR.
- 5.3. Except for the provisions specified under these rules, the Board shall be free to devise its own procedures in respect of recruitment and assessments to be conducted by it.
- 5.4. The Board shall be provided adequate and appropriate office space, staff and fund by the CSIR to carry out its functions effectively and efficiently.

## 6. RECRUITMENT

- 6.1.1 The grades/scales of pay of scientists covered under these rules shall be such as may be determined by CSIR from time to time. However, grades/scales applicable are as under:

S.No.	Group/Grade and Designation of the Post	Scale of pay
1.	Scientist Group-IV(1)	Rs. 8000-275-13500
2.	Scientist Group-IV(2)	Rs. 10000-325-15200
3.	Scientist Group-IV(3)	Rs. 12000-375-16500
4.	Scientist Group-IV(4)	Rs. 14300-400-18300
5.	Scientist Group-IV(5)	Rs. 16400-450-20000
6.	Scientist Group-IV(6)	Rs. 18400-500-22400
7.	Scientist Group-IV(7)	Rs. 22400-525-24500

Note: procedure for promotion and/or appointment to Scientist Group IV(7) in the scale of Rs. 22400-24500 shall be decided subsequently.

- 6.1.2. Recruitment shall normally be made at the initial level of Scientists Group-IV(1). Wherever need exists or arises, recruitments at higher levels can be made on specific request of the Director with the recommendation of RC and the prior approval of DG, CSIR. In case of CSIR Hqrs. this shall be done on the recommendations of the Head of the Division and with the prior approval of the DG, CSIR.

## 6.2 QUALIFICATION, EXPERIENCE & AGE LIMITS FOR DIRECT RECRUITMENT

The minimum qualifications, experience and maximum age limits for direct recruitment of Group IV Scientists at various levels shall be as follows:

Sl. No.	Group, Grade and Designation and Scale of pay of the post	Qualifications	Experience in required areas	Age limit not exceeding
1.	<u>Sci. Group-IV(1)</u> Rs. 8000-13500	Ist class M.Sc./B.E/B.Tech./MBA*/M.Lib.Sci/ MCA/MBBS or equivalent qualifications. <b>OR</b> M.Tech./ME/MVet.Sci/M.D. or recognised equivalent qualifications <b>OR</b> Ph.D	Nil	35 years
2.	<u>Sci. Group-IV(2)</u> Rs. 10000-15200	Ist Class M.Sc./B.E./B.Tech./MBA*/M.Lib.Sci./MCA/MBBS or equivalent qualifications. <b>OR</b> M.Tech./ME/MVet.Sci/M.D. or recognised equivalent qualifications <b>OR</b> Ph.D <b>OR</b> Ph.D(Engg.)	3 years  2 years  1 year  Nil	35 years
3.	<u>Sci. Group-IV(3)</u> Rs. 12000-16500	Ist class M.Sc./B.E/B.Tech./MBA*/M.Lib.Sci/ MCA/MBBS or	7 years	40 years

		equivalent qualifications. <b>OR</b> M.Tech./ME/MVet. Sc/M.D. or recongnised equivalent qualifications <b>OR</b> Ph.D <b>OR</b> Ph.D(Engg.)	5 years  4 years  3 years	
4.	<u>Sci. Group-IV(4)</u> Rs. 14300-18300	Ist class M.Sc./B.E/B. Tech./MBA*/M.Lib.Sci/ MCA/MBBS or equivalent qualifications. <b>OR</b> M.Tech./ME/MVet. Sc/M.D. or recongnised equivalent qualifications <b>OR</b> Ph.D <b>OR</b> Ph.D(Engg.)	10 years  8 years  7 years  6 years	45 years
5.	<u>Sci. Group-IV(5)</u> Rs. 16400-20000	Ist class M.Sc./B.E/B. Tech./MBA*/M.Lib.Sci/ MCA/MBBS or equivalent qualifications. <b>OR</b> M.Tech./ME/MVet. Sc/M.D. or recongnised equivalent qualifications <b>OR</b> Ph.D <b>OR</b> Ph.D(Engg.)	13 years  11 years  10 years  9 years	50 years

6.	<u>Sci. Group-IV(6)</u> Rs. 18400-22400	Ist class M.Sc./B.E/B. Tech./MBA*/M.Lib.Sci/	16 years	50 Years
		MCA/MBBS or equivalent qualifications.		
		<b>OR</b> M.Tech./ME/MVet. Sc/M.D. or recongnised equivalent qualifications	14 years	
		<b>OR</b> Ph.D	13 years	
		Ph.D(Engg.)	12 ears	

\*This qualification shall be applicable for recruitment of Scientists for business development/project management/human resource development group.

### 6.3 RELAXATIONS

- 6.3.1 Relaxation in age limit up to 5 years may be allowed to Council/Government/Autonomous Bodies/Public Sector employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.
- 6.3.2 Relaxation in the qualification and/or experience prescribed may be allowed at the discretion of the DG, CSIR in the case of candidates belonging to Scheduled Castes and Scheduled Tribes/OBC against post reserved in favour of SC/ST/OBC communities.
- 6.3.3 Relaxation in age, qualification and/or experience may be permitted by DG, CSIR at any stage of selection, if the director of the laboratory based on the recommendation of Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.
- 6.3.4 The date for determining the age limit/experience/qualification shall be the closing date prescribed for receipt of applications.
- 6.3.5 In disciplines (including specialized areas or fields), other than mentioned under these Rules (i.e. Science, Engineering or Technology), such professional or technical qualifications, as are approved by the Government of India for appointment to superior posts and services shall be applicable. In cases where a formal Degree or

Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the DG, CSIR.

6.3.6 The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that grade.

**6.4** The constitution of the Selection Committee for making direct recruitment to the posts covered under the Rules shall be as under:

(i) The Chairperson of the Board shall be the Chairperson of the Selection Committee. However, the Chairperson of the Board can nominate one of the persons from the panel of Co-Chairpersons, prepared by the Chairperson of the Board and approved by the VP, CSIR, to act as Chairperson of the Selection Committee in his place.

(ii) Two External Expert Members - To be nominated by the Chairperson of the Board, from the panel of experts approved by RC of the Labs./CSIR Hqrs.

(iii) One Departmental Member - To be nominated the Director-General

(iv) Director of the Lab. or his nominee (In the case of CSIR Hqrs., DG or his nominee) shall be a member.

The quorum for the meeting of a Selection Committee shall be three member including the Chairman.

6.4.1 Where the posts are reserved for SC/ST candidates or where SC/ST candidates are under consideration along with general category candidates for the posts, a member of SC/ST community shall invariably be included in the Selection Committee. Further, instructions for nomination of female members and members representing the minority community as issued by the CSIR/Government of India from time to time shall continue to be followed.

**6.5** Vacancies for which the Selections are required to be made by the Board shall be decided by the Labs./Instts./CSIR Hqrs with the approval of RC of the Lab. or DG, CSIR as the case may be. The vacancies shall be advertised by the respective Labs./Instts./CSIR Hqrs. A copy of the advt. shall be sent to the Board.

6.5.1 The applications, in response to the advertisement, shall be received at the respective Laboratory/Hqrs.

6.5.2 For recruitment of Scientist upto Scientist Group IV(5) level the Director in the laboratories and in the case of CSIR Hqrs. DG, CSIR shall constitute the Screening

Committee. For Scientist Group IV(6), the Screening Committee shall be constituted by DG, CSIR. The Committee shall screen the applications received and organize a written test or seminar if considered necessary for shortlisting the candidates to be called for interview. The set of applications and recommendations of the Screening Committee shall be sent to the Board. Approval of relaxation in age, qualifications and/or experience from DG, CSIR shall be obtained by the laboratory and sent to the Board.

The Screening Committee for screening the applications shall comprise the following:

- i) One Scientist from another CSIR Lab.
- ii) One Scientist from the Lab./CSIR Hqrs.
- iii) Director/DG or his nominee.

The Director can take the help of the Board in screening the applications in case he considers such assistance useful.

6.5.3 the date and time for holding the meeting of the Selection Committees shall be fixed by the laboratories in consultations with the Chairperson of the Board. The letter of invitation/intimation to the shortlisted candidates for the interview/test shall be issued by the Laboratory accordingly. In the case of CSIR Hqrs. it shall be issued by CSIR.

6.5.4 The meetings of the Selection Committees may be held at the concerned Lab. or CSIR Hqrs. as the case may be.

6.5.5 Selection Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the Selections shall be forwarded by the board to the concerned appointing authority.

6.5.6 The panel shall be valid for one year and operated for issuing the offer of appointment to the selected candidates only to the extent of the number of the vacancies advertised. If any of the candidate(s) who have been issued the offer of appointment up to the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate on the panel can be offered the post.

## **6.6 PROBATION**

6.6.1 Persons appointed to the post of Scientist Group IV(1) shall be on probation for a period of two years. Persons appointed to any other grade, viz. Scientist Group IV(2), IV(3), IV(4), IV(5) and IV(6) shall be placed on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.

6.6.2 On completion of period of probation or extension thereof, the scientists shall, if considered fit, may be confirmed against the post, if not already confirmed in the entry grade.

## **6.7 PAY**

6.7.1 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, advance increments if any, could be recommended by the Selection Committee keeping in view the overall merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee to establish the rationale and reasoning for the increments recommended.

6.7.2 Up to three advance increments as recommended by the Selection Committee may be granted by the Director of the Lab./Instt. in respect of selections for which he is the appointing authority. Beyond three and up to five increments recommended by the Selection Committee may be granted by the DG, CSIR. Beyond five and upto seven increments recommended by the Selection Committee may be granted by the President, CSIR.

**6.8** All Scientists in the Council service shall be liable to serve anywhere in India or outside. DG, CSIR shall be empowered to transfer any Scientists from one laboratory to another including their extension/Field Centres in public interest. Director of the Lab. shall be empowered to transfer any scientist from the Headquarters of the Lab./Instt. to its extension/Field Centres and vice-versa.

## **6.9 APPOINTING AUTHORITY**

6.9.1 For the posts of scientist Group IV(6) and above and posts in equivalent grades, the appointing authority shall be the President, CSIR.

6.9.2 For the posts of Scientist up to Sci. Group IV(5) in CSIR Hqrs., the DG, CSIR shall be the appointing authority.

6.9.3 For the posts of Scientist up to Sci. Group IV(5) in the Labs./Instts., the Director shall be the appointing authority.

## **6.10 ADDITION TO QUALIFYING SERVICE**

6.10.1 Scientists directly appointed to the post of Scientist Group IV(2) and above shall be entitled to the benefit of added years of service for the purpose of superannuation pension admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972.

## 7. ASSESSMENTS AND PROMOTIONS

**7.1** Promotion of all Scientists governed by these Rules from one grade to the next higher grade, shall be made on the basis of Flexible Complementing. On promotion of a scientist from one Grade to the next higher Grade, the post held by him/her shall stand upgraded automatically as personal to the Scientist concerned. On vacation of the post by the Scientist, it shall revert back to the grade in which the post was earmarked initially.

**7.2** Promotion up to the level of Scientist Group IV(6) i.e. of Scientist Group IV(1), IV(2), IV(3), IV(4) & IV(5) shall be made on the basis of:

- (i) Preliminary screening by an Internal Screening Committee formed as per Rule 7.5.1, which takes into account the Annual Confidential Reports recorded for the years covered under the residency period and
- (ii) Interview by the Assessment Committee as specified hereafter:

**7.3** The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Scales of pay	Designation	Minimum of Residency period linked to performance.
Rs. 8000-13500	Scientist Group IV(1)	3 years
Rs. 10000-15200	Scientist Group IV(2)	4 years
Rs.12000-16500	Scientist Group IV(3)	4 years
Rs. 14300-18300	Scientist Group IV(4)	5 years
Rs. 16400-20000	Scientist Group IV(5)	5 years

7.3(a) The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL, etc., availed on personal grounds shall not count towards the minimum residency period.

7.3(b) In case of permanent absorption of a scientist on deputation in the same grade in Council service from other Scientific Departments where Flexible Complementing Scheme is applicable, the entire service of that Scientist in the same grade including in the parent department shall be counted towards residency period. If an officer comes on deputation on a higher grade into the service and later permanently absorbed in the same grade in the service, the period spent on deputation shall be counted for residency period for consideration for promotion to the next higher grade.

**7.4** All Scientists will be first screened for eligibility on the basis of gradings in the Annual Confidential Reports (ACRs) and only those Scientists who satisfy the minimum residency period linked to their performance threshold scores as indicated in the Table below shall be considered for further assessment.

	Number of years in the grade					
	3	4	5	6	7	8
Minimum averaged percentage of ACR scores for eligibility						
Scientist Group IV(1) to Scientist IV(2)	85%	80%	70%	65%	60%	.....
Scientist Group IV(2) to Scientist IV(3)	....	85%	80%	75%	70%	60%
Scientist Group IV(3) to Scientist IV(4)	....	85%	80%	75%	70%	60%
Scientist Group IV(4) to Scientist IV(5)	....	....	85%	80%	75%	70%
Scientist Group IV(5) to Scientist IV(6)	....	....	85%	80%	75%	70%

**7.4.1** Notwithstanding anything contained in these rules, a relaxation of one year in the minimum residency period can be granted to a Scientist Group IV(2), (3) & (4) provided that he consistently secures 90% and above marks in the Annual Confidential Reports (introduced under Rule 8.1) in three successive years in the grade. This provision shall be applicable maximum twice in the career of a Scientist.

**7.5 INTERNAL SCREENING COMMITTEE**

**7.5.1** In the case of scientists Group IV(1) and above upto Scientist Group IV(4) the Director in the Laboratories and DG, CSIR in the case of Hqrs. shall constitute an Internal Screening Committee to review the Confidential Performance Appraisal Reports and other relevant records of all Scientists completing the prescribed residency period for shortlisting and recommending the candidates for Assessment interview by the Assessment Committee.

7.5.2 The Internal Screening Committee shall comprise.

(i)	Director of the Lab. or a Scientist/Technologist to be nominated by the Director in the case of the Lab./DG, CSIR in case of CSIR Hqrs.	-	Chairperson
(ii)	One Scientist from another CSIR Labs./Instts./Hqrs.	-	Member
(iii)	Two Scientists from the Lab./Instt/Hqrs.	-	Member

The quorum of the Internal Screening Committee shall be the Chairperson and at least two members including the member from the other Lab. The recommendations of the Screening Committee shall be approved by the Director of the Lab./DG, CSIR in the case of Hqrs.

7.5.3 In case of Scientist Group IV(5) and above DG, CSIR shall constitute disciplinewise Internal Screening Committees to review the Confidential Performance Appraisal Reports and other relevant records of all the scientists completing the prescribed residency period for shortlisting and recommending the candidates for Assessment interview by the Assessment Committee as under:

(i)	An external Scientist/ Technologist to be nominated by DG, CSIR .	-	Chairperson
(ii)	Two Scientists including Directors from CSIR Labs./Instts./Hqrs.	-	Members
(iii)	The Director of the Lab./Instt./Head of Division at Hqrs.	-	Member

The quorum of the Screening Committee shall be Chairperson and at least two members, DG, CSIR shall approve the Screening Committee recommendation.

7.5.4 The Director/DG, CSIR, as the case may be, shall forward the names of the candidates recommended by the Internal Screening Committee and approval of the Competent Authority to the Board.

## 7.6 ASSESSMENT COMMITTEE

7.6.1 The Board shall constitute Assessment Committee to assess the work of the candidates whose name have been forwarded by the Director/DG, CSIR, as the case may be for their promotion to the next higher grade.

7.6.2 Assessment Committee upto the level of Scientist Group IV(5) shall be as under:

- (i) The Assessment Committee shall be chaired by the Chairperson of the Board. However, the Chairperson of the Board can nominate one of the persons from the panel of Co-Chairpersons prepared by the Chairperson of the Board and approved by the VP, CSIR to act as Chairperson of the Assessment Committees in his place.

(ii)	Two Departmental Core Members	-	At an appropriate level to be nominated by the DG, CSIR.
(iii)	Two External Experts	-	To be nominated by the Chairperson of the Board from the panel approved by the RC of the Lab.
(iv)	Director of the concerned CSIR Lab./Instt./Head of the Division at Hqrs. or his nominee		

7.6.3 The Assessment Committee for Scientist Group IV(5) and above shall be constituted disciplinewise as under:

- (i) The Assessment Committee shall be chaired by the Chairperson of the Board. Only in exceptional cases when he is not able to attend, he can nominated one of the persons from the panel of Co-Chairpersons prepared by the Chairperson and approved by the VP, CSIR to act as Chairperson of the Assessment Committee in his place.

(ii)	Director-General, CSIR or his nominee	-	Member
(iii)	Two eminent External Experts to be nominated by the Chairperson of the Board from the panel of the specialists approved by the RC of the Labs.	-	Members
(iv)	A representative from the Govt./Industry/NGO/Consultancy Financial Orgn. nominated by the Chairperson of the Board.	-	Member
(v)	Director of the concerned CSIR Lab. (none in the case of Hqrs.)	-	Member

- 7.6.4 The quorum of the meeting of the Assessment Committee shall be the Chairperson plus three members, with at least one external expert.
- 7.6.5 The Assessment Committee shall submit its recommendations as 'Fit for Promotion' or 'Not yet Fit for Promotion'.
- 7.6.6 Scientists recommended by the Committee as 'Fit' for Promotion' shall be so promoted from the due date of eligibility for assessment. Scientists who are found 'Not fit for Promotion' will be considered after a gap of one year if they are again recommended by the Internal Screening Committee.

The pay fixation on promotion shall be as per normal pay fixation rules issued by the GOI from time to time.

- 7.6.7 In case of a scientist assessed and found fit for promotion but is unable to assume charge of the higher grade on effective date for being away on study leave (combined with any other leave), sanctioned by the competent authority, for pursuing higher studies or receiving specialised training in professional and technical subjects having a direct or close connection with the CSIR programs, on resumption he may reckon notional seniority in the higher grade from the date of his selection to that grade for the purposes of counting of residency period for considering for promotion to the next higher grade provided the Director General is satisfied about the performance of the scientist during the course of study/training.
- 7.6.8 More than one Assessment Committee may be constituted at any one time and function at various stations concurrently.

#### **7.6.9 PROCEDURE FOR ASSESSMENT OF SCIENTISTS WHO ARE UNDER SUSPENSION/AGAINST WHOM DISCIPLINARY PROCEEDINGS ARE PENDING**

The assessment of the Scientists who are under suspension/against whom disciplinary proceedings are pending shall be regulated as per procedure notified, vide CSIR circular letters No.17/66/04-PPS dated 8<sup>th</sup> May, 1998 and 2<sup>nd</sup> August, 2000 as amended by the competent authority from time to time.

#### **8.0 PERFORMANCE APPRAISAL REPORTS**

- 8.1 The existing non-confidential system of Annual Performance Appraisal Reports (APAR) shall be replaced by Annual Confidential Report (ACR) w.e.f. 1.1.2001.
- 8.2 Those of Scientists, who leave the service of CSIR on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s) if any, already availed even if it may relate to the period when they were in CSIR service. However, those scientists who superannuate or pass away while in service shall be considered for assessment from the due date of eligibility. The cases of the

deceased shall be decided by the Assessment Board on the basis of their Annual Confidential Appraisal Reports.

9. **POWER TO RELAX**—The Governing Body may relax any or all the provisions of these Rules wherever considered necessary.
10. **RELAXATION FOR SC/ST CANDIDATES**—Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
11. **INTERPRETATION**—Any question relating to interpretation of these rules shall be decided by the DG, CSIR.

**REPEAL AND SAVING**—"CSIR Service Recruitment Rules, 1994 for Recruitment of Scientific, Technical and Support Staff and "Merit and Normal Assessment Scheme (Revised MANAS) for Scientific, Technical and Support staff, are hereby repealed insofar as they are consistent with these rules to the extent covered under these rules. These new Rules supersede all the existing Rules related to Recruitment and Assessment promotion of scientists in CSIR to the extent the existing rules are inconsistent with these rules. All the existing scientists shall be automatically covered under these Rules.

(1)

**Sub:- Quick Recruitment of Scientist for Major Projects.**

I am directed to invite your attention to the instructions/guidelines issued by CSIR from time to time for appointment under the 'Scheme of Quick Recruitment of Scientists for Major Projects'. The communication issued regarding the "Scheme of Quick Recruitment of Scientist for Major Projects" from time are listed below:-

i)	Letter No. 17(155)86-E.II dated	18.7.1986
ii)	-do-	18.8.1986
iii)	-do-	9.1.1987
iv)	-do-	31.3.1987
v)	-do-	10.8.1987
vi)	-do-	11.5.1989
vii)	-do-	3.7.1990

2. It is hoped that all these communication are available in your Laboratories/Institutes and the recruitments of scientists under the Scheme is being made with due regard to these instructions/guidelines.
3. This scheme has been in operation for more than five years. It, therefore, became necessary to evaluate the scheme and effect changes, if necessary.
4. Accordingly, the Director General, CSIR appointed a Committee to review the Scheme. The recommendations made by the Committee, as approved by GB at its meeting held on 6.5.1992, have been incorporated in the enclosed statement for further action in your Laboratories/Institutes. The modified provisions (including the revised level of emoluments) will be applicable in respect of appointments made on or after 6.5.1992 i.e. the date of the meeting of the GB.

*Copy of CSIR letter No.17(155)/91-E.II, dated 3.8.1992*

(2)

**Sub:- Scheme for Quick recruitment of Scientists for major Projects - Some amendments as approved by the Governing Body**

	<b>Existing Provisions</b>	<b>Modified Provisions</b>
1.	Appointments of Fellows.	
(a)	<p>Selection procedure</p> <p>When a Scientists of talent is identified in India or abroad, and is known to be available immediately or in the near future, The Director of Lab. may proceed as follows:</p> <p>If the Scientist is abroad</p> <p>Bio-data may be got referred to atleast two distinguished experts outside the CSIR system, and if the Director finds the candidate outstanding and highly suitable for the required work, he may obtain the prior approval of DGSIR and then offer the appointments. The Executive Committee may be informed -in-its-next meeting.</p> <p>If the Scientist in India</p> <p>The Director may constitute a Committee with himself as Chairman, and the following as members:</p> <p>"Two outside experts members of RAC.</p> <p>Area Coordinator/Group Leader of the</p>	<p>No change, except that the matter may be reported to the Research Council in its next</p> <p>No changes except the following:-</p> <p>i) Committee should be constituted with prior approval of the Chairman, Research Council; and</p> <p>ii) Atleast one R.C. member should be</p>

	<p>concerned area in the Laboratories.</p> <p>Another senior scientist of the Lab. in the concerned or related areas.</p>	<p>included in the Committee as an outside expert.</p>
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	<b>Existing Provisions</b>	<b>Modified Provisions</b>
	<p>The Committee may interview the Scientist, who may, if considered necessary be required to give a talk before the Committee and other Scientists of the Lab.</p> <p>If the Committee finds the Scientist to be outstanding and highly suitable for the required work, they may recommend the induction of the Scientist as a Fellow, and also suggest the emoluments and the range within which the appointment is to be made.</p> <p>The Director may make the appointment accordingly, and report it to the Executive Committee in its next meeting.</p> <p>If, however the prescribed length of experience vide(f) below is to be relaxed in any case, the prior concurrence of DC,CSIR must be taken before the appointment is made.</p>	<p>No change</p> <p>No change</p> <p>The Director may make the appointment accordingly, and report it to the R.C. in its next meeting.</p> <p>No change</p>
(b)	<p>Appointing Authority</p> <p>The Director of the Laboratories/Institutes will be the Appointing-Authority.</p>	<p>No change</p>

(c)	<p>Designation of the Scientists</p> <p>The Scientist concerned will be designated as a "Fellow" of the Laboratory</p>	No change
(d)	<p>Levels of Emoluments</p> <p>The levels of pay in which the Scientists can be appointed under the new Scheme will be" as follows :-</p> <p>Range. (0) Rs. 1600/- fixed  Range(1):Rs. 2400/2500/2600/2800/2900/3000  Range(2):Rs.3000/3100/3200/3400/3500/3600/3800/4000  Range(3):Rs.3600/3800/4000/4300/4600/4800/ 5000  Range(4):Rs.5500/5700/5900/6100/6300/6500/ 6750/7000/7250/7500</p> <p>The above scales do not envisage grant of annual increments of Rs. 100/- per month. The object of indicating the scales in the above manner is that the scientists can be appointed at any stage in the above five different ranges of pay;</p>	<p>The levels of emoluments in which the Scientists can be appointed under the new Scheme will be as follows :-</p> <p>Range (0): Rs. 1800/- fixed  Range(1):Rs.2500/2700/2900/3100/3300/3500  Range(2):Rs.3200/3400/3600/3800/4000/4200/4400/4600  Range(3):Rs.3900/4100/4300/4500/4700/4900/5100/5300/5500  Range(4):Rs.5900/6100/6300/6550/6800/7100/7400/7700/8000</p> <p>No change</p>

	<b>Existing Provisions</b>	<b>Modified Provisions</b>
	<p>The above ranges may be reviewed in the event of any revision in the present pay structures in respect of regular scientific cadre;</p> <p>Review of emoluments will be undertaken at the end of two years. At this time all cases can be reviewed by the above Committee as to whether a Scientist deserves higher emoluments within the same range. On the recommendations of the Committee, the Director may grant higher rate of emoluments.</p>	<p>No change</p> <p>No change except that the performance of the fellow during the first two years of the Fellowship should be assessed before reviewing the emoluments.</p>

(e)	<p>Duration of Tenure:</p> <p>The appointment of such Fellows will be on contract for a period not exceeding three years, and it may be terminated by a notice of three months from either side (or three month's emoluments in lieu thereof). The contract cannot be extended beyond the above maximum period.</p>	No change
(f)	<p>Qualification:</p> <p>Qualification for scientists recruited under the New Scheme will be as follows:</p> <p>Range (0)</p> <p>M.Sc./B.E./B.Tech. degree with outstanding academic career and age below 25 years.</p> <p>Range (1)</p> <p>M.Tech or equivalent degree/MBBS with one year internship/Ph.D(Sc), with uniformly outstanding academic record &amp; clear potential for high quality R&amp;D work.</p> <p>Range (2)</p> <p>M.Tech. or equivalent degree with three years experience/MD/Ph.D(Sc.)/Ph.D (Engg.), with outstanding academic record, and proven ability for high quality R&amp;D work.</p> <p>Range(3)</p> <p>M.Tech/MD/Ph.D or equivalent degree in respective discipline, with original work as evidence by highly innovative patents or outstanding publications - evidence of leadership, with minimum of 5 year's R&amp;D experience.</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>

	Existing Provisions	Modified Provisions
	<p>Range (4)</p> <p>M.Tech./Ph.D. or equivalent with 10 years of experience; outstanding academic career and professional works as reflected in publications, patents, involvements in Major Projects etc.</p>	No change
(g)	<p><i>Police Verification of Scientist on initial appointment.</i></p> <p>Police verification prior to actual appointment need not be insisted upon in non-sensitive jobs. If, however, a particular scientist is being appointed in a project/projects which is/are of sensitive or strategic nature from the view point of security, prior police verifications may be done.</p>	No change
(h)	<p><i>Applicability of conduct and other rules :</i></p> <p>The scientists recruited under the new scheme will be subject to the operation of the CCS(Conduct) Rules, 1964 and CCS(CCA) Rules, 1965, as made applicable to other employees of the CSIR and subject to other Rules and Regulations the CSIR in force.</p>	No change
(i)	<p><i>Strength of Fellow in Laboratories/Institutes.</i></p> <p>The strength of fellows under the Scheme will be 5 (five) in each Laboratory/Institute However, if at any point of time, more than five fellows are required for Major project as part of Major Projects in thrust areas, the proposal with full justification may be sent for consideration of DGSIR.</p>	<p>The number of Fellow will be as under:</p> <p>(i) Labs./instts. having regular staff strength upto 1000- maximum 5</p> <p>(ii) Labs./instts. having regular staff strength upto 1000 and above. - maximum 10</p> <p>(however, if at any point of time more Fellows than the limit prescribed are proposed for Major Projects, the proposal with full justification will require prior approval of DGSIR,)</p> <p>(iii) Fellows in the level R(O) should be limited to 20% i.e. only one in the case of the smaller</p>

		<p>laboratories and two in the case of larger ones.</p> <p>(iv) The maximum age restriction in different categories of "Fellows" should be as follows:-</p> <p>R(0) 25 years</p> <p>R(1) to R(3) 40 years</p> <p>R(4) 45 years</p>
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	<b>Existing Provisions</b>	<b>Modified Provisions</b>
(j)	<p>Residential Accommodation</p> <p>The Scientists thus recruited will be allowed hostel accommodation wherever available.</p> <p>Scientist's apartments like those at Maharani Bagh New Delhi may be constructed at each Lab. for providing housing facility to scientists specially to those recruited from abroad. Rent for hostel/apartment accommodation as may be recovered at 5% of the emoluments as fixed in each case.</p> <p>Where such accommodation cannot be provided, the Fellows may be allowed House Rent Allowance as per CSIR Rules, on the basis of the emoluments fixed in each case.</p> <p>The question of leasing flats for the Fellows appointed under the Scheme will be considered in the context of the over-all review of housing matters which are being looked into by a Separate Committee.</p>	No change
(k)	Medical Benefits	

	<p>Medical benefits as applicable in the CSIR Labs./Insttts. for their employees may be made available to these scientists.</p>	<p>No change</p>
(I)	<p><i>Leave and other service benefits:</i></p> <p>Fellows appointed under this Scheme will be entitled to 30days leave as prescribed in Rules-26 of CCS(Leave) Rules, 1972, i.e. 15 days leave may be credited to the scientist account on 1st Jan. and another 15 days on 1st July every year. When a scientist joins in the course of a given half year, prorata credits may be given for the initial half year in the same manner as prescribed in the normal leave Rules. In the event of any unexpected termination of the appointment the total leave entitlement-may be calculated on prorata basis and if any excess leave had been availed off, monetary adjustment may be made in the final remuneration claim of the Scientist.</p> <p>Note :</p> <ol style="list-style-type: none"> <li>1. The present procedure as provided in the CSIR letter No.17(155)/86-E.II dated 18.7.86, for consideration of the Scientist Fellow alongwith other bright scientists available in open market for regularisation may continue.</li> <li>2. recruitment of 'Fellows' be so expedited so as to ensure that the appointee is in position within three months,</li> </ol>	<p>No change</p>

*Copy of CSIR letter No. 17(155)/91-E.II, dated 3.8.1992*

(3)

**Sub:- Quick recruitment of scientists for major projects.**

The scheme for "Quick" recruitment of scientists for major projects" was introduced in CSIR with the objective of providing a flowing system for new inputs into the staffing patterns of CSIR and for attracting brilliant young people for starting research career and senior level scientists/professionals with outstanding achievements for implementing inputs available in-house for major projects.

2. The scheme has been in operation for about six years. Accordingly, it was evaluated and changes, as approved by the Governing Body at its meeting held on 6.5.1992 have been notified vide this office circular letter of even number dated 3.8.1992. I hope you have, by now, received the modified provisions.
3. The Governing Body at the aforesaid meeting had also emphasized that recruitments of Scientist Fellow under the scheme should not become an indirect way of entry into the CSIR system. I had assured the GB that I will apprise the directors about this concern.
4. I shall request you kindly to keep the concern expressed by the Governing Body in view while making recruitment of Scientist Fellow in your Laboratory/Institute in future. All appointments should be with a clear and explicit understanding that this appointment is not a step to a regular job in Laboratory.

*Copy of CSIR letter No. D.O. 17(155)/91-E.II dated 20.8.1992*

(4)

**Sub:- Quick Recruitment of Scientist (Fellows) for Major Projects.**

The scheme as approved by the Governing Body at its meeting held 6.5.92, were circulated vide this office letter of even number dated 3.8.1992 for information and guidance. In order to eliminate the disparity between the Fellows existing as on 6.5.1992 and those recruited thereafter, it has been decided that the emoluments of Fellows in positions as on 6.5.1992 may be fixed at the corresponding stage in the same Range as per revised levels of emoluments given in CSIR circular cited above. The Financial benefits will accrue w.e.f. 6.5.1992.

*Copy of CSIR letter No. 17(155)/91-E.II dated 23.12.1992*

(5)

**Sub:- Quick Recruitment of Scientists for major projects.**

Reference this Office Circular letter of even number dated 3.8.92 containing revised guidelines for quick recruitment of Scientists for major Projects. The question of the rates of TA/DA payable to the Scientists (Fellow)-appointed under-the said Scheme has been under consideration for some time. The DG, CSIR, in consultation with FA, CSIR has now been pleased to approve the Following rates:-

Sl. No.	Travelling Allowance			D.A		
		By Rail	By Road	All other Places	'B-I Class Cites	'A' Class Cites
				Ordinary Hotel	Ordinary Hotel	Ordinary Hotel
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	R(O) Rs. 1800/- (Fixed)	Ist Class/AC Chair AC III tier Sleeper/Shatabadi Express.	Deluxe Bus	53/75	68/100	83/120
2.	Range (1) (Rs. 2500-3500)	-do-	-do-	60/115	75/135	98/190
3.	Range (2) (Rs. 3200-4600)	-do-	-do-	-do-	-do-	-do-
4.	Range(3) (Rs.3900-5500)	Ist Class/ AC II Tier Sleeper/ Shatabdi Express/ Rajdhani Express	-do-	70/160	84/180	105/225
5.	Range(4) (Rs. 5900-8000)	-do-	-do-	78/205	85/225	106/265

The rates will come into force with immediate effect.

*Copy of CSIR letter No. 17(1555)/91-E.II, dated 8.9.1995*

(6)

**Sub:- Quick Hire Scheme – Revision of Emoluments of Fellow.**

Reference CSIR letter No.17(155)91-E.II dated 03-08-1992 forwarding a copy of the CSIR Scheme for .Quick Recruitment of Scientist for Major Projects. The matter regarding revision of the emoluments structure for various ranges under the said Scheme has been under consideration for some time.

The matter was accordingly considered by the Governing Body at its 140<sup>th</sup> meeting held on 31.10.1995, and approved the revised emoluments structure as under:

Range	Existing Emoluments (Rs.)	Revised Emoluments (Rs.)
Range (0)	1800/-	2800/-
Range (1)	2500/2700/2900	3800/4000/4200
	3100/3300/3500	4400/4600/4800
Range (2)	3200/3400/3600	4500/4750/5000
	3800/4000/4200	5250/5500/5750
	4400/4600	6000/6250
Range (3)	3900/4100/4300	5400/5650/5900
	4500/4700/4900	6150/6400/6650
	5100/5300/5500	6900/7150/7403
Range (4)	5900/6100/6300	8000/8250/8500
	6550/6800/7100	8750/9000/9400
	7400/7700/8000	9700/10,000/10,300

In addition to the above revised emoluments structure, the Governing Body has also approved a nominal annual five percent (5%) increase in emoluments of the Fellows.

The above revised emolument structure will be effective from 1st October 1995 and the existing incumbents will be placed in the corresponding range and stage from that date. All other clauses of the scheme i.e. qualification, experience, age limit and procedure for appointment to the different ranges under the scheme will remain the same as contained in the scheme forwarded vide CSIR Letter dated 03-08-1992 cited above.

*Copy of letter No. 17(155)/91-E.II dated 6.12.1995*

(7)

**Sub:- Quick Recruitment of Scientists (Fellows) for Major Projects - Provision of age relaxation.**

I am directed to invite your kind attention to CSIR circular letter No.17(155)/91-E.II dated 3.8.1992 on the above subject and to state that there being no provision under the existing scheme for any age relaxation, problems are being faced by the Labs./Instts. for speedy appointment of scientist (Fellow) of talent in India or from abroad. The matter was, therefore, placed before the Governing Body for its consideration.

The Governing Body considered the matter at its 141st meeting held on 26.4.1996 and has empowered the DG, CSIR to grant relaxation in age in really deserving cases for appointment of Scientist(Fellow) in Major Projects.

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. 3(10/J94-E.II dated 8.7.1996*

(8)

**Sub:- 'CSIR Service Rules 1994, for recruitment of Scientific Technical and Support Staff'- reg. period of experience in a discipline/area of work.**

I am directed to refer to this office letter of even No. Dated 11.7.1994 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 Ph.D 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*

(9)

**Sub:- Relaxation in marks in the cases of candidates are reserved categories for recruitment to the post of Scientist Gr. IV(1).**

I am directed to refer to your Fax message dated 23<sup>rd</sup> September, 1996 on the subject cited above and to inform you that relaxation in age limit is normally granted in the cases of candidates belonging to reserved categories. The Recruitment Rules for S&T posts provide for relaxation in qualification/experience only in the cases of exceptionally meritorious candidates. However, general relaxation in percentage of marks for candidates of reserved categories cannot be granted since the minimum prescribed standards of suitability cannot be relaxed in any case. In this context, your attention is invited to the instructions issued by Govt. of India vide OM No. 1.1.70-Estt. (SCT) dt. 25.7.1970 which reads as follows:-

“Where a minimum number of marks or a minimum grade is also prescribed as part of the educational qualification, the minimum marks/grade so prescribed shall also uniformly apply to all candidates including SC and ST candidates”.

*Copy of CSIR letter No. SDS/S&T/Rules/92-R&A (Vol. II) dated 29.11.1996*

(10)

**Sub:- Assessment under the MANAS — Clarification regarding submission of work reports by the assesses.**

I am directed to state that as per procedure prescribed under MANAS the self-assessment reports and the work report's of the assesses are to be placed before the Assessment Committee at the time of interview. Moreover, in the cases of scientists, a copy of the work report is also required to be sent to the referees for obtaining the Peer Review reports. As such submission of the work report by the assesses is an essential requirement for assessment purposes. However, references are being received from the Labs./Instts. informing that some of the assesses are not submitting the same inspite of repeated requests made to them to do so.

After careful consideration of the matter, the DG, CSIR has been pleased to decide that non-submission of the work report (Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment) by any assessee by the stipulated date will be treated as willful disinterest on the part of the assessee concerned for consideration for assessment to the next higher grade and he/she will be considered as having forfeited that chance for assessment. Accordingly, no experience marks will be admissible in subsequent chances in such cases.

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

*Copy of CSIR letter No. 17/66/9/96-PPS dated 21.4.1997*

(11)

**Sub:- Payment of honorarium to members of RC attending meeting of Assessment Committee.**

I am directed to refer to your letter No. AO/ECT/Misc./97 dated 11<sup>th</sup> March, 1997 on the subject cited above and to state that DG, CSIR in consultation with FA, CSIR has decided that if meeting of the Assessment/Selection Committee (where the entire RC constitutes the Committee) is held in continuation of RC meeting, non-CSIR member are to be paid honorarium only once. No additional honorarium is to be paid for a meeting which is held in continuation of the RC meeting.

*Copy of CSIR letter No. 2(1)/Misc./97-R&A dated 26.5.1997*

(12)

**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*

(13)

**Sub:- Abolition of existing system of appointment of Group-IV Scientists on contract basis.**

I am directed to state that the matter regarding abolition of contractual system for appointment of Scientists in Gr. IV was placed before the Governing Body for its consideration at its 143<sup>rd</sup> meeting held on 10.6.1997. The Governing Body considered the matter and approved the proposal for dispensing with the system of contractual appointment of scientific

staff (Scientist- B upto Scientist-H) and appointing them on regular/permanent basis subject to successful completion of the probationary period of one year, extendable, if necessary, by another year or less in conformity with the system applicable to other categories of staff in CSIR and as prevailing in other publicity funded S&T organisations for scientific staff. The appointment of Directors of National Labs./Instts. will continue to be on contractual basis. Consequently, the existing scientists in Group-IV who have not been confirmed against any post may be considered for confirmation on the post on which they were initially appointed in Group-IV in CSIR service subject to fulfillment of the conditions stipulated in this regard in the extant instructions issued by Govt. of India/CSIR.

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

*Copy of CSIR letter No. 17/66/94-PPS dated 9.10.1997*

**(14)**

**Sub:- Representations from Council employees on service matters.**

I am directed to invite your kind attention to the provisions under Rule-20 of the CCS (Conduct) Rules 1964 as made applicable to the Council employees, according to which no employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

Instructions have also subsequently been issued by the GOI/CSIR from time to time that whenever, in any matter connected with his service rights or conditions, an employee wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to President or Vice-President must not be made unless all means of securing attention or redress from lower authority have been exhausted, and even in such cases the representations must be submitted through the proper channel.

It has been observed that inspite of reiteration of the above instructions time and again, representations continue to be addressed by the employees to the DG, CSIR and other higher authorities. This is not only undesirable but also contrary to official propriety and subversive of discipline constituting breach of Rule 20 of the CCS(Conduct) Rules referred to above.

It is requesting that the above instructions may again be brought to the notice of all the employees on your Labs./Instts. for their information/guidance and strict observance. Any

breach of these rules/instructions shall be viewed very seriously and the employee concerned shall render themselves liable for disciplinary action under the relevant as per rules.

*Copy of CSIR letter No. 17(226)/97-E.II dated 24.11.1997*

**(15)**

**Sub:- Abolition of existing system of appointment of Group-IV Scientists on contract basis – Completion of probationary period regarding.**

I am directed to invite your kind attention to this office circular letter of even number dated 9.10.1997 on the above subject and to state that references – are being received from the Labs./Instts. seeking clarifications regarding completion of probationary period in respect of existing Group-IV scientists who had been kept on two years probation prior to the date of issue of the said CSIR circular and have yet to complete the same.

After careful consideration of the matter, it is clarified that the scientists who had been kept on probation for a period of two years, the original period of their probation will be restricted to one year from the date of issue of the CSIR circular dated 9.10.1997 notifying the decision of the Governing Body or the date of completion of two years, whichever is earlier. In other words, the scientists who are due to complete the two years probation before 8.10.1998 will complete the same on the due date on completion of two years and those who are due to complete the period of two years probation after 8.10.1998, the period of their original probation will be restricted to one year from 9.10.1997, extendable if considered necessary for a maximum period of another one year in terms of CSIR letter under reference.

It is requested that the above clarification 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. 17/66/94-PPS dated 12.1.1998*

**(16)**

**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 bringing 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 145<sup>th</sup> 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*

**(17)**

**Sub:- Quick Recruitment of Scientists (Fellows) for Major Projects - revision of emoluments structures.**

In modification of CSIR circular letter of even number dated 6.12.1995 on the above subject, the emoluments structure for various Ranges under the Quick Recruitment of Scientists (Fellows) for Major Projects Scheme has been revised with the approval of the competent authority as under :-

<b>Range</b>	<b>Existing emoluments (RS.)</b>	<b>Revised emoluments (Rs.)</b>
Range (0)	2800/-	5000/-
Range (1)	3800/4000/4200/4400/4600/4800	8000/8400/8800/9200/9600/10000
Range (2)	4500/4700/5000/5250/5500/5750/6000/6250	10000/10500/11000/11500/12000/12500/13000/13500
Range (3)	5400/5650/5900/6150/6400/6650/6900/7150/7400	12000/12600/13200/13800/14400/15000/15600/16200/16800
Range (4)	8000/8250/8500/8750/9000/9400/9700/10000/10300	15000/15750/16500/17250/18000/18750/19500/20250/21000

The above revised structure will be effective from 1st April 1998 and the existing incumbents will be placed in the corresponding Range and stage from that date i.e. 1.4.1998. All other clauses of the scheme. i.e. qualification, experience, age limit and procedure for appointment to the different Ranges will remain the same as contained in the scheme circulated vide CSIR letter of even number dated 3.8.1992.

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

*Copy of CSIR letter No. 17(155)91/98-E.II dated 29.1.1999*

(18)

**Sub:- Quick Recruitment of Scientists (Fellows) for Major Projects - revision of emoluments structures.**

In continuation of this office circular letter of even No. dated 29.1.99 on the above subject, it is clarified that the provision for 5% annual increase in the emoluments of the Quick Hire Fellow as originally envisaged in the Scheme duly approved by the GB and notified vide CSIR circular dated 6.12.95, is also applicable with the revision of emoluments structure notified vide CSIR circular dated 29.1.99

*Copy of CSIR letter No. 17(155)91/98-E.II dated 5.4.1999*

(19)

**Sub:- Recruitment of S&T and Support Staff- reg. relaxation in age/exp./qualification.**

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 dated 22.9.2000*

(20)

**Sub:- Assessment Committee for assessment of Scientists from Grade-IV(4) to Grade-IV(5) under para 4.5 of Revised MANAS.**

I am directed to state consequent upon amendment in the Rules and Regulations and Bye-laws of CSIR, as notified vide CSIR letter No. 6/1/99-(Cte)dated 4.6.1998, references are being received from Labs./Instts. whether the same procedure of electing a member as Chairman in the absence of the Chairman for RC meetings, could also be followed in respect of assessments for which the entire RC constitutes the Assessment Committee.

As per provision contained in para 4.5 of Revised MANAS, for assessment of scientists working in the Labs./Instts. from Grade-IV(4) to Grade-IV(5), the entire RC will constitute the Assessment Committee and the quorum comprises of Chairman of RC, Director and one Expert in the area of assesses. Thus, under the existing guidelines, there is no provision for an alternate Chairman in case the Chairman is not able to attend the Assessment Committee meeting for any reason.

The matter has been considered and the competent authority has approved the modification of the existing relevant provision under para 4.5 of the Revised MANAS as under:

“Para 4.5 – For assessment from Grade-IV(4) to Grade-IV(5) the RC will constitute the Assessment Committee in the case of Labs. The Chairman RC will preside as the Chairman, Assessment Committee. In the absence of Chairman, RC, member present shall elect a member to preside the Assessment Committee. In case areas of all assesses are not covered, experts in these areas may be co-opted as additional members of the Committee.

Quorum: Chairman, Assessment Committee, Director and  
One Expert in the area of assesses

Total members present including above three should be  
more than 50% of the total strength of RC”.

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)/94-PPS dated 23.11.2000*

**(21)**

**Sub:-ACRs by officers under suspension-Review of instructions reg.**

**Ref: Circular letter No.3/1/71-O & M dated 23.8.1978**

In continuation of this office letter of even number dated 23rd August, 1978 on the subject cited above, I am directed to forward herewith a copy of O.M.No.21011/8/2000-Estt.(A) dated 25.10.2000 from Department of Personnel & Training, New Delhi for information, compliance /guidance and necessary action.

*Copy of CSIR letter No. 3/1/71-O & M dated 13.12.2000*

copy of O.M.No.21011/8/2000-Estt.(A) dated 25.10.2000 from Department of Personnel & Training,

Sub:- Writing of ACRs by officers under suspension-Review of instructions reg.

The undersigned is directed to refer to this Department's O.M.No.21011/2/78-Estt. (A) dated 1st August, 1978 which allows the Reporting/ Reviewing officer under suspension to write/review the ACR on his subordinates within two months from the date on which the report was due.

2. The policy of the Government has been reviewed in the light of a suggestion from Central Vigilance Commission and it has been decided in partial modification of the above orders that no officer under suspension should be allowed to write/review the ACRs on his subordinates if during major part of writing/reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.
3. The Ministry of Agriculture & Cooperation etc are requested to bring the above decision to the notice of all concerned authorities for compliance and guidance.

(22)

**Sub:- Assessment Committee for assessment of Scientists from Grade-IV(4) to Grade-IV(5) under para 4.5 of Revised MANAS – Clarification.**

In continuation of the Office Circular of even number dated 23.11.2000 on the above subject, I am directed to state that the modification in the provision in para 4.5 of the revised MANAS notified vide the said CSIR circular of 23.11.2000 has been approved by the Governing Body subject to the condition that the meetings of the Assessment Committee shall be fixed by the Chairman on the dates convenient to him for Chairing the same by himself. The provision for election of a member to function as Chairman of the Assessment Committee shall be acted upon only if the Chairman is not able to attend on the fixed date due to some unavoidable reasons caused subsequent to fixing the said date by him. Accordingly, the said provision does not provide for nominating the alternate Chairman in advance.

You are requested kindly to note the above decision of the Governing body and also bring the same to the notice of all concerned in your Lab./Instt. for their information, guidelines and strict compliance.

*Copy of CSIR letter No. 17/6/94-PPS dated 11.1.2001*

(23)

**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*

**(24)**

**Sub:- Advertisements for filling up of S&T posts - Clarification reg.**

I am directed to state that it has been observed that while issuing the advertisement for filling up of S&T posts, the Labs./Instts. are mentioning all the qualifications prescribed under the CSIR Recruitment Rules for S&T staff for the post, as the essential qualifications although the actual requirement may be for the candidates possessing any one of the qualifications mentioned therein. This is creating unnecessary problems including representations from the candidates who are not called for interview for the simple reason that though they may be having any one of the advertised qualifications but not the one actually required by the Lab./Instt. In order to avoid such unnecessary problems, it is clarified that while advertising the post(s), one should not advertise all the qualifications but only those out of the list of different qualifications prescribed for the said post, which are actually required to be possessed by the candidates to be considered for the post under consideration.

Similarly some of the laboratories are issuing advertisements for a post in two grades such as Scientist Group IV(3)/Group IV(2) and thereafter making selections for any one of them. This is not quite in order. In cases where it is intended to select a candidate in the lower grade on the basis of the higher advertised post, the proper procedure would be to advertise the post only in the higher grade mentioning that in case of none of the candidates being found suitable for the advertised post, the candidates could also be considered for the lower post mentioning the lower post. On receipt of applications, the applications should be screened only for the advertised post. However, the selection committee can make recommendations for the advertised post or for the lower post depending upon the suitability of the candidates.

It is requested that the above clarifications 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-IV)/2001-R&A dated 3.10.2001*

**(25)**

**Sub:- Revised pay structure and career progression scheme for CSIR Group-IV (Scientific) Personnel.**

I am directed to state that the proposal for providing incentives, to the Group-IV scientists in order to attract, retain, inspire and motivate scientists to give their best contributions on the pattern of the same being given to the Scientists in DRDO, as per concurrence given by the

Ministry of Finance was placed before the Governing Body at its 150<sup>th</sup> meeting held on 15.2.2001.

The GB considered the matter and approved to grant the following incentives to te Group-IV Scientists in CSIR system w.e.f. 1.1.2001.

- i) Special pay of Rs.2000/- p.m. (without DA) to scientists Group-IV in the pay scale of Rs. 18400-22400, in lieu of a separate higher pay scale after peer review.
- ii) Two additional increments (without DA) to Scientists Group-IV (Recruitees/Promotees) in the pay of Rs. 10000-15200; 12000-16500; 14300-18300 and 16400-20000 after their normal pay fixation.
- iii) Professional up-date allowance of Rs.5000/- per annum to all Scientific Group-IV.

As regards the additional budgetary allocation and accounting procedure for payment of the arrears etc. on the above account, a separate communication is being issued by Finance to the Labs,/Instts.

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.

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

(26)

**Sub:- Revised Recruitment and Assessment Promotion Rules, for Group-IV Scientists in CSIR.**

I am directed to state that while agreeing to grant incentives to Gr. IV scientists of CSIR, as notified vide CSIR circular letter No.2(RR-IV)/2001-R&A dt7.12.2001, the Ministry of Finance had desired that CSIR should modify their Recruitment & Assessment Promotion Rules for Gr. IV scientists on the pattern of DRDO.

The proposal to grant the incentives and modify the Recruitment and Assessment Promotion Rules as per concurrence of Ministry of Finance was placed before the GB at the 150th meeting held on 15.2.2001. The GB approved the proposal and desired that the revised rules be drafted through a Committee. The rules drafted as such by the Committee were placed before the Governing Body at its 151st meeting held on 10th Oct., 2001.

The Governing Body considered and approved the revised rules. A copy of the revised rules as approved by the Governing Body is sent herewith for your information, guidance and implementation. These rules are effective from 1.1.2001 for assessment promotions and from 1.4.2002 for recruitments to ensure that no new advertisement is issued and existing cases are completed well before 31.3.2002.

The specimen of the Annual confidential Reports to be made applicable w.e.f. 1.1.2001 is being circulated separately.

It is requested that the above revision in the Recruitment and Assessment Promotion Rules may be brought to the notice of all concerned in your Lab./Instt. for further information, guidance and necessary action.

Hindi version follows.

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

**(27)**

**Sub:- Revised Recruitment and Assessment Promotion Rules for Group-IV Scientists in CSIR.**

I am directed to state that while agreeing to grant incentives to Gr. IV scientists of CSIR, as notified vide CSIR circular letter No. 2(RR-IV)/2001-R&A dt. 7.12.2001, the Ministry of Finance had desired that CSIR should modify their Recruitment & Assessment Promotion Rules for Gr.IV scientists on the pattern of DRDO.

The proposal to grant the incentives and modify the Recruitment and Assessment Promotion Rules as per concurrence of Ministry of Finance was placed before the GB at the 150<sup>th</sup> meeting held on 15.2.2001. The GB approved the proposal and desired that the revised rules be drafted through a Committee. The rules drafted as such by the Committee were placed before the Governing Body at its 151<sup>st</sup> meeting held on 10<sup>th</sup> Oct., 2001.

The Governing Body considered and approved the revised rules. A copy of the revised rules as approved by the Governing Body is sent herewith for your information, guidance and implementation. These rules are effective from 1.1.2001 for assessment promotions and from 1.4.2002 for recruitments to ensure that no new advertisement is issued and existing cases are completed well before 31.3.2002.

The specimen of the Annual confidential Reports to be made applicable w.e.f. 1.1.2001 is being circulated separately.

It is requested that the above revision in the Recruitment and Assessment Promotion Rules may be brought to the notice of all concerned in your Lab./Instt. for further information, guidance and necessary action.

Hindi version follows.

*Copy of CSIR letter No. 2(RR-IV)/2001-R&A dated 11.12.2001*

(28)

**Sub:- Grant of additional increments and professional update allowance to Group-IV Scientist under the new Recruitment & Assessment Rules – Clarification regarding.**

I am directed to state that consequent upon notification of the new recruitment and assessment rules for Group-IV Scientists, references are being received from the Labs./Instts. seeking clarification about the grant of additional increments and the professional update allowance. The same are clarified as under:

1. All the existing Scientists as well as those who are promoted/recruited in the scale of-Rs. 18400-22400 will be automatically entitled for the special pay of Rs.2000/- per month (without DA). This special pay will be entirely a separate element not to be taken into account for any purpose such as pay fixation, entitlement for various purposes, pension etc.,
2. Since the scale of pay of the Director is under consideration for revision, they will not be entitled for a special pay of Rs.2000/- per month.
3. The professional update allowance of Rs. 5000/- p.a. to all the scientists of Group-IV will be in lieu of the existing reimbursement of subscription to professional/learned societies.

It is requested that the above clarification 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. 7-1(1)/2002-R&A dated 8.3.2002*

(29)

**Sub:- Incomplete APARs – procedure regarding.**

As per CSIR Circular letter' No.3/80/85-O&M, dated 31.10.2000; the benefit of averaging is available only in respect of cases of foreign assignment/deputation/study level/EOL where APARs cannot normally be written under the given system. In practice, however, it is observed that, this provision is grossly misinterpreted and misused to give undue benefit to those officers who are intentionally avoiding submission of Self-Assessment Report for fear that reports might not fetch them the grades as per their liking.

The matter has been, examined and it has been decided with the approval of the DG, CSIR that:

If APAR. is not available for a year /part of year/a number of years because the officer has not submitted his/her self-Assessment report inspite of one or more reminders, and

Reporting/Reviewing Officers are not in a position to grade the officer without self-assessment report, a remark to this effect will be placed in the COA/AO after getting the approval of the Director.

The COA/AO will also place in the Dossier copies of the correspondence made with the officer reported upon/Reporting Officer/Reviewing Officer in this regard; and

The officer will get zero marks for those APARs. In other words computing the marks of APAR component in respect of the laid down residency period, the officer, who has failed to submit his/her self-assessment report for some period will not get any mark for the APAR in question.

It is therefore, requested that all future assessment may be regulated accordingly.

*Copy of CSIR letter No. 17/66/94-PPS dated 26.3.2002*

**(30)**

**Sub:- Advertisements for filling up of S&T posts.**

I am directed to refer to letter of even no. dated 03-10-2001 on the subject cited above and to state that the instructions regarding filling up of S&T posts at a level lower than the advertised one, have been reviewed by the DG, CSIR.

In partial modification of the afore-mentioned letter, it has been decided that henceforth the posts should be filled up at the same level at which they have been "advertised, in case suitable candidates are not found for the advertised level, then selection at a lower level can be made only after readvertising the post at that lower level.

*Copy of CSIR letter No. 2(RR-IV)/2001-R&A dated 26.4.2002*

**(31)**

**Sub:- Revised ACR forms.**

In continuation to CSIR letter of even no. dated 26.3.2002 (Serial Circular No. 124), I am directed to state that:

- (i) The critical appraisal/grade for the period ending 31.3.2001 as per the existing APAR format and instructions thereon, may be communicated to the respective scientists for the full reporting year i.e. 2000-2001.
- (ii) As per instructions issued so far, the new ACR format for Gr. IV scientists was to be introduced from 2001-2002 and onwards. However, since the exercise to devise the new ACR format is going to take some more time, it has been decided that till

such time as the new format is approved and introduced, the existing format of APAR may be used as ACR proforma. The gradings, except the adverse remarks, if any, shall not be communicated.

- (iii) The CSIR Recruitment & Assessment Promotion Rules, 2001 are applicable only to Gr. IV scientists, hence the existing recruitment and assessment promotion rules for Gr.I, II, III will continue to apply. Therefore, the existing APAR format for these group will continue to be operative.

*Copy of CSIR letter No. 7-1(2)/2002-R&A dated 7.6.2002*

**(32)**

**Sub:- Setting up of Recruitment and Assessment Board (RAB)**

CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 provide for setting up of a Recruitment and Assessment Board (RAB). Accordingly, the Governing Body in its 153<sup>rd</sup> meeting held on 1st May, 2002 has approved establishment of Recruitment and Assessment Board as follows:

**1. Chairperson**

- a) Should be a person of eminence in the S&T domain who commands a high respect amongst the CSIR scientific community. The Chairperson would have the flexibility to pursue his interests/and other activities, provided there is no conflict of interest with the responsibilities and duties as Chairperson of the RAB with the proviso that the first priority and adequate time is afforded to the responsibilities as Chairperson of RAB.

**b) Appointment of the Chairperson**

The selection of the chairperson will be made by a Search-cum-Selection Committee to be constituted by the Vice-President, CSIR. on the recommendation of DG, CSIR comprising an eminent scientist as Chairman with three other members respected in the S&T community.

No applications will be sought. The appointment of Chairperson shall be approved by the President, CSIR as provided for in the Rules.

Notwithstanding the above, in case of exigencies or due to the delays in filling up a vacancy or non-availability of the Chairperson for whatsoever reasons, the President, CSIR on the recommendations of the VP, CSIR, may appoint a Chairperson for a period not exceeding one year.

**c) Compensation Package for the Chairperson:**

Considering that the Chairperson may not be collocated with the office of RAB and he may also continue to pursue his other interests/activities, he would not be a full time employee of CSIR. Thus, a regular salary scale has not been proposed but the following compensation package appropriate and adequate to his high level position has been approved:-

- Fixed Remuneration of Rs. 25,000/- pm
- Expenses for residential accommodation for Rs. 10,000/- pm.
- Secretarial Assistance (when not collocated with office of RAB) Rs. 10,000/- pm.
- Residential phone/electronic mail -Rs.5000/- pm
- Staff Car/conveyance allowance only when collocated at the location of the office of RAB - Rs.7,000/- pm
- Medclaim/other medical insurance charges/medical reimbursement not exceeding Rs.50,000/- per annum
- TA/DA as admissible to/for DG, CSIR

**1. The Office of RAB and Staffing Pattern:-**

The office of the RAB shall be located at New Delhi in the premises of the present day INSDOC.

The day-to-day affairs will be managed by the Head of Office preferably a Scientist 'F' made available from the available strength of Scientists in CSIR. The other supporting staff shall be qualified persons from within the CSIR, conversant with the electronic/digital O & M work. The staff shall comprise:

1.	Head, RAB [preferably of the level of Scientist Gr.IV(5)]	-1
2.	SO (Gen.)	-1
3.	SO(F&A)	-1
4.	Assistant (Gen.)	-2
5.	JTA	-1
6.	Steno	-1
7.	LDC	-1
8.	Group D/Group 1 staff	-1

The staff for RAB shall be provided from amongst the existing manpower of CSIR by way of posting/transfer from the Labs./Instts. and/or CSIR Hqrs.

## **2. Budget for RAB**

The annual budget for RAB shall be worked out by the Head/Office of RAB and settled mutually between the Chairman, RAB and DG, CSIR.

*Copy of CSIR letter No. 7-1(4)/2002-R&A dated 12.6.2002*

**(33)**

**Sub:- Grant of additional increments and professional update allowance to Group-IV Scientists under the new Recruitment & Assessment Rules – Clarification regarding.**

In partial modification of CSIR letter of even no.( circular no. 119) dated 8.3.2002 on above subject, I am directed to state that the competent authority has decided to allow the benefit of special pay of Rs. 2000/- P.M. to all scientists Gr. IV(6) including the Directors 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. 7-1(1)/2002-R&A dated 19.6.2002*

**(34)**

**Sub:- Revised ACR forms.**

I am directed to refer to your letter No. RLJ -18(5)/Vig. dated 13.6.2002 on the above subject and to clarify that w.e.f. 1.4.2001 normalization of APAR gradings of Gr. IV scientists will not be required since the system APAR system has been replaced by closed confidential ACR system w.e.f. 1.4.2001.

*Copy of CSIR letter No. 7-1(2)/2002-R&A dated 20.6.2002*

**(35)**

**Sub:- Chance for assessment beyond the prescribed last chance under CSRAP Rules, 2001.**

It has been distinctly observed that there are a number of scientists, who even after availing all the allotted chances, have just not been able to get promotion and are still left with enough years to serve. There being no further chance of promotion available, they do feel devoid of motivation to work and this in turn spoils the work environment. The issue was discussed at length by the Governing Body during its 171<sup>st</sup> meeting held on June 10, 2008 and it was recommended that there should be opportunities available to the scientists even beyond their last chance of assessment without lowering further the minimum prescribed threshold.

In pursuance of the discussions on the issue held in the Governing Body, DG, CSIR has approved the proposal on provisioning for additional chance for assessment beyond the prescribed last chance with following details:

- (i) All candidates having completed atleast 10 years of residency period shall be considered for assessment for promotion to their respective higher grades only once, with effect from 31.3.06 or 31.3.08, whichever is earlier.
- (ii) Such cases completing 10 years during the assessment year 2008-09 and later, shall be considered w.e.f. their respective due dates alongwith other candidates of the assessment year till CSRAP Rules 2001 are in force in the present shape.
- (iii) Threshold prescribed for the last chance availed, shall be made applicable for the proposed additional chance also.

Further, it is informed that additional cases shall be taken up as a part of the currently ongoing exercise for assessment pertaining to the year 2008-09. The eligibility will be based on ACR's pertaining to the preceding 10 years only.

Accordingly, it is requested that all such cases covered under the provisions stated above, may be now taken up for necessary processing and referred to RAB in the prescribed format for further action.

*Copy of CSIR letter No. 1-2(1)/2002-RAB dated 15.10.2002*

**(36)**

**Sub:- CSIR Scientists Recruitment and Assessment Promotion Rules, 2001 – Clarification thereof.**

I am directed to state that many Labs./Instts. have sought clarification on various points of doubt relating to CSIR Scientists Recruitment and Assessment Promotion Rules, 2001, especially the clauses relating to assessment of scientific staff. The points of doubt expressed by various laboratories were considered by a Committee constituted by the Director-General, CSIR. On the suggestions of the Committee, Director-General, CSIR has approved to clarify the points of doubt as indicated at Annexure 'A' to this letter.

You are requested to kindly take necessary action for screening of eligible Scientists in the light of the clarifications given in the annexure. The details of eligible Scientists, as shortlisted by the internal Screening Committee, may kindly be sent to Chairperson, RAB by 15th November, 2002.

ANNEXURE 'A'

Sl.No.	Points of doubts	Clarification																																																														
1.	Whether all kinds of leave like EL. Commuted Leave, HPL EOL on both medical and personal grounds, maternity and paternity leave, will count towards the minimum residency period or not?	All periods of leave which count for earning increment shall also count for assessment.																																																														
2.	Whether the eligibility criteria given in Rule 7.4 is to be relaxed (or SC/ST?	Relaxation for SC/ST candidates may be considered at the time of final assessment by the RAB keeping in view the Govt. of India instructions issued on the subject from time to time. However, as far as eligibility criteria is concerned relaxation is not admissible.																																																														
3.	How the existing seven-point APAR gradings are to be converted into marks to arrive at the minimum averaged %age of marks for determining the eligibility as specified under Rule 7.4; since the existing gradings cannot be converted into scores like 85,80,70,65?	<p>The existing gradings of the 'open part' of APAR may be converted into marks as follows:-</p> <table border="1"> <thead> <tr> <th colspan="7">Proposed Normalisation of Marks</th> </tr> <tr> <th>% score</th> <th>Grade</th> <th>For 75 marks</th> <th>Behavioural marks</th> <th colspan="3">Total</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Outstanding</td> <td>75+</td> <td rowspan="6">As obtained in APAR</td> <td>=95</td> <td colspan="2">Or actual if higher</td> </tr> <tr> <td>90</td> <td>Excellent</td> <td>67.5+</td> <td>=90</td> <td colspan="2">-do-</td> </tr> <tr> <td>80</td> <td>V.Good</td> <td>56.2+</td> <td>=80</td> <td colspan="2">-do-</td> </tr> <tr> <td>70</td> <td>Good</td> <td>45+</td> <td>=70</td> <td colspan="2">-do-</td> </tr> <tr> <td>60</td> <td>Satisfactory</td> <td>37.5+</td> <td>=60</td> <td colspan="2">-do-</td> </tr> <tr> <td>50</td> <td>Fair</td> <td>26.25+</td> <td>=50</td> <td colspan="2">-do-</td> </tr> <tr> <td>35</td> <td>Poor</td> <td>15+</td> <td>=35</td> <td colspan="2">-do-</td> </tr> </tbody> </table>						Proposed Normalisation of Marks							% score	Grade	For 75 marks	Behavioural marks	Total			100	Outstanding	75+	As obtained in APAR	=95	Or actual if higher		90	Excellent	67.5+	=90	-do-		80	V.Good	56.2+	=80	-do-		70	Good	45+	=70	-do-		60	Satisfactory	37.5+	=60	-do-		50	Fair	26.25+	=50	-do-		35	Poor	15+	=35	-do-	
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35	Poor	15+	=35	-do-																																																												

4.	Whether the benefit of one year early assessment as provided under Rule 7.4.1 will be admissible in the cases of scientists who have already got merit assessment under MANAS (pre-revised)?		Pre-revised MANAS provided for 'Merit' assessment (i.e. early assessment) for' Group IV Scientists. The new Rules cannot be read; in isolation. Therefore, those Scientists who have already got merit promotion twice shall not be eligible for early assessment Those who have got one merit assessment can be considered once for early assessment and those who have not been considered for merit assessment can be considered twice in their entire career for early assessment in terms of provisions of Rule 7.4.1.					
5.	What shall be the due date of assessment in terms of Rule 7.4.1 for those who complete ¾ years prior to 1.1.2001, say in May, 2000? And how their subsequent chances will be fixed whether on completion of one year from the original date of completion of ¾ years or after one year from 1.1.2001?	5) & 6).	In case a Scientist is completing his residency period for assessment promotion (under old rules) after 31.12.2000 but completes his residency period on or before 31.12.2000 under new rules, he shall be 'considered for assessment w.e.f. 1.1.2001, the date from which new rules have been enforced for assessment In case he is not recommended for assessment then the next chance will become due after one year i.e. on 1.1.2002. However, Scientists Gr.IV(1)/(2)/(3), who have completed minimum residency period of 3/4 years as per new Rules prior to 31-12-2000, may be given option for assessment either on completion of 3/4 years, as the case may be, w.e.f. 1-1-2001 or from the date of completion of 4 years in case of Scientists Gr. IV(1) and 5 years for Scientists Gr. IV(2)/(3) but under new rules. . This shall be a onetime irrevocable option.					
6.	Some Group IV Scientists have completed residency period of ¾ % years under the new Rules. Whether date of							

	eligibility for assessment promotion' will be 1.1.2001 even if they do not qualify in the first chance under 3 years residency period?		
7.	For calculating threshold average APAR marks, which APARs/ACRs are to be considered? Whether the APARs/ACRs for the number of years equal to the minimum eligibility period starting from the assessment- year to backwards or from the date of holding the post onwards?	7) & 8)	The APARs starting from due date of eligibility are to be considered by going back 3/4/5 years, as the case may be, so that latest APARs are taken into account For example, in the case of a person who is becoming due for assessment on completion of three years as on 1-4-2001, the APARs for the years 2000-2001, 1999-2000 and 1998-99 are to be considered. If eligibility period is completed in the middle of a year, APAR for this year will be taken into account if due date of eligibility is 30 <sup>th</sup> September or later. However, total number of APAR to be considered will remain 3/4/5 as the case may be.
8.	It is not clear how many and which years APARs are to be considered to determine the year of residency, when the residency period by excluding the uncountable period of leave) ends in one financial year and the total residency period ends in another?		
9.	Whether fraction of average marks is to be rounded off to the nearest next figure?		No rounding off is to be done.

10.	<p>In case of those candidates who have completed the minimum residency period for the first chance before 1.1.2001, but have not obtained the minimum threshold marks, are they to be considered for their second chance on completion of the prescribed residency period of 4/5/6 years from the date of holding the present post or after a gap of one year? For example, a scientist Gr. IV(3) who was holding the present grade from 1.2.1996 and has completed four years of service as on 1.2.2000 is to be considered for the first chance w.e.f. 1.1.2001 i.e. the date of implementation of CSIR Scientists Recruitment &amp; Assessment Promotion Rules, 2001. However, if he is not found eligible for consideration of his assessment promotion to the grade IV(4) because of not obtaining the 85% threshold marks in APARs/ACRs, what would be his next date of eligibility for consideration for assessment 1.2.2001 (i.e. on completion of 5 years in the present grade) or 1.1.2002?</p>		<p>This has already been clarified at points (5) &amp; (6) above. The next assessment can only be done on completion of 1 year from the assessment date as fallen due.</p>

11.	In cases of Scientists who have been assessed under the Revised MANAS, but not recommended, whether their further chances of assessment under the new assessment rules are to be considered effective from the next anniversary of completing the requisite length of service, and whether threshold for the respective chances will be as per CSIR Scientists R & A Promotion Rules, 2001?		In cases where Scientists have been assessed under MANAS up to 31-12-2000, further chances of assessment shall be regulated as per Rule 7.4 of CSIR Scientists Recruitment & Assessment Promotion Rules, 2001.

*Copy of CSIR letter No. 7-1(1)/2001-R&A dated 16.10.2002*

(37)

**Sub:- CSIR Scientists Recruitment and Assessment Promotion Rules, 2001 – Clarification thereof**

I am directed to refer to this office letter of even number dated 16.10.2002 whereby clarifications on certain points of doubts relating to CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 were issued. With regard to clarification given at Sl. No. 5 & 6, the provision relating to option to Scientists Gr. IV(1) has been reviewed by the Director-General, CSIR and it has been decided that the clarification given earlier may be read as follows:-

S. No.	Points of doubts	Clarification given earlier as per letter dated 16.10.2002	Revised Clarification
5.	What shall be the due date of assessment in terms of Rule 7.4.1 for those who complete $\frac{3}{4}$ years prior to 01-01-2001, say in May,	In case a Scientist is completing his residency period for assessment promotion (under old rules) after 31.12.2000 but completes his residency period on or before 31.12.2000 under	In case a Scientist is completing his residency period for assessment promotion (under old rules) after 31.12.2000 but completes his residency

	2000? And how their subsequent chances will be fixed whether on completion of one year from the original date of completion of $\frac{3}{4}$ years or after one year from 1.1.2001?	new rules, he shall be considered for assessment w.e.f. 1.1.2001, the date from which new rules have been enforced for assessment. In case he is not recommended for assessment, then the next chance will become due after one year i.e. on 1.1.2002.	period on or before 31.12.2000 under new rules, he shall be considered for assessment w.e.f. 1.1.2001, the date from which new rules have been enforced for assessment. In case he is not recommended for assessment, then the next chance will become due after one year i.e. on 1.1.2002.
6.	Some Group IV Scientists have completed residency period of $\frac{3}{4}$ years under the new Rules. Whether date of eligibility for assessment promotion will be 1.1.2001 even if they do not qualify in the first chance under 3 years residency period?	However, Scientists Gr. IV(1)/(2)/(3) who have completed minimum residency period of $\frac{3}{4}$ years as per new Rules prior to 31.12.2000, may be given option for assessment either on completion of $\frac{3}{4}$ years, as the case may be, w.e.f. 1.1.2001 or from the date of completion of 4 years in case of Scientists Gr. IV(1) and 5 years for Scientists Gr. IV(2)/(3) but under new rules. This shall be a one-time irrevocable option.	However, Scientists Gr. IV(1) who have completed minimum residency period of 3 years but less than 4 years as on 1.1.2001 may be given option for assessment either on completion of 3 years or 4 years. Those Scientists Gr. IV(1) who have completed more than 4 years but less than 5 years may be given option for assessment either on completion of 4 years as on 1.1.2001 or 5 years. As regards Scientists Gr. IV(2)/(3) who have completed more than 4 years but less than 5 years as on 1.1.2001, they may be given option for assessment either on completion of 4 years as on 1.1.2001 or 5 years. This shall be a one-time irrevocable option.

You are requested to kindly take further necessary action accordingly.

*Copy of CSIR letter No. 7-4(12)/2002-R&A dated 18.11.2002*

(38)

**Sub:- Clarification on CSIR Scientists Recruitment and Assessment Promotion Rules, 2001.**

With reference to your letter No. 3/39/1V/01-02/2002-E.III dated 19.8.2002 on the subject cited above, I am directed to inform you that relaxation in age limit upto 5 years is allowed to the employees of Council/Government/Autonomous Bodies/Public Sector in accordance with para 6.3.1 of CSIR Scientists' Recruitment and Assessment Promotion Rules, 2001, which is over and above the relaxation in age limit for SC/ST/OBCs as per instructions on the subject. Further, relaxation in age limit, as per GOI orders is to be granted to SC/ST/OBC candidates who apply for the posts reserved for SC/ST/OBC.

Likewise, relaxation in age limit in the cases of Physically Handicapped candidates shall also be applicable which will be over and above the relaxation provided as per GOI orders endorsement vide CSIR letter No.31(11)/98-Gen dated 10.6.1999).

*Copy of CSIR letter No. 7-1(2)/2001-R&A -175 dated 9.12.2002*

(39)

**Sub:- CSIR Scientists Recruitment and Assessment Promotion Rules, 2001 – Clarification thereof.**

I am to refer to this office letters of even number dated 16th October and 18th November, 2002 whereby clarifications on certain points of doubt relating to CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 were issued. Thereafter, some Labs./Instts. have sought further clarification on certain issues.

The matter has been considered by Director-General, CSIR and accordingly, I am directed to clarify the points of doubt as per Annexure to this letter.

You are requested to kindly take further necessary action accordingly.

S.No.	Points of doubt	Clarification
1.	Whether for earlier assessment in terms of Rule 7.4.1 a Scientist is to be considered on completion of normal assessment period (i.e. 4 or 5 years as the case may be) or the minimum residency period after applying one year relaxation (i.e. 3/4 years). In other words whether a scientist is required to complete minimum residency period prescribed under Rule 7.3 of the rules for getting the benefit of one year early assessment. Or whether he could be considered for early assessment even without completing the	1.A Scientist is required to complete the minimum residency period before he is considered for the benefit of early assessment under Ruie- 7.4.1.of CSRAP Rules.2001.

	<p>minimum residency period if he has secured 90% and above marks in the ACRs in the three successive years in the grade.</p>	
<p>2.</p>	<p>In the case of a scientist Gr. 1V(2) whose date of appointment to the present grade is 10.3.1997, the due date of assessment would be 10.3.2001 on completion of 4 year residency period; the due date would be 1.1.2001 with relaxation under the provisions of para 7.4.1 of the assessment scheme. Whether the incumbent should exercise option for relaxation in residency period under para 7.4.1. In case. the incumbent is not promoted w.e.f.1.1.2001, whether his date of next assessment would be 10.3.2001 or 1.1.2002 on completion of one year.</p>	<p>2&amp;3 As per rule 7.4.1, relaxation of one year in the minimum residency period can be granted to a scientist Group-IV (2), (3) &amp; (4) provided he consistently secures 90% and above marks in ACRs (introduced under Rule 8.1) in three successive years in the grade. Rule 8.1 provides that the existing APAR: shall be replaced with ACRs w.e.f. 1.1.2001. Since the new forms could not be introduced w.e.f. 1.1.2001, a decision was taken to continue with the old APAR proforma even for the year 2001-2002 with the condition that this will be kept confidential i.e. the gradings will not be communicated. Therefore, the system of confidential reports system of confidential reports has practically been introduced from 1.4.2001. By reading Rule-8.1 Rule 7.4.1 in consumption with it becomes clear that the system of earlier assessment will be based on ACRs and since ACRs (i.e. Confidential Reports) are effective from 1.4.2001, a scientist can be considered for early assessment only after 3 ACRs i.e. for the years 2001-2002, 2002-2003 and 2003-2004, are available. Thus as on date we cannot consider any</p>

		scientist for early assessment.
3.	Some scientists will get benefit of only a few months or days on relaxing one year; whether they can opt for the benefit of earlier assessment later on, that is for next higher grade.	
4.	Suppose a scientist Group IV(2), although eligible for consideration for relaxation of one year in the minimum residency period, does not want to be considered for assessment under 7.4.1 but wants to be considered for normal assessment, whether an option is available to him to do so?	4.No such option is available under the rules.
5.	A Scientist who has been assessed under the revised MANAS but has not been recommended for assessment on completion of 5.6 and 7 years wants to be considered on reaching the maximum of the scale under the old scheme and not after eight years as provided in the new rules. Whether such an option is available to him?	5.No such option is available under the rules. If a scientist has been considered earlier for assessment under revised MANAS, then the next chance if due after 1.1.2001, will be in accordance with Rule 7.4 of CSRAP Rules, 2001.
6.	A Scientist who was appointed in Gr.IV(3) w.e.f. 1.2.1995, but was not recommended for his first chance due on 1.2.2000 under Revised MANAS. Whether he will be considered for first chance of promotion failing due on completion of 6 years under the new Rules and threshold to be considered by the Internal Screening Committee will be 75%.	6.In such a case the scientist will be considered for second chance on completion of 6 years and on meeting threshold prescribed under Rule 7.4 of CSRAP Rules 2001.
7.	Whether extra-ordinary leave (EOL) granted for post doctoral fellowship/assignment abroad etc., will count for assessment; since as per instructions issued by CSIR earlier, EOL for deputation abroad (not counting for earning increment) used to be counted for assessment	7.The period of EOL (i.e. the leave which does not count for earning increment) will not count towards residency period for assessment under CSRAP Rules, 2001.
8.	The threshold has been raised to 85% marks uniformly for the first chance. It has been requested by some scientists that the corresponding marks for Very good may also be enhanced to 85. In the absence of this increase an anomalous situation would crop up as a scientist with constant 'Very good' grading will not even be eligible for consideration for first chance".	8.The normalisation of APAR grades has already been decided and communicated' vide letter dated 16th Oct., 2002. As per the normalisation formula mentioned in the letter referred to above, the numerical value of 'Very

		Good' plus the marks in 'Behavioral aspects' will be 80% or the actual whichever is higher. The suggestion to raise it to 85% cannot be accepted
9.	A number of Scientists in Gr.IV(3) and above have completed almost five years residency period as on 1.1.2001 (ranging from 4 years 9 months to 4 years 11 months). An option for assessment under Revised MANAS may be given to those who complete five years up to 31.3.2001 so that their cases may be considered accordingly.	9. There is no provision for giving such an option in the Rules.
10.	Whether service rendered as scientist fellow/pool officer will count towards residency period for assessment under the new Rules	10. There is no such provision in the CSRAP Rules 2001. Therefore, service rendered as quick hire fellow or pool officer shall not count towards residency period for assessment under CSRAP Rules, 2001.

*Copy of CSIR letter No. 7-4(12)/2002-R&A dated 26.12.2002*

**(40)**

**Sub:- Annual Review of Performance (ARP) Proforma.**

I am directed to invite your attention to para 8.1. of CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 and CSIR letter No. 7-1(2)/2002- R&A, dated 7.6.2002 regarding replacement of existing non-confidential system of Annual Performance Appraisal Report (APAR) by Annual Confidential Report (ACR) and to state that the new proforma has now been devised and finalised. The new ARP proforma will be effective from 1.4.2003. APARs for the period ending 31.3.2003 may be written in the old proforma. However, the gradings, except the adverse remarks, if any, shall not be communicated as already conveyed vide CSIR circular dated 7.6.2002 referred to above. A copy of the new Annual Review of Performance(ARP) proforma is enclosed for necessary action.

*Copy of CSIR letter No. 5-17/70/2002-PPS dated 1.1.2003*

(41)

**Sub:- Amendment to 'CSIR Scientists Recruitment and Assessment Promotion (CSRAP) Rules, 2001**

I am directed to refer to CSIR letter of even number dated 16<sup>th</sup> October, 2002 on the subject cited above and to state that Director-General, CSIR, in his capacity as Chairman, Governing Body, had approved amendment to Rule 7.3(a) and inclusion of Rule 7.3(c) in the CSRAP Rules, 2001, as follows:-

<u>Existing Rules</u>	<u>Amended Rules</u>
<u>Rule 7.3(a):</u> "The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL etc. availed on personal grounds shall not count towards the minimum residency period."	<u>Rule 7.3(a):</u> "All periods of leave which count for earning increment, shall also count towards the minimum residency period."

Rule 7.3(c):

"However, Scientists Gr. IV(1) who have, completed minimum residency period of 3 years but less than 4 years as on 1-1-2001 may be given option for assessment either on completion of 3 years or 4 years. Those Scientists Gr.IV(1) who have completed more than 4 years but less than 5 years may be given option for assessment either on completion of 4 years as on 1-1-2001 or 5 years. Scientists Gr.IV(2)/(3) who have completed more than 4 years but less than 5 years may be given option for assessment either on completion of 4 years as on 1-1-2001 or 5 years. This shall be a one-time irrevocable option and subject to the condition that the benefit of option will be available to fresh cases only and not to those who have already- been assessed in their existing grades."

The Governing Body in its 155<sup>th</sup> Meeting held on 19<sup>th</sup> December, 2002 has ratified the aforementioned amendments to the Rules.

Hindi version follows.

*Copy of CSIR letter No. 7-1(1)/2001-R&A dated 23.1.2003*

(42)

**Sub:- Reservation for SCs/STs/OBCs in grade of Scientist 'B' in CSIR.**

I am directed to refer to your letter NO. 19-2(11)/2001/SC/ST Cell dated 15<sup>th</sup> January, 2003 on the above noted subject and to say that this Department has no objection to CSIR treating all the posts of Scientist 'B' as a single cadre for the purpose of reservation and to give the number of vacancies reserved for SCs, STs and OBCs as per post based reservation in the advertisement without specifying the specialty. The Council should consider eligible SC/ST/OBC candidates for reserved posts as well as unreserved posts as per instructions on the subject. The SC/ST/OBC candidates who are selected by reservation in any specialty may be adjusted against reserved slots. The SC/ST/OBC candidates who are selected on their own merit, if any, should be adjusted against unreserved slots. Thus this Department has no objection to the proposal of the CSIR contained in above referred letter subject to the condition that reservation should not be determined on the basis of number of applications received for a specific specialty but on the basis of selection of SC/ST/OBC candidates by reservation as explained above.

*Copy of CSIR letter No. 19-2(11)/2001/SC/ST Cell dated 6.2.2003*

(43)

**Sub:-Engagement of Project Assistant against externally funded projects – Clarification thereof.**

I am directed to invite reference to DG, CSIR's DO Letter No. US(LA)Audit/2000-E.II dated 2.3.2001 regarding engagement of Project Assistants in externally funded projects.

Keeping in view the fact that Labs./Instts. have been making references for re-engagement of Project Assistants in another project after completion of their tenure in one project due to the reason that the Project in which Project Assistants are engaged are of short duration or the Labs./Instts. face problem in getting fresh candidates for the new projects.

The matter has been considered in consultation with Legal Adviser, CSIR and it has been decided with the approval of DG, CSIR, the Project Assistant who has completed his tenure in one project and applies afresh for the position of Project Assistant in a different project against the duly notified position, there may not be any objection for his fresh selection as Project Assistant against the notified vacancy subject to the following conditions:

1. There should not be automatic shifting of Project Assistant from one project to another Labs./Instts. should follow the complete procedure for selection of Project Assistant even though the person had earlier worked in the Lab./Instt. in another project;

2. The fresh selection of Project Assistant should be against a notified vacancy in the new project;
3. There should be enough evidence to show that efforts were made but fresh candidates for the new project were not available;
4. The fresh engagement of Project Assistant should be either for performance of a specific job and for a specific period in the Project or co-terminus with the project.
5. The total period of engagement- of Project Assistant in different projects, taken together, should not' be more than five years.

The above instructions may kindly be followed scrupulously for re-engaging Project Assistant against extremely funded projects.

*Copy of CSIR letter No. 4-44/27/2003-E.II dated 28.3.2003*

DO Letter No. US(LA)Audit/2000-E.II dated 2.3.2001 of DG, CSIR.

Subject:- engagement of Project Assistants in externally funded projects.

CSIR had issued instructions from time to time vide circular letters No16(150)/38-E.II dated 13.1.1981; 4(181)/Bud/83 dated 11.2.1983; 17(133/1 )/83-E.II dated 19.4.1984; 3(58)/87-E.II dated 30.3.1990 and 5(8)/90-E.II dated 29.11.1990 not to engage any daily wage/casual/contract workers for any purpose. The only exception was to be those cases, where it was considered to be absolutely essential to engage the staff for timely execution of externally funded projects, which had a specific provision for manpower. This was also to be done only with the prior approval of the DG, CSIR. However, it was observed by CSIR that these directions were not being followed by some of the Labs./Instts. thereby creating all kinds of unnecessary problems including litigation from the concerned workers. Keeping all this in view, CSIR imposed a complete ban on engagement of any workers vide circular letter No. 5(8)/90-E.II dated 2.6.1995.

Subsequently, keeping in view the problems of a total embargo, I decided to slightly relax this ban vide my letter of 7th July 1995 permitting the Lab./Instt. to hire the services of technically qualified persons as Project Assistants, wherever considered absolutely necessary due to non-availability of required expertise from amongst the regular staff.

However, I am sorry to note that this concession has not been utilized by some of the Labs./Instts. in its right spirit in as much as a large number of persons have been engaged by them in the name of Project Assistants for all sorts of jobs including that of regular nature. Furthermore, they have been continuing them for years together by shifting them from one project to another project. Many such employees have now been claiming regular employment. Some of them have also gone to the Courts.

In view of the foregoing, it has been decided that henceforth the Lab./Instt. could engage only the technically qualified persons as Project Assistants on fixed emoluments for the externally funded projects provided there is a specific provision for such manpower in the approved project document. Their appointment should be kept strictly co-terminus with the duration of the single project against which they are appointed for the first time. These positions being purely temporary, it is not necessary to follow any normal recruitment procedure prescribed for regular appointment. They could be engaged by following a simple procedure of advertisement in the local newspapers and selection of suitable candidate(s) by a Committee to be constituted by the Director Further to avoid any claim implicit or explicit from the candidates appointed as such for regularization, the nature and conditions of appointment should be spelt-out in the advertisement as well as the appointment letter and in no case, such staff should be shifted from one project to another.

I trust you and your colleagues will understand the seriousness of the problem and ensure strictest observance of these directives. Needless to emphasise that the Director, Sr. COA/COA/AO and Sr. F&AO/F&AO will be jointly held responsible for any violation.

(44)

**Sub:- Annual Review of Performance (ARP) Proforma.**

I am directed to refer to this office letter of even number dated 2.1.2003 on the above subject wherein it was communicated that the new ARP proforma will be effective from 1.4.2003. It has now been decided that the new ARP proforma for Group-IV staff will be implemented from 1.4.2004. APARs for the period ending 31.3.2004 may be written in the old proforma. However, the gradings, except the adverse remarks, if any, shall not be communicated as already conveyed vide CSIR letter No.7-1 (2)/2002-R&A, dated 7.6.2002.

*Copy of CSIR letter No. 5-17/70/2002-PPS dated 13.8.2003*

(45)

**Sub:- Amendment to 'CSIR Scientists Recruitment & Assessment Promotion Rules, 2001'.**

The Governing Body of CSIR in its 158<sup>th</sup> meeting held on 16<sup>th</sup> July, 2003 has approved the following amendments to 'CSIR Scientists Recruitment & Assessment Promotion Rules, 2001 :-

Existing Rule	Amendment Rule
<u>Rule 5.2</u>	<u>Rule 5.2</u>
"The Chairperson shall prepare a panel of co-	"The Chairperson shall prepare

<p>chairpersons which shall be approved by the Vice President The validity of the panel shall be 5 yrs. However, any name be deleted or added during the currency of the panel with the approval of CSIR."</p>	<p>a panel of co-chairpersons which shall be approved by the Vice President. The validity of the panel shall be 3 yrs. However, any name be deleted or added during the currency of the panel with the approval of CSIR".</p>
<p><b><u>Rule 6.4 (ii):</u></b></p> <p>Two External Experts Member</p> <p>To be nominated by the Chairperson of the Board, from the Panel of expert approved by RC of the Labs./CSIR Hqrs.</p>	<p><b><u>Rule 6.4 (ii); 7.6.2(iii) and 7.6.3(iii)</u></b></p> <p>"Two external experts to be nominated by the Chairperson of the Board."</p>
<p><b><u>Rule 7.6.2(iii):</u></b></p> <p>Two External Experts</p> <p>To be nominated by the Chairperson of the Board, from the Panel approved by RC of the Lab.</p>	
<p><b><u>Rule 7.6.3(iii):</u></b></p> <p>Two eminent External Experts to be nominated by the Chairperson of the Board from the panel of the specialists approved by the RC of the Labs.</p> <p>Members</p>	
<p><b><u>Rule 7.5.3</u></b></p> <p>"In case of Scientist Gr. IV(5) and above, DG, CSIR shall constitute disciplinewise Internal Screening Committees to review the Confidential Performance Appraisal Reports and other relevant records of all the scientists completing the prescribed residency period for shortlisting and recommending the</p>	<p><b><u>Rule 7.5.3</u></b></p> <p>"In case of Scientists Gr. IV(5) and above DG, CSIR shall constitute an Internal Screening Committee to review the confidential Performance Appraisal Reports and any other relevant records of all the</p>

<p>candidates for assessment interview by the Assessment Committee as under:</p> <p>(i) An external Scientist/Technologist to be nominated by DG, CSIR- Chairperson</p> <p>(ii) Two Scientists including Directors from CSIR Labs./Instt./Hqrs. nominated by the DG, CSIR -Members</p> <p>(iii) The Director of the Lab./Instt./Head of the Division at Hqrs. -Member."</p>	<p>Scientists completing the prescribed residency period for shortlisting and recommending- the candidates for assessment interview by the Assessment Committee."</p>
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*Copy of CSIR letter No. 7-1(1)/2002-R&A dated 14.10.2003*

**(46)**

**Sub:- Annual Review of Performance (ARP) Proforma.**

I am directed to refer to this office letter of even number dated 12.8.2003 on the above subject wherein it was communicated that the new APAR for the period ending 31.3.2004 may be written in the old proforma and to clarify with the approval of the competent authority that the new ARP proforma for Group-IV staff will be implemented for the reporting period from 1.4.2003 to 31.3.2004. Thus, the ARP for the period ending 31.3.2004 will be written in new proforma, instead of old proforma as mentioned in aforesaid letter.

*Copy of CSIR letter No. 5-17/70/2002-PPS dated 20.11.2003*

**(47)**

**Sub:- Writing/reviewing of APARs.**

I am directed to state that under the existing guidelines, the Reporting Officer shall be at least one rank higher than that of the assessee and the Reviewing Officer should be senior and wherever possible should be of a rank higher than that of the Reporting Officer. The reports should be written by the immediate supervisor of the employee concerned and the reporting and reviewing should not be done by same person, save in exceptional circumstances. Since large number of Scientists have been promoted as E.II/F, it is becoming difficult for the Labs./Instts. to follow the above instructions and Directors have to act as Reviewing Authority in a large number of cases as a result a number of references are sent to DG, CSIR, being the Appellate Authority.

The matter has been considered by the competent authority and it has been decided that the "Reporting Officer should normally be one rank higher than that of assessee" instead of the existing position that "the Reporting Officer should be at least one rank higher than that of the assessee" The above position 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. 17/66/94-PPS dated 5.12.2003*

**(48)**

**Sub:- Consideration for recruitment of candidates In-absentia.**

I hope this letter finds you in good disposition. I am addressing this letter in connection with consideration of a candidate in direct recruitment in-absentia. This also refers to the discussions we had on 6.2.2004 in your good offices.

2. Vide Advertisement No. 1/2003 NGRI has advertised 16 posts of Scientist B. One candidate Shri Akilan is working as SRF in this institute. He was selected for Summer team to work in Antarctica during 2002.-2003. Based on his performance, he has been selected by the Department of Ocean Development for winter team. The tour is for 16 (sixteen) months. In the Intervening period it is not at all possible for him to return to India. The tour to Antarctica commenced from 1<sup>st</sup> week of December 2003 and will be up to May 2005. He is presently stationed in Antarctica.

3. This being the situation, he is not in a position to attend the interviews scheduled for February 17-19, 2004.

4. Vide CSIR letter No. 2(misc.1)/Rectt./94-R&A dated 15.1.1997, amendment to Rule 8.3 of the 'CSIR Service Rules, 1994 for Recruitment was notified and a provision for In-absentia consideration was made. The provision reads –

"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."

5. Under the present Rules i.e. "CSIR Scientists Recruitment & Assessment Promotion Rules, 2001" there is no provision for In-absentia consideration. Under the provisions of "Repeal and Saving" the provisions of erstwhile Rule 8.3 is deemed to have continued.

6. Considering the circumstances of the case, this Institute would like to consider the candidature of Shri Akilan, in absentia. This may kindly be confirmed. As interview is scheduled for February 17.19.2004, an early reply would be of immense help in taking further action.

*Copy of NGRI letter No. NGRI-7/4/2003-Rectt. Dated 11.2.2004*

**Note:**

**CSIR-** As per the rule position as stated in above paras at Sl. nos. 4 and 5, CSIR in consultation with LA, CSIR, the Competent Authority confirmed the above position as at Sl. No. 5.

**(49)**

**Sub:- Annual Review of Performance (ARP) Proforma.**

In continuation of this office letter of even number dated 1/2.1.2003 on the subject cited above, I am directed to state that a copy of final ARP format (English version) has been received from OSD, HRDC, Ghaziabad which contains few corrections/changes in the format which have been underlined, a copy of which is enclosed herewith for incorporating necessary corrections while printing the ARP Format.

*Copy of CSIR letter No. 5-17/70/2002-PPS dated 25.2.2004*

**(50)**

**Sub:- Counting of service rendered by Quick Hire Fellow/Pool Officer for assessment under CSRAP Rules, 2001.**

With reference to your letter No. IGIB/6/7/IV/Assess-RAB dated 1<sup>st</sup> April, 2004 on the subject mentioned above. I am directed to state that the clarification on the aforementioned subject issued vide CSIR letter of even number dated 26<sup>th</sup> December, 2002 has been reviewed in the light of Rule 11 of CSRAP Rules, 2001. It has now been decided that the provision relating to counting of service rendered as Quick Hire Fellow/Pool Officer toward residency period for assessment will continue to be operative in respect of assessment under CSRAP Rules,2001.

*Copy of CSIR letter No. 7-1(1)/2001-R&A dated 24.5.2004*

**(51)**

**Sub:- Amendment to 'CSIR Scientists Recruitment and Assessment Promotion Rules, 2001 (CSRAP Rules, 2001).**

The Governing Body of CSIR in its 162<sup>nd</sup> meeting held on 26<sup>th</sup> July, 2004 has amended Rule 6.3.3 of the CSRAP Rules, 2001, as follows:

Amended Rule 6.3.3:

“Relaxation in age, qualification and/or experience may be permitted by DG, CSIR if the director of the laboratory based on the recommendation of the Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.”

For seeking relaxation in age, qualification and/or experience the instructions issued vide CSIR letter No. 2 (Misc)/Rectt./94-R&A dated 22.11.1994 should be followed, scrupulously.

*Copy of CSIR letter No. 7-1(1)/2001-R&A dated 28.9.2004*

**(52)**

**Sub:- Nomination of SC/ST representation 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 alongwith 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*

**(53)**

**Sub:- Deduction of Income Tax on Professional Update Allowance.**

In supersession of CSIR letter of even no. on the subject cited above, addressed to some of the Labs./Instts., I am directed to inform that professional update allowance is exempt from IT under Section (14) of IT ACT only on the condition that persons in receipt of this allowance should produce a utilization certificate to the DDO stating that the allowance is utilized for the purpose for which it was granted. This certificate should be supported by the proof of utilization.

It is requested that the above information may kindly be brought to the notice of all concerned in your Lab./Instts. for their Information and guidance.

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

(54)

**Sub:- CSIR Scientists Recruitment and Assessment Promotion Rules, 2001 – clarification thereof.**

I am directed to refer to this office letter No.7-1(1)/2001-R&A dated 16.10.2002 on the subject cited above vide which it was clarified that the number of APARs/ACRs to be considered with regard to assessment promotion of Group-IV staff shall be 3/4/5 years, as the case may be depending upon the minimum residency period prescribed for various grades.

Lab./Instt. have been making queries regarding consideration of number of APARs/ACRs by the Internal Screening Committee where the residency period exceeds five years because of rejection of a scientist for the first/second/third chance.

The matter has been considered carefully in consultation with other scientific Departments of the Government of India where the flexible complementing scheme similar to that of CSIR is in operation. It has now been decided that the APARs/ACRs of the entire residency period shall be taken into consideration by the Internal Screening Committee. For example, if a scientist is not recommended for assessment promotion in the first chance after five years, then six APARs/ACRs shall be considered for the second chance.

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No. 7-17(1)/2005-R&A dated 1.4.2005*

(55)

**Sub:- Assessment under CSRAP Rules, 2001 – Cases of quick Hire Fellow/Pool Officer.**

With reference to your letter No.5-3(5)/2002-Rectt. dated 5th May, 2005 on the aforementioned subject, I am directed to clarify the position as follows:

- A. The minimum residency period for assessment of a scientist is three years, in case someone has been QHF/PO prior to joining CSIR as a scientist then at least two of his APARs/ACRs as a regular scientist are expected to be available. Based on the available reports, average marks can be worked out for the purpose of determining eligibility for assessment.
- B. As far as the report of work done by a QHF/PO is concerned, the same can be obtained from the institute where he had been working as QHF/PO by the CSIR Labs./Instt. where he was appointed as a Scientist.
- C. The date of Joining in the current grade shall be reckoned from the date the Individual was appointed to the post of Scientist on regular basis in CSIR.

D. The benefit of one year of qualifying service in the cases of assessment of QHF/PO on their appointment as a regular scientist, is not to be treated as one-year early assessment in terms of Para 7.4.1.

As far as break of one year between regular appointment and termination of Fellowship (under quick hire scheme) is concerned, your attention is invited to para 0.6.6 of MANAS (Revised).

*Copy of CSIR letter No. 7-1(2)/2005-R&A dated 2.5.2005*

(56)

**Sub:- Reviewing of APARs/ARPs in respect of Scientists EI/EII/F.**

From time to time, CSIR Labs./Instts. have been advised that the S & T work should be structured in such a way that the APARs/ARPs in respect of S & T staff is written by the immediate supervisor of the employee concerned and that the Reporting Officer should be at least one rank higher than that of the Officer being reported upon. Likewise, the Reviewing Officer should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

It has been observed that a large number of APARs/ARPs in respect of Scientists E.I., E.II and F are being sent to CSIR HQs. for getting them reviewed by the Director-General, CSIR on the plea that the individuals concerned are reporting directly to the Director. The matter has been considered by the DG, CSIR and it has been decided to advise all the Labs./Instts. to structure their work and activities in such a way that APARs/ARPs of Scientists up to the level of Scientist Gr. IV (5) are written and reviewed at Lab./Instt. level.

You are, therefore, requested to take necessary action accordingly and send APARs/ARPs of only Scientists 'G' for review by DG, CSIR. Hindi version is enclosed.

*Copy of CSIR letter No. 15-3/1/71-O&M(Pt.V) dated 30.8.2005*

(57)

**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 27th 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 disintituled 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 Panel 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 Panel 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*

**(58)**

**Sub:- Representation received from Scientists under the CSIR Scientists Recruitment and Assessment Promotion Rules, 2001.**

I am directed to states that inspite of CSIR circulars of even no. dated 21 May, 2004 and 8th July, 2005, relating to procedure/instructions to be followed by the Labs, in dealing with the representations/appeals made by the scientists their assessment promotion under CSRAP Rules, 2001, large number of representations are received at H'qrs. directly from the Scientists without any comments from Lab./Instt. It has been, accordingly, decided that the following procedure may be adopted at the laboratory level to deal with such representations:

1. Scientist, in whose case Director is the appointing authority, the representation should be addressed to Director of the Laboratory. The Director, after obtaining the comments of RAB, if required, will examine the representation and give a suitable reply to the individual. In case, the aggrieved scientist is not satisfied with the reply, he may prefer an appeal to DG, CSIR through proper channel. While forwarding such an appeal to DG, CSIR for consideration the concerned Lab. will forward para-wise comments and the comments received from the RAB, for examination at CSIR H'qrs. Only those appeals, which are received through proper channel along with para-wise comments of the Lab. and the RAB, will be entertained by the CSIR H'qrs. and no cognizance will be given to representation/appeal received from the individual directly.
2. Any representation of Scientists Group-IV(5), relating to assessment to the next higher grade i.e. IV(6) may be addressed to DG, CSIR through proper channel The concerned Lab. before forwarding such representation to CSIR H'qrs, will provide para-wise comments on the representation along with comments of the RAB, in case the individual has raised any point relating to constitution of the Assessment Committee, non-Inclusion of expert of the related area in the Assessment Committee or inclusion of an expert, who is not from the approved panel of experts the related fields. CSIR H'qrs will examine such representations, and submit it to the DG, CSIR for appropriate order. Any appeal against decision of DG, CSIR, in such cases will lie with the VP, CSIR. Any appeal against the decision should be preferred within 45 days from the date on which copy of the order against which appeal is made is delivered to the applicant. Lab./Instt. should also ensure that for timely disposal of representation/appeal made by the Scientists, all the relevant records with their para-wise comments and the comments of

RAB are sent to the appropriate authority at the earliest so that a final decision could be taken by the appropriate authority within the prescribed time limit. However, the Appellate Authority may entertain appeal after the expiry of the said period if he is satisfied that the applicant has sufficient case for not preferring the appeal in time.

It has been observed that Scientists, while making such representations/appeals to DG, CSIR also endorse a copy of their representation to VP, CSIR and President, CSIR, which is not in conformity with the Govt. of India instructions on the subject. Making any representation or appeal to higher authority, without exhausting all the available channels may attract provisions of CCS (Conduct) Rules, as made applicable to Council employees.

The above instructions may please be brought to the notice of all concerned for compliance. Hindi version follows.

*Copy of CSIR letter No. 7-1(2)/2005-R&A dated 28.10.2005*

(59)

**Sub:- Conversion of APAR marks for assessment under CSRAP Rules, 2001.**

I am directed to invite a reference to CSIR Circular letter No. 7-1(1)/2001-R&A dated 16.10.2002 whereby the Labs./Instts. were intimated the procedure as to how the existing 7-point APAR Gradings are to be converted into marks to arrive at the minimum average percentage of the marks for determining eligibility as specified under Rule 7.4 of CSIR Scientists Recruitment & Promotion Rule, 2004, and to say that w.e.f. 1.4.2001 for Scientists Group-IV, the APAR was replaced with the ACR system. As such, the conversion of APAR gradings as per the aforesaid guidelines is to be done only upto 31.3.2001. Accordingly, in case the Labs./Instts. have used the conversion table beyond 31.3.2001, they are requested to take corrective measure for rectifying the mistake after following the due procedure.

*Copy of CSIR letter No. 7-1(2)/2005-R&A dated 28.11.2005*

(60)

**Sub:- Constitution of Internal Screening Committee for assessment of Scientists Gr.IV(5) under CSRAP Rules'2001.**

In continuation of this OM No. 19A/Gen/2004-RDPD dated 11.8.2004, on the subject cited above it is notified that in all cases including left out cases for the period from 1.1.2001 to 31.3.2002 the Internal Screening Committee for shortlisting and recommending Sci. Gr.IV(5) for assessment interview by the Assessment Committee for Gr.IV(6) under CSRAP Rules'2001 may be constituted as per the provision contained in the aforesaid OM dated 11.8.04.

*Copy of CSIR letter No. 7-17(1)/2005-R&A dated 29.11.2005*

(61)

**Sub:- Conversion of APAR marks for assessment under CSIR SRAP Rules, 2001.**

I am directed to invite a reference to CSIR Circular letter of even number dated 28.11.2005 whereby Labs./Instts. were asked to take corrective measure for rectifying the mistake relating to conversion of APAR gradings in accordance with CSIR letter dated 16.10.2002 beyond 31.3.2001. In order to review the position, you are requested to furnish the information as to whether in respect of Scientists of your Lab./instt. the APAR marks have been converted as per CSIR letter dt. 16.10.02 beyond 31.3.2001 till the replacement of APAR with ACR system i.e. w.e.f. 1.4.2003 or only upto the period ending 31.3.2001. This information may please be sent by 10<sup>th</sup> February 2006 positively.

Till the review is made, action on CSIR letter dt. 28-11-2005 may be stayed. Further, assessment cases of Scientists in which eligibility is to be considered based on APARs for the period from 1-4-2001 to 31-3-2003, if not yet considered, may be kept in abeyance till the review is made.

*Copy of CSIR letter No. 7-1(2)/2005-R&A dated 25.1.2006*

(62)

**Sub:- Relaxation of thresh-hold marks for assessment of scientific staff belonging to SC/ST categories.**

CSIR has been receiving references from scientific staff of various CSIR Laboratories/Institutes regarding relaxation of thresh-hold marks in assessment in respect of scientists belonging to SC/ST categories in view of the DoPT instructions circulated vide CSIR letter dated 7.4.2004. The matter has been considered by the DG, CSIR in consultation with Legal Adviser, CSIR and it has been decided that since there is no concept of thresh-hold marks in the CSIR Scientists Recruitment & Assessment Promotion Rules, the instructions contained in CSIR letter dated 4.1.2006 with regard to "relaxation of 10 marks in the thresh-hold" may be modified to read as "to follow relaxed standards" in the assessment of scientists belonging to SC/ST categories. This relaxation will, however, be applicable to the assessment cases falling due before or up to 7.4.2004 i.e. the date on which the decision to withdraw relaxation of marks- in assessment of candidates belonging to SC/ST categories was notified.

RAB has also been instructed to follow uniform relaxed standards in all the cases of assessment of scientific staff belonging to SC/ST categories.

The above instructions may be brought to the notice of all concerned of your Laboratory/Institute.

*Copy of CSIR letter No. 7-1(2)/2006-R&A dated 14.2.2006*

(63)

**Sub:- Recommendation of Relaxation by the Screening Committee in age, experience, etc.**

During the recently concluded Directors' Conference, you had raised an issue where relaxation in age had not been granted to a candidate for the post of Scientist Group-IV(3) in spite of the recommendation of the Screening Committee and the Director of the laboratory. I had agreed to relook into the matter. I have done this now.

In the case under reference, whereas the candidate in question has Ist. Class B.E. degree in Chemical Engineering with requisite experience as advertised, his total experience of 10 years in private companies ended in 1998 after which, the candidate as per his own version, was self-employed till he applied for the post of Scientist Group-IV(3) in 2005. There was no elaboration with regard to his stated self-employment and the details given by him show the following only "Presently self-employed in consultancy jobs and environmental NGOs plus family business". Furthermore, the candidate had no publication or patent to his credit with the result that he could not be put in the category of an 'exceptionally meritorious' candidate.

I would like to recall the relevant provisions contained in the CSIR Scientist Recruitment & Promotion Rules, 2001. These provisions provide for relaxation in age, qualifications and/or experience in case of exceptionally meritorious candidates with the approval of DG, CSIR base on the recommendations of the Screening Committee and the Director, if sufficient number of candidates possessing the requisite qualifications and/or experience are not likely to be available to fill up the post. The overriding consideration, therefore, for being eligible for the grant of relaxation for any candidate is to prove himself as a truly meritorious candidate.

It would be appreciated that in the light of the substantive provisions of the Recruitment Rules in force, the relaxation, whether in age, qualifications and/or experience cannot be granted in routine and the Screening Committees have been enjoined with the responsibility of ensuring that any recommendation made for relaxation fulfills the basic criteria mentioned in the rules *ibid* and instructions thereunder.

With warm personal regards,

*Copy of CSIR letter No. DO No. 2(Relax)/2001-R&A (IHBT) dated 14.2.2006*

(64)

**Sub:- Timely completion of ACRs/APARs/ARPs**

It has been observed that ACRs/APARs/ARPs of Officers and staff posted in CSIR Laboratories/Institutes are not completed in time leading to avoidable administrative problems. DG, CSIR has taken a serious view of the matter and has ordered that henceforth the following schedule be strictly followed for completion of ACRs/APARs/ARPs:-

(i)	Distribution of ACR/APAR/ARP proforma	-	By 10 <sup>th</sup> April
(ii)	Submission of Self-Appraisal Report (SAR) in downloaded proforma to Admn.	-	By 20 <sup>th</sup> April
(iii)	Forwarding of Report proforma by Admn. to Reporting Officer	-	By 30 <sup>th</sup> April
(iv)	Submission of Self-Appraisal Report (SAR) by the employee to Reporting Officer (where form has been provided by the Admn.)	-	By 30 <sup>th</sup> April
(v)	Completion of report by Reporting Officer (and submission to Reviewing Officer)	-	By 31 <sup>st</sup> May
(vi)	Completion of report by Reviewing Officer	-	By 20 <sup>th</sup> June
(vii)	Forwarding completed reports to Admn. (Scientists 'G' and Common Cadre Officers to CVO)	-	By 30 <sup>th</sup> June

2. Director-General, CSIR has further ordered that:

- (a) The names of the Reporting and Reviewing Officers should be notified to the employees well in time.
- (b) In order to get the process of writing the ACRs completed within the given time schedule, all the Labs./Instts. including CSIR Hqrs. may place the proforma of the reports on their website so that employees (who have not been issued blank ACR/APAR/ARP proforma by the Establishment/Administration/CR Section) can download it immediately for filling up Part-I (personal information) and submitting their Self-Appraisal Reports (SARs) to the Establishment/Administration/CR Section of their respective Lab./Instt. so that the concerned Reporting Officers may receive these proformae latest by 30th April.
- (c) In those cases where the employee to be reported upon does not submit his/her SAR by the scheduled date, the Reporting Officer should obtain/download the proforma and fill the portion earmarked for Reporting Officer based on his/her knowledge of the work and conduct of the employee to be reported upon. **In such**

**cases, explanation of the concerned employee should be obtained for not submitting his/her SAR by the stipulated date.**

- (d) It would be the personal responsibility of the Reporting/Reviewing Officers to ensure that no delay is caused in completing the ACRs/APARs/ARPs, as per the aforementioned schedule, due to inaction on their part.
- (e) The meetings of DPCs and Assessment Committees shall be held only after ACRs/APARs/ARPs of all the officers, who are to be considered, have been received and verified.

You are requested to ensure that the aforementioned orders of Director-General, CSIR are complied with by all the officers and staff in your Lab./Instt..

*Copy of CSIR letter No. 15-3/1/71(2006) dated 10.4.2006*

**(65)**

**Sub:- Normalization of APAR Gradings - Extension of use of conversion table upto period ending 31<sup>st</sup> March' 2003.**

I am directed to draw your attention to this office letter no.7-1(2)/2002-R&A dated 26.03.2002, regarding replacement of APAR to ACR system. Further vide circular no. 7-1(2)/2002-R&A dated 7.6.2002; it was clarified that till ACR format is devised and introduced, the existing format of APAR may be used as ACR proforma. Thereafter, guidelines were issued vide letter no. 7-1(1)/2001-R&A dated 16.10.2002, relating to conversion of 7-point APAR grading into marks to arrive at the minimum average percentage of marks for determining the eligibility of scientists for consideration for assessment promotion as specified under Rule 7.4 of CSIR Scientist Recruitment and Promotion Rules, 2001. The new ACR format was circulated vide letter no. 5-17/70/2002-PPS dated 1/2.1..2003 and 25.02.2004.

Reference were being received from different Labs./Instts. regarding conversion of APAR gradings into marks for the period from 1.4.2001 to 31.3.2003 as during that period old APAR format was in use for determining the eligibility of scientists for assessment purpose. Accordingly, information from all the Labs./Instts. was called (vide letter 7-1(2)/2005-R&A dated 25.1.2006) to review the position. Simultaneously, the labs./Instts. were requested that till the review is made, assessment cases of scientists in whose cases eligibility was to be determined based on APARs for the period from 1.4.2001 to 31.3.2003 may be kept in abeyance.

The matter has now been reconsidered by the DG, CSIR in consultation with Legal Adviser and it has been decided to allow conversion of APAR gradings, into marks as per procedure laid down in CSIR letter no. 7-1(1)/2001)-R&A dated 16.10.2002 upto the period 31.03.2003 i.e. the period upto which old APAR proforma was used for writing ACR.

You are, therefore, requested to review the cases of scientists whose assessment was due during the period from 01.04.2001 to 31.03.2003 in the light of the aforementioned decision and in case any one becomes eligible for consideration for assessment, his/her case may be reconsidered for assessment.

*Copy of CSIR letter No. 7-1(2)/2006-R&A dated 25.4.2006*

**(66)**

**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/Deptts. 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*

No. 5(2)/74-0&M dated 15.05.1997 of CVO, CSIR.

Subject: - 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.

(67)

**Sub:- Representations from Council employees on service matters.**

I am directed to invite your kind attention to this office Circular letter No. 17(226)/97-E.II dated 24.11.1997 (copy enclosed) on the above subject and to state that it has been observed that in spite of these instructions, representations (including advance copies) are being sent by the employees addressed to the Hon'ble President/VP, CSIR and other higher authorities directly. The competent authority has therefore, desired that the contents of CSIR Circular dated 24.11.1997 may be brought to the notice of all employees which inter-alia reads as under:

“No appeal or representation to a higher authority must be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representation to still higher authorities must not be made unless all means of securing attention or redress from lower authority have been exhausted and even in such cases the representation must be submitted through proper channel”.

The above instructions may kindly be brought to the notice of all the employees of your Lab./Instt. for information, guidance and strict observance. Any representation received directly from the employees of the Lab./Instt. will therefore not be entertained.

*Copy of CSIR letter No. 17(66)/94-PPS dated 23.5.2006*

**(68)**

**Sub:- Separate reservation Rosters for persons with disability.**

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 indicated 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*

**(69)**

**Sub:- CSIR Scientists Recruitment Promotion Rules, 2001-Clarification thereof.**

Kindly refer to Rule 7.4.1 of CSIR Scientists Recruitment and Assessment Promotion (CSRAP) Rules, 2001. It provides for relaxation of one year in the minimum residency period to a Scientist Group IV(2), IV(3) and IV(4) subject to the condition that he/she consistently secures 90% and above marks in the ACRs in three successive years in the grade. Further, CSIR has clarified that a Scientist is required to complete that minimum residency period before he is considered for the benefit of early assessment under Rule 7.4.1 and three ACRs i.e. for the years 2001-02, 2002-03 and 2003-04 should be available for the purpose.

While implementing Rule 7.4.1 with the first possible sets of ACRs (2001-02, 2002-03 and 2003-04), an anomalous situation has been observed wherein a Scientist appointed earlier is not getting the benefit under Rule 7.4.1 as all the above stated three ACRs are not possible to

be considered due to early due date of assessment, whereas, on the contrary, a Scientist appointed later has been found eligible for the said benefit.

The following procedure has therefore been adopted to remove the above anomaly:-

1. Scientist Group IV(2) and (3) will be considered for early assessment on completing the minimum residency period not before the year 2004-05 and likewise Scientists Group IV(4) will be considered for the said benefit not before the year 2005-06.
2. The marks required for determining eligibility for benefit under Rule 7.4.1 should be actual marks and not based on any averaging;
3. One year earlier assessment under Rule 7.4.1 and normal assessment due for having completed minimum residency period will be done in one sitting by the same committee, keeping the threshold for the one-year earlier assessment reasonably higher.

It is requested that the above procedure may kindly be followed while determining eligibility of a candidate under Rule 7.4.1 *ibid*.

*Copy of CSIR letter No. 1-2(1)/2006-RAB dated 28.11.2006*

**(70)**

**Sub:- Amendment to CSIR Scientists Recruitment & Assessment Promotion Rules, 2001.**

I am directed to state that in order to bring transparency in evaluation of merit and furtherance of confidence building amongst employees, DG, CSIR had constituted a committee to lay down parameters on which merit is to be decided in matters of selection, assessment and promotion of Scientific, Technical and Administrative Staff of CSIR.

On the recommendations of that committee, a proposal was placed before the Governing Body, CSIR in its 168<sup>th</sup> meeting held on 8.12.2006 to amend the CSIR Scientists Recruitment & Assessment Promotion (CSRAP) Rules, 2001.

Governing Body, CSIR has approved the proposal to amend the Rule 7.6.5 of CSRAP Rules, 2001 to read as follows:

“The Assessment Committee shall submit its recommendations as ‘Fit for Promotion’ or ‘Not yet Fit for Promotion’ on the basis of thresh-hold marks as given below:

Level	1st Chance	2 <sup>nd</sup> Chance	3 <sup>rd</sup> Chance	4 <sup>th</sup> Chance	5 <sup>th</sup> Chance
Scientist Gr.IV(1) to Gr.IV(2)	85%	80%	70%	65%	60%
Scientist Gr.IV(2) to	85%	80%	75%	70%	60%

Gr.IV(3)					
Scientist Gr.IV(3) to Gr.IV(4)	85%	80%	75%	70%	60%
Scientist Gr.IV(4) to Gr.IV(5)	85%	80%	75%	70%	
Scientist Gr.IV(5) to Gr.IV(6)	85%	80%	75%	70%	

This amended rule shall come into force w.e.f. 1.4.2007 i.e. the assessments falling due on or after 1.4.2007 will be governed as per the amended rule.

The above amendment to CSRAP Rules, 2001 may kindly be brought to the notice of all concerned in your Laboratory/Institutes.

*Copy of CSIR letter No. 7-14(2)/2006-R&A dated 12.3.2007*

**(71)**

**Sub:- Constitution of Recruitment and Assessment Board (RAB).**

I am directed to state that in accordance with Rule 5.0 of CSIR Scientists, Recruitment & Assessment Promotion (CSRAP), Rules, 2001, CSIR, with the approval of its Governing Body, established the Recruitment & Assessment Board on 12.6.2002. A chairperson of RAB was also appointed. A need has now been felt to have a complete Recruitment & Assessment Board to devise its own procedures in respect of recruitment and assessment to be conducted by the Board. Accordingly, a proposal for constitution of a full-fledged Board was placed in 168<sup>th</sup> meeting of the Governing Body held on 8.12.2006. The Governing Body has approved the constitution and powers and functions to be given to the Recruitment & Assessment Board:

**A. Constitution**

1.	Chairperson, RAB	(To be appointed by the President, CSIR)
2.	An Eminent Scientist	Member ( A sitting member of CSIR Governing Body)
3.	One Co-Chairperson	Member (from the panel of co-chairpersons approved by the Vice-President, CSIR)
4.	Senior Director of a CSIR Laboratory/Institute	Member
5.	Chairman, Recruitment & Assessment Centre Agricultural Scientist Recruitment Board	Member
6.	Head, RAB	Convener

(Members of the Board are to be appointed/nominated by the Vice-President, CSIR)

## **B. Term of the Board**

The term of the Board shall be Three years from the date of its constitution.

## **C. Powers and Functions**

1. The Board may from time to time review and devise its own procedures for recruitment and assessment and may vary the procedure but such a procedure shall not come in conflict with the provisions of CSIR Scientists Recruitment & Assessment Promotion Rules, 2001.

The Board may recommend modifications in the Recruitment & Assessment Promotion Rules. However, power to amend the rules shall vest with the Governing Body. On the basis of suggestions/recommendations of the Board, an agenda item/note may be moved to the Governing Body for considering the proposed amendments.

2. The Board may constitute Assessment Committees from time to time and may suggest ways and means to overcome operational difficulties to DG, CSIR whereupon the relevant provisions of the rules may be amended/modified with the approval of Governing Body. Regarding the prevailing recruitment process, operational through RAB, any modification may be done with approval of Governing Body.
3. RAB may consider cases of assessment of scientists, who are under cloud, as per existing CSIR Rules/Procedures.
4. RAB may discuss and suggest its budgetary and logistic recruitments to DG, CSIR for consideration.
5. Chairman, RAB may take a decision in the exigencies of work with regard to recruitment and assessment of scientists, which is required to be taken by RAB, and the same may be ratified either by circulation amongst the members of the Board or by convening a special meeting of the Board within two weeks. The decision, however, should not be at variance with the substantive provisions of CSIR Scientists Recruitment & Assessment Promotion Rules, 2001.

The above decision will come into force from the date of issue of this notification

*Copy of CSIR letter No. 7-14(2)/2006-R&A dated 13.3.2007*

**(72)**

### **Sub:- Revised guidelines relating to engagement of Project Assistants in Contract Research-regarding**

The revised guidelines relating to the Project Assistants were issued by CSIR on 06.09.2005 vide letter No.4-44/2005-E.II. The guidelines were for all externally funded projects.

A committee under the chairmanship of Prof. S.K. Brahmachari, the then Director, IGIB was constituted to look into the remuneration packages being offered to Project Assistants engaged in Contract Research Projects, other benefits and how to retain them in the projects. Based on the recommendations of the aforesaid committee and with the approval of DG, CSIR, the following revised guidelines, relating to engagement of Project Assistants in Contract Research has been formulated and shall be followed by CSIR laboratories.

## I. Stipend

CSIR laboratories shall recruit Project Assistants at the five levels and pay them consolidated stipend as per following details:

Designation	Qualification	Stipend (Consolidated)
Project Assistant-I	B.Sc. / Diploma in Engg. or equivalent	Rs. 8,000/-
Project Assistant-II	M.Sc./BE or equivalent	Rs. 12,000/-
Project Assistant-III	M.Sc. / BE or equivalent plus two years experience or M.Pharm / M.Tech	Rs. 14000/-
Project Assistant-IV	PhD	Rs. 20,000/-
Project Assistant-V	PhD plus 2 years relevant experience	Rs. 25,000/-

The entry is possible at any level. Candidates once recruited at a particular level can move on to higher level based on experience and/or acquiring qualifications of higher level. Minimum residency period at a given level shall be of one year but not more than three years at the same level. Total tenure should not be allowed to exceed five years duration and any extension beyond two years / movement from one level to next shall be subject to performance review by a committee appointed by Director.

## II. Other benefits

- (i) Project Assistants engaged as temporary project manpower shall be covered under group medical insurance scheme offered by insurance companies and expenditure pro rata shall be debited to respective projects in which the person is engaged. In addition to above, dispensary facilities wherever available shall be continued to be availed by them
- (ii) The facility of Ph.D registration shall be allowed to those Project Assistants who have worked for minimum period of two years and have at least cleared CSIR-UGC lectureship (NET) or GATE examination or published 2 papers in international peer review ISI indexed journals. However, at any given time not more than 30% of project Assistants shall be allowed to register for Ph.D. Over and above this, laboratories may like to fix the criteria to control the quality. It will be ensured that

Ph.D registration does not become a tool for extension of the tenure of Project Assistant beyond five years.

- (iii) A suitable honorarium subject to maximum of two months stipend per year of service shall be given to the project staff on a pro rata basis on successful completion of the projects and on receipt of entire project fees from the client. Such staff shall be considered as part of the earlier “Innovators & Principal Contributors” or “S&T and other staff who contribute direct inputs to the specific development/activity” for distribution of honorarium. This is subject to project staff being a member of the project completion team. If any Project Assistant resigns during the duration of the project or if his/her services have been terminated due to unsatisfactory performance, he/she will not be entitled to receive any honorarium. The recommendations of Project Leader on the quantum of honorarium payable to project staff will have to be approved by the standing committee to be appointed by the Director. In case the honorarium distribution is delayed due to some reasons, the monies due to project staff shall be intimated to their last known address requesting them to collect the same. If whereabouts of such project staff are not known at the time of honorarium distribution, after exhausting all the attempts to locate the project staff, the monies shall be deposited in the Lab Reserve.
- (iv) Project Assistants shall be permitted to avail leave as per the existing rule. However, in extra-ordinary circumstances Principal Investigator of the Project and/or Director of the laboratory may provide relaxation in the rules considering the exigency.

### **III. Minimum Entry Level Qualifications**

In order to keep parity with CSIR JRF scheme, minimum requirements for hiring candidates for Project Assistant-II and above shall be 55% in qualifying examination. However, for Project Assistant-I minimum requirements shall be 50% in the qualifying examinations. In case of SC/ST candidates, these criteria shall be relaxed by 5%.

### **IV. Recruitment Procedure**

Each laboratory has to deal with its own situation and respond to environmental factors and challenges. There is no prescription that will meet with every laboratory's problems. CSIR therefore would like to give flexibility to laboratory leadership to devise ways and means to attract and retain the talent. Laboratories are allowed to devise their own recruitment procedure for recruitment of Project Assistants. However, it may be borne in mind that all human resource development should focus on career growth of recruited person while at the same time not jeopardizing the interest of the projects.

## **V. Age**

Age limit for Project Assistant at level I/II/III/IV/V shall be 25/28/32/35/37 years respectively (relaxable for statutory groups and women as per rule).

## **VI. Special Consideration for Women**

CSIR would like to focus on the role of women as it believes that Indian science needs to use educated women force to leverage for India to become developed nation by 2020. Keeping this in mind wherever feasible, married women shall be permitted flexible timings and also be allowed part time employment say for four hours a day with corresponding 50% of remuneration. With advances in communication technology in certain sectors it is possible to work from home (telecommuting) and deliver the output on the daily basis from home. Laboratories may consider this on a case-to-case basis.

## **VII. Other Facilities**

Depending upon availability, Project Assistants shall be provided hostel facilities.

Depending upon availability, the laboratories may also provide transport facilities to project staff as is being done in some labs for regular staff members on payment of suitable charges.

The Project Assistants shall be extended the subsidized facilities such as cafeteria, sports, picnics and other staff welfare activities as provided to Research Fellows.

## **VIII. Flexibility of operations at laboratory level**

It is realized that CSIR is a heterogeneous organization with laboratories spread all over India from four metro cities to remote corners of the countries. As mentioned earlier, each laboratory has to deal with its own situation and respond to environmental factors and challenges. There is no prescription that will meet with every laboratory's problems. CSIR therefore would like to give flexibility to laboratory leadership to devise ways and means to attract and retain the talent.

Management Council in each laboratory is empowered to decide the deviations from the above provisions except the basic stipend.

The above instructions / guidelines may kindly be brought to the notice of all concerned officers of your lab / institute for their information and compliance. It may be ensured that the above revised guidelines are strictly followed by all Labs./ Instts. Director/COA will be responsible to ensure compliance of these instructions. No request for any relaxation will be entertained by CSIR Hqrs.

These guidelines are not applicable for Project Assistants employed on Grant-in-aid projects funded by Government Departments such as DST, DBT, and DAE etc. They will be paid stipend and other benefits as approved by the funding agencies.

These guidelines shall come into effect from the date of issue of this order.

*Copy of CSIR letter No. 4/CMG/2007-TNBD dated 19.12.2007*

**(73)**

**Sub:- Reimbursement in respect of Newspapers purchased/supplied to officers at their residence – guidelines regarding.**

In continuation to this office circular No. 4/101/94/Gen. dated 15.10.1996, in order to curtail workforce time, DG, CSIR has been pleased to approve that in place of the existing practice or getting monthly reimbursement of newspaper on production of newspaper bills, reimbursement for newspaper may be made at the rates mentioned below along with the salary without production of bills:-

Sl. No.	Level/Designation of Officers	Entitlement of maximum number of newspaper	Reimbursement to be made per month
1.	Director in Additional Secretary Scale or equivalent	Three	Rs. 350/-
2.	Director/Sci. IV(5)/JS(A), FA or equivalent	Two	Rs. 250/-
3.	Scientist Gr.IV(5) or equivalent Sr. DS/Sr. Dy. FA/Sr. CoSP/Sci iv(4) or equivalent DS/Dy.FA/CosP/Sci.Gr.IV(3) or equivalent Under Secy./F&AO/SPO/Sci.IV(2) or equivalent SO(G)/SO(F&A)/SOS&P)/PS or equivalent.	one	Rs. 150/-

A certificate to the effect that expenditure has been incurred on newspaper may be provided by the individuals on half yearly basis to the office.

However, in the case of Secretary/Director General, reimbursement may be made as per actuals.

The above orders will be effective w.e.f. 1<sup>st</sup> March, 2008.

*Copy of CSIR letter No. 5-1(19)/2008-PPS dated 19.2.2008*

(74)

**Sub:- Quick Recruitment of Scientists (Fellows) for Major Projects - revision of Scheme & emoluments structures.**

In partial modification of CSIR circular no. 17(155)/91-E.II dated 3.8.1992 and 6.12.1995 and circular of even no. dated 14.10.2003, on the above subject, the Governing Body, CSIR, in its 170th meeting held on 28.1.2008, considered the CSIR Quick Hire Scheme for appointment of scientists for Major Projects and approved the following changes in the Scheme to make the scheme contemporary to the demands of the present scenario and attract the best talent timely:-

- (a) **Emoluments:** Director of the Laboratory would be empowered to decide on the emoluments of the QHF, depending upon the qualification and experience possessed. The placement however would be in one of the following category:-

Range	Essential Qualification	Emolument
Range(0)	M.Sc./ B.E./ B.Tech. degree with outstanding academic career and age below 25 years	Rs 14,000/-
Range(1)	M.Tech. or equivalent Degree/ MBBS with one year internship/Ph.D. (Sc.), with uniformly outstanding academic records, and clear potential for high quality R&D work and age below 40 years	Rs 18000/18900/19800/20700/21600
Range(2)	M.Tech or equivalent degree with three years Experience/MD/Ph.D. (Sc.)/ Ph. D. (Engg.) with outstanding academic records and proven ability for high quality R&D work and age below 40 years	Rs21000/22050/23100/24150/25200
Range(3)	M.Tech./ M.D./ Ph.D. or equivalent degree in respective discipline, with original work as evidence by highly innovative patents or outstanding publications- evidence or leadership, with minimum of 5 years R&D experience and age below 40 years	Rs24000/25200/26400/27600/28800
Range(4)	M.Tech./ Ph.D. or equivalent with 10 years of experience; Outstanding academic career and professional work as reflected publications, patents, involvement in major projects etc. and age below 45 years	Rs3 0000/31500/33000/34500/36000

\*To be further modified after implementation of sixth Central Pay Commission recommendations.

(b) **QHF Positions:** Director of the Laboratory be empowered to decide on the number of QHF positions required. The decision will be taken in consultation with RC of the Laboratory.

**IB Clearance :** (i) For placement of researchers in non-sensitive post: while the procedure for prior detailed verification of character and antecedents is initiated simultaneously with the selection of the person 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 case where the adverse finding is reported termination simpliciter should be resorted to;  
(ii) For placement in sensitive post, seeking of prior IB clearance is necessary.

Director of the Laboratory/Institute shall decide the sensitiveness of the post depending on the project prior to initiating the process of hiring.

In the case of CSIR HQs similar procedure may be followed for appointment of Quick Hire Fellows with the approval of DG, CSIR.

The above revised emolument structure will be effective from the date of issue of the order and the existing incumbents will be placed in the corresponding Ranges from that date. All other conditions of service as stipulated in circular dated 3.8.1992 referred to above will remain the same.

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

*Copy of CSIR letter No. 17(155)/91-98E-II dated 28.2.2008*

**(75)**

**Sub:- Amendment to 'CSIR Scientists Recruitment & Assessment Promotion Rules, 2001.**

The Governing Body of CSIR at its 170<sup>th</sup> meeting held on 28th January, 2008 has approved the following amendment to 'CSIR Scientists Recruitment & Assessment Promotion Rules, 2001':

<b>Existing Rules</b>	<b>Amendment Rule</b>
<b>Rule 9</b> Power to relax - The Governing Body may relax any or all the provisions of these	<b>Rule 9</b> Power to relax/modify - Director General, CSIR, may relax/modify/amend any of the existing rules to overcome the operational difficulties and for speedy assessment of scientists

Rules wherever considered necessary.	<p>on the recommendations of the Recruitment and Assessment Board, wherever considered necessary. Such relaxation/ amendment/modification should be applicable from the date of notification of the DG's decision unless specified otherwise.</p> <p>The relaxation/modifications/amendments, if any, shall be ratified by the Governing Body</p>
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*Copy of CSIR letter No.1-5(1)/2008-RAB dated 29.2.2008*

**(76)**

**Sub:- Amendment to 'CSIR Scientists Recruitment & Assessment Promotion Rules, 2001.**

The Governing Body of CSIR at its 169<sup>th</sup> meeting held on 22<sup>nd</sup> June, 2007 has approved the following amendment to Rule 7.2 of CSIR Scientists Recruitment & Assessment Promotion (CSRAP) Rules, 2001:

<b>Existing Rule</b>	<b>Amended Rule</b>
<p><b><u>Rule 7.2</u></b></p> <p>Promotion up to the level of Scientist Group IV(6) i.e. of Scientist Group IV(1), 1V(2), IV(3), 1V(4) &amp; IV(5) shall be made on the basis of:</p> <p>(i) preliminary screening by an Internal Screening Committee formed as per Rule 7.5.1, which takes into account the Annual Confidential Reports recorded for the years covered under the residency period; and</p> <p>(ii) interview by the Assessment Committee as specified hereafter.</p>	<p><b><u>Rule 7.2</u></b></p> <p>a) Promotion up to the level of Scientist Group 1V(5) i.e. of Scientist Group 1V(1), 1V(2), 1V(3), &amp; IV(4) shall be made on the basis of:</p> <p>(i) preliminary screening by an Internal Screening Committee formed as per Rule 7.5.1, which takes into account the Annual Confidential Reports recorded for the years covered under the residency period; and</p> <p>(ii) interview by the Assessment Committee as specified hereafter.</p> <p>(b) Promotion to the level of Scientist Group IV(6) i.e. of Scientist Group IV(5) shall be made on the basis of:</p> <p>(i) preliminary screening by an Internal Screening Committee formed as per Rule 7.5.3,</p>

	<p>(ii) which takes into account the Annual Confidential Reports recorded for the years covered under the residency period; and Assessment by a duly constituted Peer Committee which takes into account the Annual Confidential Reports and the Work Reports for the years covered under the residency period without holding any assessment interview.</p>
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The amendment in Rule 7.2 shall be implemented for all the cases of assessments, now onward coming before RAB, including pending cases of earlier years under CSRAP Rules, 2001 as approved by the Governing Body at its meeting held on 22.6.2007.

*Copy of CSIR letter No. 1-5(1)/2008-RAB dated 20.3.2008*

**(77)**

**Sub:- Recruitment Rules 2008 for the post of 'Director of CSIR laboratory/institute/Centre.**

It is informed that "Recruitment Rules 2008 for the post of Director of CSIR Laboratory/Institute/Centre" have been approved by the President, CSIR (Prime Minister of India). These rules have come into force with immediate effect for all future appointments and extension of tenure of Directors.

*Copy of CSIR letter No. 7-8(43)-RR/Dir/2005-Policy dated 24.3.2008*

**RECRUITMENT RULES, 2008 FOR THE POST OF  
DIRECTOR OF LABS./INSTTS/CENTRES OF CSIR**

1. In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of CSIR the Governing Body of CSIR formulates the following Recruitment Rules for the post of Director of Laboratories/Institutes/Centres CSIR.
2. **Short Title & Enactment:**

These Rules shall be called 'Recruitment Rules, 2008 for the post of Director of CSIR Laboratory/Institute/Centre CSIR' and shall come into force with effect from the date of notification.

3. Scope of Rules:

These Rules shall govern recruitment/selection and extension to the post of Director of CSIR Laboratory/Institute/Centre.

4. Definitions:

All words and abbreviations in these Rules shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

5. Qualifications Experience and Age:

- 5.1 Essential Qualifications: Ph.D in Natural/Social Sciences or Masters Degree in Engineering/Health/Medical Sciences.

Desirable Qualification: Ph.D in Engineering/Health/Medical Sciences.

- 5.2 Experience: 16 years of experience in Research and Development in the areas of activities of Laboratory/institute/Centre and demonstrated excellence of leadership therein.

Years of experience shall be computed from the beginning of his research career.

- 5.3 Age: 45 years or above but not exceeding 58 years.

- 5.4 Relaxation: The qualifications, age and experience can be relaxed in the case of exceptionally meritorious candidates with approval of DG, CSIR.

6. Constitution of Search-cum Selection Committee:

- 6.1 DG, CSIR, with the approval of Vice-President, CSIR, shall constitute s Search-cum-Selection Committee comprising of 7 members as follows.

- 6.2 One eminent Scientist/Technologist/Expert in the relevant field to be designated as Chairman by the DG, CSIR; four eminent Scientists/Technologists/Experts in the relevant field (at least one scientist being, an outsider); one of the Secretaries of the Scientific Departments; and DG. CSIR.

- 6.3 In case there is no Vice-President in position, approval of the President CSIR shall be obtained.

7. Notification/Advertisement:

The post of Director of CSIR Laboratory/Institute/Centre shall be advertised and given wide publicity.

8. Process of Search and Selection:

- 8.1 The Search-cum-Selection Committee shall consider (a) applications received in response to advertisement, (b) nominations received.
- 8.2 The Search-cum-Selection Committee may shortlist eligible applicants/nominees and invite them for personal discussion. The Committee may also consider the candidature of an applicant/nominee in absentia.
- 8.3 The recommendations of the Search-cum-Selection Committee shall be submitted by DG, CSIR to the appointing authority for approval.

9. Scale of Pay:

- 9.1 The post of Director of laboratory/Institute/Centre shall be in the pay scale of Rs. 22400-525-24500.

10. Tenure of Appointment:

- 10.1 The appointment to the post of Director shall be made for a tenure of six years or till superannuation whichever is earlier.
- 10.2 In deserving cases the tenure period can be extended by another term upto six years or till the age of superannuation whichever is earlier. Extension in tenure shall be considered by a Committee comprising of DG, CSIR as Chairman and four eminent Scientists/. Technologists/Experts in the relevant field to be constituted by VP, CSIR. The Committee's recommendations shall be accepted by the VP, CSIR. Any proposal to reject the recommendations of the Committee will require the approval of the ACC.

"Any modification in the present rules will be carried out in harmony with the extant orders issued by Government of India on the subject for autonomous bodies.

(78)

**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 DG, 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

(79)

**Sub:- Inter Lab transfer of Scientific & Technical Staff.**

I am directed to state that DG, CSIR has decided that in cases where directors have mutually agreed to take the incumbent on transfer against their available vacant post, the same may be effected without seeking approval of DG, CSIR, as par the existing guidelines.

In case there is no post available with the Lab./Instt. and Director of the Lab./Instt. is willing to take the incumbent on transfer in view of his/her suitability, references may be made to DG, CSIR to release a post from DGs quota under Group IV & III, subject to adjustment against future vacancies.

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

Copy of CSIR letter No. 1-5(21)/2008-PD dated 22.5.2008

(80)

**Sub:- Inter se seniority of Scientists Gr. IV(5) on their assessment promotion to Gr. IV(6) on the same date for the purpose of making officiating arrangement during the leave/deputation of Director – reg.**

I am directed to invite a reference to your letter No. NGRI-7/18/2005-Rectt.(FG) dated 18<sup>th</sup> February, 2008 and subsequent reminder dated 30<sup>th</sup> April, 2008 seeking clarification about the inter se seniority of three Scientists Gr. IV(5), who have been promoted to the post of Scientist Gr. IV(6) on the same date i.e. 3.4.2008 and to say that it has been decided with the approval of the competent authority that in such cases, the inter se seniority may be decided on the basis of date of their eligibility for promotion to Gr. IV(6) providing the Assessment Committee has recommended their names for promotion from that date, which may be confirmed from RAB.

Accordingly, you are requested to ascertain from Head, RAB about the dates from which, the concerned Scientist has been recommended for promotion by the Assessment Committee, for determining their inter se seniority.

Copy of CSIR letter No. 5-1(17)/2008-PD dated 9.6.2008

(81)

**Sub:- Reporting and reviewing of ACRs/APRs –regarding**

I am directed to state that under CSIR Scientist Recruitment & Assessment Promotion Rules, 2001, APR grading/scores form the basis of eligibility for consideration of assessment. As such, any subjective and bias grading awarded by the Reporting/Reviewing Officer may adversely affect the scientific career of the individual. It has been observed that in a number of cases, there is a wide difference between the grading/scores awarded by the Reporting Officer and the Reviewing Officer or by the Normalization Committee, as a result the individual Scientist is not eligible to be considered for assessment which results in frustration and lot of discontentment among the scientific community.

In order to obviate such situation, DG, CSIR has decided that for future assessment, in cases where the incumbent is not able to secure the minimum averaged percentage of ACR scores for eligibility for his/her assessment, the present Director/Acting Director/director-in-charge of the Labs./Instts. may get the APRs for entire duration of residency period in the present post be reviewed either by himself or through the Normalization Committee (including in those cases where he was not a reporting/reviewing officer or Director of the Laboratory). Wherever, after such a review the ACR scores are upgraded by the Normalization Committee/Director, a report with detailed justification for such an upgradation may be sent to DG, CSIR. In cases where Director is the Reporting Officer, such a review will be undertaken by the DG, CSIR, based on the inputs provided by the Director.

Past cases, where assessment has already taken place, and the incumbent has not been considered/recommended for a particular assessment year, need not to be reopened and only to be considered for subsequent chance.

It is requested to bring the above decision to the notice of all concerned in your Laboratory/Institute for guidance and compliance.

*Copy of CSIR letter No. 5-1(144)/2008-PD dated 8.7.2008*

(82)

**Sub:- Assessment of Scientists Group IV(5) in relaxation of Rule 6.11 of the Revised MANAS - Approval by the Governing Body at its 171st meeting held on 10.06.2008.**

The Governing Body of CSIR at its 169<sup>th</sup> meeting held on 22.06.2007 approved amendment to Rule 7.2 of CSIR Scientists Recruitment & Assessment Promotion (CSRAP) Rules, 2001. The provision for interview was removed and was replaced by assessment by a duly constituted Peer Committee on the basis of Annual Confidential Reports and Work Reports.

2. The Governing Body at its 170<sup>th</sup> meeting held on 28.01.2008 approved amendment to Rule 9 of CSRAP Rules, 2001 and empowered DG, CSIR to relax/modify/amend any of the existing rules to overcome the operational difficulties in speedy assessment of scientists.
3. As the procedure of interview was deleted, it was felt necessary to relax the provision of holding separate assessments for each year in a separate sitting, as given under Rule 6.11 of Revised MANAS to overcome the operational difficulties and to clear the backlog of assessment promotion of Scientists Group IV(5) to IV(6) for the years upto 2006-07. Accordingly, Director General, CSIR in exercise of powers given to him by the Governing Body at its 170th meeting, approved relaxation of the provisions of Rule 6.11 of Revised MANAS, to hold assessment of all the candidates, who were eligible to be considered for more than one chance, in one sitting, by a duly constituted Peer Committee after considering the separate incremental work reports, for each assessment year, as submitted by the candidate. On the recommendations of the Chairman, Recruitment and Assessment Board of CSIR, DG, CSIR in exercise of his powers delegated by the Governing Body, also approved that the provisions of Rule 6.11 of Revised MANAS will not apply in future when ever backlog of assessments in the case of Scientists Group IV(5) under CSRAP Rules 2001 comes up for clearance.
4. The Governing Body of CSIR at its 171st meeting held on 10th June, 2008 has approved the process as mentioned in Para 3 above.
5. Hindi version will follow.

*Copy of CSIR letter No. 1-5(1)/2008-RAB dated 2.9.2008*

**(83)**

**Sub:- Representations received from Scientists under the CSIR Scientists Recruitment and Assessment Rules, 2001.**

I am directed to invite a reference to CSIR Circular No. 7-1(2)/2005 R&A dated 17.8.2007 wherein it was notified that representations/appeal from Scientists relating the assessment under CSRAP Rules, 2001 will be examined and submitted by RAB. It has been brought to the notice of RAB that in spite of clear instructions contained in CSIR letter No. 17(226)/97-E.II dated 24.11.1997, No. 7-1(2)/2005-R&A dated 28.10.2005 and No. 17/66/94-PPS dated 23.5.2006, a large number of Scientists are still sending their representations addressed to DG, CSIR, Chairman-RAB with copies endorsed to the Hon'ble VP, CSIR/President, CSIR directly through e-mail or by post without following the prescribed procedure. This is contrary to instructions issued on the subject.

It is, therefore, requested that the contents of aforementioned CSIR instructions issued on the subject may be once again brought to the notice of all employees of your Lab./Instt. for

information, guidance and strict observance. Any representation received directly from the employees of the Lab/Instt. will therefore not be entertained.

*Copy of CSIR letter No. 5-1(36)/2008-PD dated 7.10.2008*

**(84)**

**Sub:- References to CSIR Hqrs. from Laboratories/Institutes on service matters where Powers have been delegated to Directors-instructions thereof.**

I am directed to state that despite delegation of powers to Directors to take decisions at Laboratory/Institute level and the policy guidelines issued by CSIR, large number of references are being received at CSIR Hqrs. from the Laboratory/Institute under the signature of AOs/COAs on service matters. In order to reduce references to CSIR Hqrs., DG has desired that in future, before making any reference to CSIR, the matter should be examined by the Administration and Finance in the Laboratory/Institute in accordance with the instructions issued by CSIR/Govt. of India from time to time and try to resolve issues at laboratory level wherever powers have been delegated to Directors. Further, DG, CSIR has desired that the following instruction may scrupulously be followed by the Laboratory/institute:-

Any reference to CSIR Hqrs. should be made under the signature of Director with detailed reason/justification for making such reference and the reason for not taking a decision at Lab. level.

- Staff/Officers should also be asked to desist from making direct representations to higher authorities in service matters and follow CSIR Grievance Redressal System, as already notified by CSIR from time to time.
- No case of age/qualification relaxation in the case of S&T staff, specially in the case of Scientists, Group-IV(1) & (2), should be referred to CSIR Hqrs., and recruitment should be made strictly as per the provisions contained in the CSIR Service/Recruitment Rules, however, relaxation in age to SC/ST/OBC candidates etc. will be applicable as per the Govt. of India instructions issued from time to time.
- The Sixth CPC recommendations, in the case of CSIR administrative and technical staff, may be implemented in accordance with the instructions issued by CSIR vide its Circular dated 4-10-2008 and the Govt. of India notification/orders already endorsed to Labs. Wherever, specific designation is not mentioned in CSIR Circular dated 4-10-2008, specially of staff belonging to Isolated category/canteen, they may be placed in the corresponding pay scales, based on the adoption of pay scales in identical cases of isolated cadre, other than the scales adopted in the case of Raj Bhasha Staff. Any reference seeking clarification should be sent under Director's signature only, after examining the issue at Lab. level and indicating reasons for making such reference.

- As regards anomaly created due to the merger of few scales, thereby requiring changes in the Recruitment and Assessment Promotion Rules, DG, CSIR has constituted a Committee under the Chairmanship of Chairman, RAB. Any change in the Assessment Promotion Rules based on the recommendations of the Committee, will be effective prospectively from 1-1-2009 or the date from which GB's approval is obtained.
- DG, CSIR, vide his e-mail dated 4-10-2008 to Directors, has already addressed the issue of grant of some monetary incentive in the form of additional increments to Group-II and III employees having higher qualification, like Ph.D./ME/M.Tech. etc. and directed that all direct recruitment to the posts of Asstt.Gr.III and I (Gen/F&A/S&P) and Jr. Stenos. and Sr. Stenos, may be kept in abeyance, pending finalization of Recruitment Rules for recruitment of staff at the level of Executive Assistant in the Administrative Cadres, as such, any matter/representation related to these issues may not be forwarded to CSIR Hqrs. till a final decision on these issues are taken and notified with the approval of the competent authority.

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

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 21.10.2008*

(85)

**Sub:- Implementation of Sixth Pay Commission Recommendations in CSIR in respect of Group-IV Scientists.**

In continuation of this office letter of even number dated 4<sup>th</sup> October 2008 communicating the decision of the competent authority for the implementation of Sixth CPC recommendations in CSIR in respect of staff other than Group-IV Scientists and to state that based on the recommendations of the Committee the DG, CSIR, in consultation with FA, CSIR, has been pleased to implement the Sixth CPC recommendations in the case of Group-IV Scientists, to the extent mentioned below. The other recommendations of the committee will be taken up with the Min. of Finance, Deptt. of Expenditure separately for approval.

<b>Group/Post</b>	<b>Pre-revised Pay Scale</b>	<b>Revised Scale/Pay Band</b>	<b>Grade Pay</b>
Gr.IV(1)	Rs. 8000-275-13500	Rs. 15600-39100/PB-3	Rs.5400
Gr.IV(2)	Rs. 10000-325-15500	-do-	Rs.6600
Gr.IV(3)	Rs. 12000-375-16500	-do-	Rs.7600
Gr.IV(4)	Rs. 14300-400-18300	Rs.37400-67000/ PB-4	Rs.8700
Gr.IV(5)	Rs. 16400-450-20000	-do-	Rs.8900
Gr.IV(6)	Rs. 18400-500-22400	-do-	Rs. 10000
Director/Sci.H	Rs. 22400-525-24500	-do-	Rs. 12000

2. All the Scientists in Pay Band-3 with Grade Pay of Rs.6600, Rs. 7600 and Pay Band-4 with Grade Pay of Rs.8700, Rs. 8900, shall be given two additional increments after their normal pay fixation. Each increment shall be calculated @ 3% of the total Basic Pay in the respective pay band plus corresponding Grade Pay for those recruited/promoted after 1.1.2006 or from the date of option exercised for revised pay scale in respect of recruited/promoted before 1.1.2006. The two additional increments in PB-3 and PB-4 shall not be treated as part of pay for any purpose and shall be computed on the pay plus grade pay at the time of entry in the grade: it will remain constant during the entire period of residency in the grade and will be recomputed on promotion to the next grade. Scientists in Pay Band-4 in the pay scale of Rs.37400-67000 with Grade Pay of Rs. 10,000 will get Special Pay of Rs.4000/- per month, as per the recommendations of the Sixth CPC.

3. The Professional Update Allowance has been enhance w.e.f. 1.9.2008 at the following rates:-

Scientists in PB-3(Rs. 15600-39100) with Grade Pay of Rs. 5400, Rs. 6600 and Rs. 7600	Rs. 10000/- per annum
Scientists in PB-4(Rs. 37400-67000) with Grade Pay of Rs. 8700 and Rs. 8900	Rs. 20000/- per annum
Scientists in PB-4(Rs. 37400-67000) with Grade Pay of Rs. 10000, & Rs. 12000 and above (i.e. HAG + Scale/Apex Scale).	Rs. 30000/- per annum

4. All scientists with Grade Pay of Rs. 10000 and above who are entitled to use official vehicle in terms of Ministry of Finance, Department of Expenditure OM No. 20(5)/E.II(A)/93 dated 24.1.1994 (endorsed vide CSIR No. 31/4/93-Gen. dated 14.2.94), shall be given the option to avail themselves of the existing facility or to draw T.A. @ Rs.7000 + DA thereon per month as per the Ministry of Finance, Department of Expenditure OM dated 29.8.2008 already endorsed vide CSIR letter of even number dated 4.10.2008 as per the recommendation of Sixth Central Pay Commission. However, Director's designated as Head of Department shall continue to use staff car as per rules.

5. The fixation of pay and payment of arrears to Group-IV Scientists may be regulated as per CCS (Revised Pay) Rules, 2008, notified vide GSR No. 622(E) dated 29-8-2008 wef. 1-1-2006 and the instructions contained in Ministry of Finance OM No. 1/1/2008-IC dated 30-8-2008 (copies have already be sent to all the Labs./Instts.). The 10% of the additional expenditure on account of revised pay structure based on CCS (RP) Rules, 2008 may be met out of Laboratory Reserve Fund.

*Copy of CSIR letter No. 5-I(3)/2008-PD dated 21.11.2008*

(86)

**Sub:- Implementation of Sixth Central Pay Commission recommendations in respect of Scientists Gr. IV in CSIR.**

In continuation of this office letter of even number dated 21st November 2008 communicating the decision of the competent authority for implementation of the Sixth CPC recommendations in CSIR in the case of Scientists Gr.IV, DG, CSIR has been pleased to decide that Acting Directors, who are Scientist Gr.IV(6) and in the pay scale of Rs.37400-67000 (PB-4) with Grade Pay of Rs. 10,000 per month, shall be given the option to avail themselves of the existing facility to use official vehicle in terms of Ministry of Finance, Deptt. of Expenditure OM No. 20(5)/E.II(A)/93 dated 24-1-1994 or to draw TA @ Rs.7,000 plus DA thereon per month, as per Ministry of Finance, DoE OM dated 29-8-2008 endorsed vide CSIR letter of even number dated 4-10-2008. However, regular Directors in the pay scale of Rs.37400-67000 in PB-4 with Grade Pay of Rs. 12,000 shall continue to use staff car as per rule.

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 30.12.2008*

(87)

**Sub:- CSIR Scientists Recruitment and Assessment Promotion Rules, 2001 - Clarification thereof.**

I am directed to refer to this Office letter No. 1 -3( 16)/2006-RAB, dated 20th March, 2007 on the above cited subject, whereby it was notified that in all the cases having due date of assessment falling on or after 13<sup>th</sup> August, 2005, grace marks upto 0.5 may be granted by the Internal Screening Committee for rounding off the decimal points to the nearest next figure\* while deciding the eligibility for assessment interview.

Having observed that in a number of cases, candidates just fell short of reaching the prescribed thresholds and thereby lose their chance for appearing before the assessment committee. DG, CSIR in consultation with Chairman-RAB has been pleased to approve that the grace marks may be increased upto 0.9 from the assessment year 2007-08, i.e. assessments fallen due on or after 1.4.2007.

The eligibility for assessment interview for the year 2007-08 may kindly be determined accordingly.

*Copy of CSIR letter No. 1-5(I)/2008-RAB dated 13.1.2009*

(88)

**Sub:-Recruitment Rules, 2008 for the post of Outstanding Scientist of CSIR from Scientist/Technologists of Indian origin [OS(STIO)].**

I am directed to state that Ministry of Finance, Department of Expenditure has accorded approval for operating 50 positions of "Outstanding Scientist" to be filled from eminent Scientists/Technologists of Indian origin (STIO) in CSIR to be filled on contractual basis in the pay scale of Rs.37400-67000 in Pay Band-4 with Grade pay of Rs. 12000 (Pre-revised Rs.22400-525-24500). The "Recruitment Rules, 2008 for the post of Outstanding Scientist of CSIR from Scientist/Technologists of Indian origin [OS(STIO)]" duly approved by the Governing Body in its 172nd meeting held on 7th November, 2008 are forwarded herewith for information. These rules will come into force with immediate effect.

The recruitment to the post of Outstanding Scientist of CSIR from Scientist/Technologists of Indian origin shall be made centrally through Recruitment and Assessment Board (RAB).

*Copy of letter No. 5-1(63)/2008-PD dated 15.1.2009*

Recruitment Rules, 2008 for the post of Outstanding Scientist of CSIR from  
Scientists/Technologists of Indian Origin [OS(STIO)]

In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for the post of Outstanding Scientists of CSIR from Scientists/Technologists of Indian Origin (hereinafter to be referred to as OS(STIO) to be placed in various Labs./Instts./Centres/Hqrs. of CSIR.

**2. Short Title & Enactment:**

These Rules shall be called "Recruitment Rules, 2008 for the post of OS (STIO)" to be placed at various Labs./Instt./Centres/Hqrs. of CSIR and shall come into force with effect from the date of notification.

**3. Scope of Rules:**

These Rules shall govern appointment to the post of OS (STIO) on a contractual basis to be placed at various Labs./Instts./Centres/Hqrs. of CSIR.

**4. Definitions:**

All words and abbreviations in these Rules shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

## 5. Qualifications, Experience and Age:

5.1	<u>Essential Qualifications:</u>	Ph.D. in any branch of Science/ Social Science/Engineering/ Health/ Medical Sciences
5.2	<u>Desirable Qualifications/Recognition:</u>	(i) National/International recognition like, Major Project Grants, Awards, Fellowships of Academies, Visiting Fellow/ Professor. (ii) Tenured faculty of Scientific/ Technological/ Academic Institutions
5.3	<u>Experience:</u>	Minimum 10 years of experience as Faculty/Scientist of an International University/Institute/ Corporate R&D Lab.
5.4	<u>Age:</u>	Minimum age shall be 40 years.
5.5	<u>Relaxation:</u>	The qualifications, age and experience can be relaxed in the case of exceptionally meritorious candidates with the approval of DG, CSIR.

## 6. Eligibility Criteria:

The Applicants must be of Indian Origin.

## 7. Publicity:

The post of OS (STIO) may be given wide publicity to attract best talent.

## 8. Process of Search-cum-Selection/Review Committee

Search-cum-Selection Committee for recommending the suitability of candidate(s) shall be constituted with the approval of Vice-President, CSIR. In case there is no Vice-President in position, approval of President, CSIR shall be obtained.

Search-cum-Selection/Review Committee shall comprise:-

- (a) Chairman, CSIR RAB as Chairman
- (b) Three eminent Scientist/Technologists of which at least two shall be external; and
- (c) DG, CSIR & Secretary, DSIR

Recommendations of the Search-cum-Selection Committee shall be submitted to the Appointing Authority, for approval.

#### **9. Scale of Pay:**

The post of OS (STIO) to be placed in various Labs./Instts./ Centres/Hqrs. of CSIR shall be in the pay scale of Rs. 22,400-525-24,500 (pre-revised) equivalent revised scale Rs.37,400-67,000 in PB-4 with Grade Pay of Rs.12,000, and pay will be fixed as recommended by the Committee or such consolidated pay as may be recommended by the Committee.

#### **10. Ad hoc Appointment**

Ad hoc appointment of OS (STIO), full time/ part-time, can be made by DG, CSIR in consultation with Chairman, CSIR-RAB and with the approval of Vice-President, CSIR, for a maximum period of one year which is not extendable further. The candidature for regular appointment through the Search-cum-Selection Committee may be considered as soon as may be possible, before completion of tenure of ad hoc appointment.

#### **11. Tenure of Appointment:**

Appointment of OS (STIO) shall be on contract on full time basis for a period of three to five years or on a part-time basis for the same period where-under he/she shall work on a time-sharing basis between his/her parent organization and CSIR, the pattern of timesharing to be recommended by the Search-cum-Selection Committee in consultation with the candidate.

The contract can be renewed on the basis of recommendation of the Review Committee with the approval of the Appointing Authority.

The contract can be terminated by either party by giving three months notice on the recommendation of DG, CSIR with the approval of Vice-President, CSIR.

#### **12. Appointing Authority:**

The appointing authority for the post of OS (STIO) shall be the President, CSIR.

(89)

#### **Sub:- Recruitment Rules, 2008 for the post of Scientist 'H'/Outstanding Scientist of CSIR.**

I am directed to state that Ministry of Finance, Department of Expenditure has accorded approval for operating 40 positions of "Scientist 'H'/Outstanding Scientist" to be filled in cutting edge areas of research and development in Council of Scientific & Industrial Research (CSIR) in the pay scale of Rs. 37400-67000 in Pay Band-4 with Grade pay of Rs.12,000/- (Pre-revised Rs.22400-525-24500) to be filled by selection and not by promotion. The "Recruitment Rules,

2008 for the post of Scientist 'H'/Outstanding Scientist of CSIR" duly approved by the Governing Body in its 172nd meeting held on 7th November, 2008 are forwarded herewith for information. These rules will come into force with immediate effect.

The recruitment to the post of Scientist 'H'/Outstanding Scientist of CSIR shall be made centrally through Recruitment and Assessment Board (RAB).

*Copy of CSIR letter No. 5-1(62)/2008-PD dated 15.1.2009*

Recruitment Rules, 2008 for the post of Scientist-H/ Outstanding Scientist of CSIR

In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for the post of Scientist-H/ Outstanding Scientist of CSIR to be placed in various Labs./Instts./Centres/Hqrs. of CSIR.

**2. Short Title & Enactment:**

These Rules shall be called "Recruitment Rules, 2008 for the post of Scientist-H/ Outstanding Scientist of CSIR to be placed at various Labs./Instts./Centres/Hqrs. of CSIR and shall come into force with effect from the date of notification.

**3. Scope of Rules:**

These Rules shall govern recruitment and extension to the post of Scientist-H/ Outstanding Scientist of CSIR to be placed at various Labs./Instts./Centres/Hqrs. of CSIR

**4. Definitions:**

All words and abbreviations in these Rules shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

**5. Qualifications, Experience and Age:**

5.1	<u>Essential Qualifications:</u>	Ph.D. in any branch of Science/ Social Science or Master Degree in Engineering or Health/ Medical Sciences  (Specific qualifications/specialization will be indicated at the time of Advertisement)
5.2	<u>Desirable Qualifications/Recognition:</u>	(i) Ph.D. in Engg. or Health/Medical Sciences (ii) National/International recognition like Awards, Fellow/Professor.

5.3	<u>Experience:</u>	<p>(i) Minimum 16 years of experience in Research &amp; Development in National/International R&amp;D/Academic laboratory/Institution including/corporate R&amp;D.</p> <p>(ii) Should hold position at Scientist-F/G/Professor level in Govt./Statutory/Autonomous Institutions or equivalent in Non-Govt./Private institutions with outstanding academic records.</p>
5.4	<u>Age:</u>	Minimum 45 years.
5.5	<u>Relaxation:</u>	The qualifications, age and experience can be relaxed in the case of exceptionally meritorious candidates with the approval of DG, CSIR.

## 6. Eligibility Criteria:

The Applicant must be citizen of India.

## 7. Notification/Advertisement:

The post of Scientist-H/ Outstanding Scientist of CSIR to be placed in various Lab./Instt./Centre/Hqrs. of CSIR shall be advertised and given wide publicity.

## 8. ' Process of Search, Screening and Selection:

### 8.1 Constitution of Screening Committee

- (i) DG, CSIR shall appoint a Screening Committee to :-
  - (a) consider applications received in response to advertisement and to consider nominations of candidature received from eminent Scientists/Technologists; and
  - (b) shortlist eligible applicants.
- (ii) The Committee shall comprise of three eminent scientists/technologists in the relevant fields to be nominated by DG, CSIR.

## 8.2 Constitution of Search-cum-Selection Committee:

- (i) Search-cum-Selection Committee for recommending the suitable candidate(s) in each discipline/area shall be constituted with the approval of Vice-President, CSIR. In case, there is no Vice-President in position, approval of the President, CSIR shall be obtained.
- (ii) Search-cum-Selection Committee shall comprise:
  - (a) Chairman, CSIR RAB as Chairman;
  - (b) three Eminent Scientists/Technologists in the relevant fields of which at least one shall be external to CSIR; and
  - (c) DG, CSIR & Secretary, DSIR.
- (iii) The recommendation of the Search-cum-Selection Committee shall be submitted by DG, CSIR to the appointing authority for approval.

## 9. **Scale of Pay:**

The posts of Scientist-H/ Outstanding Scientist to be placed in various Labs./Instts./ Centres/Hqrs. of CSIR shall be in the scale of Rs.22,400-525-24,500 (pre-revised) equivalent revised scale Rs. 37400-67000 in Pay Band-4 with Grade Pay of Rs. 12,000. Pay will be as recommended by the Committee.

## 10. **Tenure of Appointment:**

For those who are not in service of CSIR, the tenure for appointment of Scientist-H/ Outstanding Scientist shall be for a period of five years or till superannuation, whichever is earlier. For those who are in service of CSIR, the term shall be till superannuation.

## 11. **Extension of tenure:**

Extension of tenure shall be considered by an Evaluation Committee comprising of DG, CSIR as Chairman; Chairman, CSIR RAB; and three eminent Scientists/ Technologists/Experts in the relevant fields to be constituted by the Vice-President, CSIR. The Committee's recommendations shall be accepted by the Vice-President, CSIR. Any proposal to reject the recommendations of the Committee will require the approval of the President, CSIR.

## 12. **Appointing Authority:**

The Appointing Authority for the position of Scientist-H/Outstanding Scientist shall be the President, CSIR.

(90)

**Sub:- Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR.**

I am directed to state that Government of India, Cabinet Secretariat with the concurrence of Ministry of Finance, Department of Expenditure, has communicated approval of the competent authority for operation of 30 positions of Distinguished Scientist, including for Scientist/Technologist of Indian Origin (STIO) in the Council of Scientific & Industrial Research (CSIR) in the pay scale of Rs. 75,500 (annual increment @ 3%)-80,000 {pre-revised Higher Administrative Grade + of Rs.24050-650-26000} by upgradation of 30 existing posts of Group IV Scientist. The "Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR" duly approved by the Governing Body in its 172nd meeting held on 7th November, 2008 are forwarded herewith for information. These rules will come into force with immediate effect.

The recruitment to the post of Distinguished Scientist of CSIR shall be made centrally through Recruitment and Assessment Board (RAB).

*Copy of CSIR letter No. 5-1(61)/2008-PD dated 15.1.2009*

**Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR**

In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for the post of Distinguished Scientist of CSIR to be placed in various Labs./Instts./Centres/Hqrs. of CSIR.

**2. Short Title & Enactment:**

These Rules shall be called "Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR" to be placed at various Labs./Instts./Centres/Hqrs. of CSIR and shall come into force with effect from the date of notification.

**3. Scope of Rules:**

These Rules shall govern appointment to the post of "Distinguished Scientist" of CSIR to be placed at various Labs./Instts./Centres/Hqrs. of CSIR.

**4. Definitions:**

All words and abbreviations in these Rules shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

## **5. Eligibility Criteria:**

The Applicant must be citizen of India or Scientist/Technologist of Indian origin (STIO). The position will be offered to Scientists/Technologist with --

- (i) Proven track record in areas of cutting edge Science & Technology
- (ii) International eminence
- (iii) Leadership qualities required for building/nurturing new groups of young Scientists in emerging areas of Science & Technology and of interest to the country.

## **6. Notification/Advertisement:**

The post of Distinguished Scientist of CSIR to be placed in various Lab./Instt./ Centre/Hqrs. of CSIR will be given wide publicity.

## **7. Constitution of Selection Committee and process of Selection:**

- (i) The Selection Committee for recommending the suitable incumbent shall be constituted with the approval of Vice-President, CSIR. In case, there is no Vice-President in position, approval of the President, CSIR shall be obtained.
- (ii) The Selection Committee shall comprise of five members as follows :-
  - (a) Chairman, CSIR RAB as Chairman;
  - (b) Three Eminent Scientists/Technologists in the relevant fields of which at least one shall be external to CSIR; and
  - (c) DG, CSIR & Secretary, DSIR.
- (iii) The Selection Committee shall consider nominations received from eminent Scientist/Technologist as and when such nominations are received and recommend suitability of the candidate.
- (iv) The recommendation of the Selection Committee shall be submitted to the appointing authority for approval.

## **8. Scale of Pay:**

The posts of Distinguished Scientist of CSIR to be placed in various Labs./Instts./Centres/Hqrs. of CSIR shall be in the pay scale of Rs. 75,500-(Annual Increment (@3%)-80,000, or such consolidated pay as recommended by the Committee.

#### **9. Tenure of Appointment:**

The tenure for appointment of Distinguished Scientist of CSIR shall be on contractual basis for a period not exceeding five years, or till superannuation, whichever is earlier.

#### **10. Extension of tenure:**

Extension of tenure shall be considered by an Evaluation Committee comprising of DG, CSIR as Chairman, Chairman, CSIR RAB; and three eminent Scientists/Technologists/Experts in the relevant fields to be constituted by the Vice-President, CSIR. The Committee's recommendations shall be accepted by the Vice-President, CSIR. Any proposal to reject the recommendations of the Committee will require the approval of the President, CSIR.

#### **11. Appointing Authority:**

The Appointing Authority for the position of Distinguished Scientist of CSIR shall be the President, CSIR.

(91)

#### **Sub:- Benefit of Non Practicing Allowance to Scientist Gr. IV.**

In continuation of this office circular No. 5-1(20)/2008 dated 28.2.2008 (Copy enclosed) on the above subject, I am directed to state that DG, CSIR has been pleased to approve to extend the benefit of Non Practicing Allowance @25% of their basic pay to Scientists Gr.IV having the qualification of full time degree in BAMS & MD (Ayurveda), subject to the condition that Basic Pay + NPA does not exceed Rs. 85000/- per month.

The benefit will be available with effect from the date of issue of these orders.

It is requested to bring the above decision to the notice of all concerned in your Laboratory/Institute for guidance and compliance.

Hindi version will follow.

*Copy of CSIR letter No. 5-1(20)/2008-PD dated 17.3.2009*

F.No. 5-1(20)/2008 dated 28.2.2009 of CSIR on the above subject.

I am directed to state that in order to attract medical and veterinary professionals for CSIR R&D programmes in drug and pharmaceuticals, bio-medical and biotechnology areas, the Governing Body, CSIR in its 170<sup>th</sup> meeting held on 28th January, 2008 has considered the matter and approved to extend the benefit of Non-Practicing Allowance @ 25% of their Basic Pay to

Scientist Gr. IV having MBBS & MD, MBBS & Ph.D, BVSc & MVSc and BVSc & Ph.D qualifications, subject to the condition that Basic Pay + NPA + DP does not exceed Rs. 44,250 per month.

The benefit will be available with effect from the date of issue of orders.

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

Hindi version will follow.

(92)

**Sub:- Reimbursement of Telephone Charges.**

I am directed to state that in pursuance of Government of India, Department of Expenditure OMs No.7(14)/C&V/2006-1/C dated 14.11.2006 and 9.7.2007 (copies enclosed). DG, CSIR, with the concurrence of FA, has been pleased to decide that in CSIR the following category of employees may be reimbursed telephone charges including mobile/broadband charges up to the ceiling amount mentioned below:-

Sl. No.	Rank/Designation	Ceiling Amount (Per Month)
(i)	CSIR Directors/ Scientist 'H' in the Additional Secretary Grade/JS(A)/FA/CVO	Rs.2000/-*
(ii)	Scientist 'G'/Group-IV(6)* i.e. equivalent rank to Joint Secretary to the Govt. of India	Rs.1800/-*
(iii)	Scientists IV(3) to IV(5)/Technical Officer III(6) to III(7) and officers upto the rank of Dy. Secretary/COA and equivalent	Rs.1500/-
(iv)	Group 'A' officers below the rank of Dy. Secretary/COA (Restricted to 25%)	Rs.800/-

\*As per Ministry of Finance, Department of Expenditure OM dated 9.7.2007 excess expenditure upto 30% of the ceiling amount can be reimbursed to officers of the level of Joint Secretary and above with the concurrence of FA and approval of DG, CSIR subject to submitting a certificate to the effect that excess expenditure incurred was for official purposes and was unavoidable.

2. DG, CSIR has further been pleased to decide that since the internet connection is to promote scientific work and upgradation of skill for scientific and technical staff, telephone/internet facility may be extended to all Scientists Group-IV(1) and IV(2) and Technical officers III(4) and III(5) without the restriction of 25%, and reimbursement may be restricted to Rs. 800/-.
3. The above reimbursement will be subject to the following conditions:

- (a) The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceiling for land line/mobile/broad band.
  - (b) The amount reimbursable will cover land line and/or mobile connection.
  - (c) The amount reimbursable is exclusive of all taxes, if any.
  - (d) Officers are at liberty to choose any service provider and avail any option for payment within the maximum monthly ceiling.
  - (e) It will also include broad band facility or such facilities through which data, voice or image is transferred.
  - (f) STD facility on existing telephone may be provided at the residential telephone (in Case provided by office), however, there would be no enhancement of ceiling, as prescribed above.
  - (g) No Telephone Connection/Instruments (handset/Mobile) would be provided by the office.
  - (h) The amount reimbursable will be reduced by Rs.400/-per month, if the officers of the rank of Deputy Secretary/COA and above does not have broadband facility at his/her residence
  - (i) Where Internet facility has been provided through office the amount reimbursable will be reduced by Rs.400/- p.m.
4. The expenditure would be met from the Lab. Fund under Budget Head P-04 within the allocated fund. The excess expenditure, if any, may be met out of project fund or Lab. Reserve.
5. A copy of Ministry of Finance, Deptt. of expenditure OM No. 7(14)/C&V/2006 dated 10.4.2007 relating to clarifications on various queries and doubts raised on the issued is also enclosed for necessary guidance/compliance.

*Copy of CSIR letter No. 5-1(43)/2008-PD dated 20.4.2009*

No.7(14)/C&V/2006 Dated April 10, 2007  
Government of India Ministry of Finance Department of Expenditure

Sub:- Facility of Telephone (landline and/or mobile connection) at the residence in respect of entitled categories of Government employees.

The undersigned is directed to refer to the Department's O.M. of even no. dated 14.11.2006, on the subject mentioned above and to state that clarification have been sought by various Ministries/Departments about certain Issues relating with the implementation of the aforesaid O.M. like the number of connections qualifying for reimbursement, whether the taxes applicable were to be paid for by the officer or office, whether the entitlement of the residential telephone is to be regulated by this O.M. etc.

2. The queries/doubts raised by various quarters have been duly examined and the following clarifications are Issued:

Sl.No.	Queries	Clarifications
1.	How will the reimbursable: amount be calculated if an officer Is provided with landline, mobile phone and broadband facility by the Office/Deptt. and the amount of the bills relating to each facility exceeds the prescribed ceiling.	The total expenditure on one or all of the Stated facilities should not exceed the ceiling amount applicable In the case of the Officer, no separate ceiling has been provided In respect of the stated facilities individually.
2.	Is Rs.400/- to be reduced on account of broadband facility be applicable In those cases also where the broadband facility have not been provided by the Office/Department and the Officers have got Installed broadband facility on personal landline telephones on their own.	Officers of DS and above level are required to subscribe to Broadband facility and In its absence Rs.400./- shall be deducted/reduced from the ceiling amount. However no individual/separate ceiling, has been fixed In respect of the three facilities covered by the overall ceiling.
3.	What will be the reimbursable amount if the Officers provided landline telephone facility at the residence on functional basis by way of taking over their personal landline telephones have got provided broadband facility on their own and the amount of telephone bill furnished is Within the prescribed ceiling.	The entire amount shall be reimbursable if expenditure ceiling is observed, Even Officers to whom telephone facility has been provided on functional basis can use mobile phone/Broadband facility.
4.	Whether private Service provider are to be allowed in the case of landline telephones also and the Office/Deptt. can provide a telephone connection of private service provider.	Yes.
5.	Whether STD and/or broadband facilities can be made available by the Office/Deptt. on residential telephone of those Officers also who have been provided Official telephone facilities at their residences on functional basis.	The stated facilities can be provided however, expenditure incurred, If any, on providing the same shall be borne by the concerned Official in this case.
6.	Whether Officers of the rank of Director/Deputy Secretary or below-provided with the facility of residential telephone can avail mobile or	Yes.

	broadband facility also within the ceiling fixed for each rank.	
7.	Whether the facility of STD is permitted to Officers below the rank of Joint Secretary on residential telephone as per the O.M.	Yes.
8.	Whether the ceiling envisaged will also apply In case of official connections (both landline and mobile) provided to officers (both entitled and non-entitled ) on functional grounds, the payment of which is made by the Government.	Yes, regarding the non-entitled Officers the maximum reimbursable amount shall be restricted to. Rs.800/-p.m. (as at Sl.No.5 of O.M.) unless a higher rate of reimbursement has specially been provided for originally.
9.	Whether an officer who. has been provided residential Landline connection by the Office and also uses his own mobile connection apart from the Official phone would be entitled for reimbursement if the total usage of Official connection plus his own mobile is less than the ceiling fixed.	Yes, subject to production of proper bills/receipts in respect of the facility acquired personally/privately.
10.	What is the effective date from which the limits laid down on the ceiling amounts are to be observed.	14.11,2008 i.e. the date of issue of the earlier comprehensive OM. Is the effective date for this purpose.
11.	Whether the residential telephone facilities to personal staff of Minister will also be governed by the above quoted Instructions.	Yes, if they are entitled for residential telephone facility.
12.	Whether all Officers below the rank of Deputy Secretary i.e. Group 'A' and Group 'B' gazetted and non-gazetted officials, who have been allowed residential telephone facility by the Department under the 25% restriction instructions can also claim reimbursement of their mobile phone bill subject to overall/ceiling of Rs.800/-p.m.	Yes.
13.	Whether reimbursement can be made to those Officers who are using pre-paid mobile connections and submit recharge coupons only instead of any proper bills/receipts etc.	No
14.	Whether re-imbursement Is to be allowed only in such cases where the mobile/telephone connection is in the name of the Officer	Yes
15.	Whether the instant O.M. shall apply on those cases Where husband and wife are sharing the same	Yes. A certificate be obtained from the Officer submitting

	residential telephone and both are entitled Officers as per this O.M. In this case whether reimbursement of the total amount (upto combined ceiling amount) can be made If either the husband or wife submits the combined bills of landline/mobile/broadband facility being used by both.	the bill that the other Officer(husband/wife) shall not claim the reimbursement in respect of the same bill.
16.	Whether the Officials, otherwise non-entitled, who have been allowed the facility of residential/mobile phone on functional basis like Parliament Assistants and others are also covered by the present O.M.	Yes, the reimbursable amount In such cases shall be restricted to Rs. 800/- i.e. at par with categories at Sl. No.5 in the O.M.
17.	Whether the O.M. envisages payment of taxes on the expenditure incurred on landline/mobile phone/broadband facility by the Officer concerned or the Department.	The applicable taxes on the expenditure Incurred upto the ceiling amount shall be paid for/reimbursed by the Office. Expenditure incurred if any, in excess of ceiling amount shall be paid for by the Officer concerned along with taxes on the same.
18.	Whether Officers equivalent in rank to Additional Secretary/Joint Secretary/Director/Deputy Secretary to the Government of India are also entitled for mobile connection and broadband connection on their residential telephones.	Yes, subject to the condition that such an Officer is entitled for the residential telephone facility,
19.	Whether the broadband Installation charges/Initiation charges etc. being charged by the service providers for providing this facility are reimbursable by the Department or has to be borne by the individual.	In case the telephone has been provided by the Deptt. , the Installation charges for the same shall be borne by the Deptt.. However in case of personal telephone, the said charges shall be borne by the individual.
20.	Whether the broadband and telephone call charges are to be restricted on only one landline connection.	Yes.
21.	Whether the reimbursement will be restricted to one landline and/or one mobile connection to each Officer or reimbursement can be made for multiple connections.	Reimbursement shall be restricted to one landline and/or one mobile connection only,
22.	Whether the amount of Rs.400/-reimbursable on the broadband facility also include (a) mobile internet connection (b)internet dial up facility (c)through cable operators (d) service providers	Yes.

	providing broadband facility without any landline or mobile connection.	
23.	Whether 'reimbursement' means that the officer concerned has to first pay the bill and then claim the amount paid from office.	No The term 'reimbursement' In the context of the referred O.M. means that the payment for expenditure Incurred on the indicated telecom facilities shall be restricted to the ceiling amount. It does not seek discontinuation of the practice of office making payment to service providers on receipt of bills.
24.	Whether .the entitlement of an officer to the facility of residential telephone Is to be decided as per this O.M.	No. The O.M. shall not be referred to for the purpose of deciding/determining an officer's entitlement to the residential telephone facility.
25.	How will the entitlement of an officer who Is drawing pay in an Intervening pay scale( higher to pay scale of one of the categories identified In the O.M. but lower than the pay scale of next such category) i.e. officers drawing pay in scales higher than the pay scale of Director but lower than the pay scale of Joint Secy. In the GOI or other such cases are to be regulated.	In cases such as this, the ceiling on expenditure applicable to an officer shall be as provided for in respect of the category drawing pay in the lower scale . Thus the entitlement of an officer drawing pay in an scale intervening between that of Director and Joint secy. shall be at par with that of DS/Dir.
26.	Can the officers: covered in-the O.M. dtd 14..11.2006 also avail facilities like: ISD on landline, mobile E-mail devices, etc.	No.
27.	Whether in those cases where an officer has subscribed to broadband facility at his residence though not on a telephone in his name but in the name of one of his family members, full reimbursement (upto the ceiling amount) can be permitted on the landline/mobile connections In his name.	Yes.

3. All Ministries/Departments may implement the contents of O.M. dated 14/11/2006 read with the aforesaid clarifications. It is reiterated that no additional funds shall be provided for this purpose and concerned ministries/departments/organizations will have to meet all the expenditure on this account within the Existing budget for 'Office Expenses - Telephones'.

(93)

**Sub:-Quick Recruitment of Scientist Fellows for Major Projects under Quick Hire Scheme - revision of emoluments - regarding.**

I am directed to invite your kind attention to CSIR letter No.17(155)/91-EII dated 28.2.2008, conveying modifications in the Quick Hire Scheme for Recruitment of Scientist Fellows for Major Projects including emolument structures etc. as approved by the GB at its 170th meeting held on 28.1.2008. Consequent on the implementation of recommendations of 6th CPC, Director General, CSIR, in his capacity as Chairman, GB, in consultation with Financial Adviser, CSIR has been pleased to approve revision of emoluments of Scientist Fellows appointed under the QHS of CSIR with immediate effect as under:

Range	Existing emolument as	Revised emoluments
Range 0	Rs. 14000	Rs. 25000
Range 1	Rs. 18000/18900/19800/20700/21600	Rs.31000/32550/34100/35650/37200
Range 2	Rs.21000/22050/23100/24150/25200	Rs.36000/37800/39600/41400/43200
Range 3	Rs.24000/25200/26400/27600/28000	Rs.56000/58800/61600/64400/67200
Range 4	Rs.30000/31500/33000/34500/36000	Rs.60000/63000/66000/69000/72000

The other conditions including educational qualifications prescribed for different ranges will remain the same for the time being.

Hindi version will follow.

*Copy of CSIR letter No. 5-1(57)/2008-PD dated 28.5.2009*

(94)

**Sub:- CSIR Recruitment Rules 2008 for the posts of Distinguished Scientists of CSIR.**

CORRIGENDUM

In continuation of this office Circular letter of even number dated 15<sup>th</sup> January 2009 enclosing therewith the Recruitment Rules 2008 for the of Distinguished Scientist of CSIR, Rule 9 of the Recruitment Rules relating to "Tenure of Appointment". The words "not exceeding five years or till superannuation whichever is earlier" may be replaced with the words "upto five years", as approved by the Governing Body, CSIR.

*Copy of CSIR letter No. 5-1(61)/2009-PD dated 8.6.2009*

(95)

**Sub:- Recruitment of Researchers in CSIR under Quick Hire Scheme.**

I am directed to invite a reference to this Office Circular No. 17(155)/91 -98-E. 11 dated 28.02.2009, wherein Directors of all the Laboratories were empowered to decide the number of Quick Hire Fellows required, in consultation with Research Council of the Laboratory and to say that in view of Finance observations on the issue to link the number of Quick Hire Fellow with the number of vacant positions in Group-IV, DG, CSIR has decided as under:

- (a) The number of Fellows under Quick Hire Scheme to be filled in the Labs./Instt at a given time should not exceed the number of vacant positions in Group-IV.
- (b) In exceptional cases, however, where vacant positions in Group-IV are not available, the number of Quick Hire Fellows should be restricted to the limit prescribed under the original scheme i.e. 5 or 10 respectively, depending upon the size of the laboratory. Specific reference may need to be made to CSIR Hqs. prior to appointment of QHF in excess of vacant positions, with a view to ensure that atleast the aggregated QHF along with existing Scientists' position in Gr. IV in all Labs./Instts. do not exceed the aggregated sanctioned strength of such Gr.IV Scientists.

*Copy of CSIR letter No. 5-1(57)/2008-PD dated 20.8.2009*

(96)

**Sub:- Chance for assessment beyond the prescribed last chance under CSRAP Rules, 2001.**

It has been distinctly observed that there are a number of scientists, who even after availing all the allotted chances, have just not been able to get promotion and are still left with enough years to serve. There being no further chance of promotion available, they do feel devoid of motivation to work and this in turn spoils the work environment. The issue was discussed at length by the Governing Body during its 171st meeting held on June 10, 2008 and it was recommended that there should be opportunities available to the scientists even beyond their last chance of assessment without lowering further the minimum prescribed threshold.

In pursuance of the discussions on the issue held in the Governing Body, DG, CSIR has approved the proposal on provisioning for additional chance for assessment beyond the prescribed last chance with following details:

- (i) All candidates having completed atleast 10 years of residency period shall be considered for assessment for promotion to their respective higher grades only once, with effect from 31.3.06 or 31.3.08, whichever is earlier.

- (ii) Such cases completing 10 years during the assessment year 2008-09 and later, shall be considered w.e.f. their respective due dates alongwith other candidates of the assessment year till CSRAP Rules 2001 are in force in the present shape.
- (iii) Threshold prescribed for the last chance availed, shall be made applicable for the proposed additional chance also.

Further, it is informed that additional cases shall be taken up as a part of the currently ongoing exercise for assessment pertaining to the year 2008-09. The eligibility will be based on ACR's pertaining to the preceding 10 years only.

Accordingly, it is requested that all such cases covered under the provisions stated above, may be now taken up for necessary processing and referred to RAB in the prescribed format for further action.

*Copy of CSIR letter No. 1-2(1)/2009-RAB dated 15.10.2009*

**(97)**

**Sub:- Chance for assessment beyond the prescribed last chance under CSRAP Rules, 2001.**

I am directed to refer to this office circular letter of even number dated Oct. 15, 2009 on the above subject and to state that it has been decided with the approval of the competent authority to withdraw the letter under reference with immediate effect.

In this matter, revised guidelines shall be issued in due course of time.

*Copy of CSIR letter No. 1-2(1)/2 )09-RAB dated 26.10.2009*

**(98)**

**Sub:- Drawl/grant of advance increments to Scientists working in CSIR.**

I am directed to enclose herewith a copy of the Govt. of India, Ministry of Finance, Department of Expenditure, Implementation Cell U.O. No. 10/1/2009-IC dated 04.11.2009 regarding drawl/grant of advance increments to Scientists working in CSIR for your kind information, guidance and compliance.

Kindly acknowledge receipt.

*Copy of CSIR letter No. 30-1(159)/2008-Finance dated 12.11.2009*

Government of India Ministry of Finance Department of Expenditure Implementation Cell

FA (CSIR) may please refer to CSIR I.D. Note No.5-1/3/2006-PD dated 19<sup>th</sup> October, 2009 seeking clarification from this Department regarding grant of advance increments to Scientists working in CSIR.

The issues raised in the ID Note and clarification thereto are as under:-

<b>Issue raised</b>	<b>Clarification</b>
(i) Pay fixation for those officials who were granted advance increments prior to 1 <sup>st</sup> January, 2006	In the case of employees who were granted advance increment(s) prior to 1.1.2006, their pay in the revised pay structure will be fixed corresponding to the stage at which their basic pay was as on 1.1.2006
(ii) Pay fixation for those officials who have been granted advance increment on or after 1 <sup>st</sup> January, 2006	In the case of employees who were granted advance increments between 1.1.2006 and 1.9.2008. under the Revised Pay Rules, 2008, such employees will only be granted annual increments on 1st of July of every year. No advance increments, corresponding to the advance increments granted under the pre-revised pay scale will be granted to them-while making their due-drawn statement.
(iii) Rate at which the advance increment is to be granted.	Consequent upon the implementation of CCS (RP) Rules, 2008, advance increments cannot be granted in the running pay bands, as over the years, the same will lead to unintended advantage to the employee concerned. It may be noted that under the revised pay structure, annual increments are granted @ 3% of basic pay on every 1 <sup>st</sup> of July and the amount of increment keeps on increasing every year. Grant of advance increments will increase the basic pay, which will eventually reflect in the amount of increments earned in subsequent years.

- In view of (iii) above, CSIR is advised to calculate fixed amount of one advance increment for each grade pay @ 3% of the basic pay at entry level for that grade pay. The amount so calculated for one increment can be granted to the employee concerned depending on the number of advance increments approved by the competent authority as a separate element distinct from basic pay. The employee shall earn no increment on this element of advance increment.

4. Based on para (iii) above, CSIR may submit a proposal to this Department for concurrence.
5. This issues with the approval of Joint Secretary (Per).

**(99)**

**Sub:- Revision of emoluments of Scientists Fellows appointed under QHS – Annual increase of 5% thereof- regarding.**

I am directed to refer to this office circular letter of even number dated 28.05.2009 notifying revision of emoluments of Scientists Fellows appointed under the Quick Hire Scheme of CSIR for Major Projects and to state that references were being received from some of the Labs./Instts. seeking clarification as to whether 5% annual increase in emoluments is to be given on completion of one year of tenure of Fellows or on completion of one year after revision of emoluments. The matter has been examined in consultation with Finance. It is clarified that existing scientists fellows appointed under QHS prior to the date of revision of emoluments, would be eligible for 5% annual increase on completion of one year from the date of revision of emoluments and those who joined after the revision of emoluments would be eligible for 5% annual increase on completion of one year service.

It is requested that the above decision may kindly be brought to the notice of all concerned for information and compliance.

*Copy of CSIR letter No. 5-1(57)/2008-PD dated 16.11.2009*

**(100)**

**Sub:- Counting of EOL towards the minimum residency period of assessment under CSRAP rules, 2001**

I am directed to state that the subject matter had been under consideration of the Recruitment and Assessment Board for quite some time and it was of the view that Extraordinary Leave (EOL) granted for taking up full time assignments within or outside the country in the overall interest of research and development should be allowed to be computed towards the minimum residency period under CSRAP Rules, 2001 even if the said period did not qualify for earning increments.

Accordingly, on the recommendations of the Chairman, RAB the Director General, CSIR, in his capacity as Chairman, Governing Body has been pleased to approve the following amendment in CSRAP Rule 7.3(a):

Existing Rule 7.3 (a)	Amended Rule 7.3 (a)
All periods of leave which count for earning increments shall also count towards the	All kinds of leave including Extraordinary-Leave (EOL) to the extent it counts for earning

minimum residency period.	increments and also the period spent on deputation/foreign service shall count as qualifying service for eligibility for promotion. EOL granted for a full-time assignment within or outside the country shall also count for assessment, subject to a maximum of one year. However, EOL availed on personal grounds - shall not count as qualifying service.
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The eligibility of EOL period to be counted for assessment will be based on the explicit recommendations of the Director of the lab/Institute.

The aforesaid benefit shall be admissible for assessment falling due from the assessment year 2008-09. In case the benefit falls before 1.4.2008 the same will not be considered and will be made effective only from 1.4.2008.

The above amendment shall come into force with immediate effect. The cases where assessment interviews have already been held, shall not be opened.

*Copy of CSIR letter No. 1-5(1)/2008-RAB dated 4.1.2010*

**(101)**

**Sub:- Chance for assessment beyond the prescribed last chance under CSRAP Rules, 2001.**

I am directed to refer to RAB circular letter of even number, dated 15.10.2009 and 26.10.2009 (copies enclosed) and to say that keeping in view the fact that there are a number of scientists, who have not got assessment promotion in spite of availing their allotted chances and are left with enough years of service and the discussion held in the 171th meeting of Governing Body held on 10<sup>th</sup> June, 2008, DG, CSIR, in his capacity as Chairman, GB, has decided, in order to motivate such scientists, to provide one additional chance for assessment beyond the prescribed last chance on completion of 10 years or more service as on 31.3.2009 as under:-

- (i) All scientists who are in service and have completed 10 years or more of residency period in the same grade as on 31.03.2009 shall be considered for assessment promotion to respective next higher grade once, and if found fit, the promotion will be effective w.e.f. 1.4.2009 only. Scientists, who will be completing 10 years of service on or after 1.4.2009 will be given one chance for assessment promotion to their respective next higher grade from the date of completion of 10 years service.
- (ii) Labs./Instts. should send all the names of the candidates along with 10 years ACR records to RAB.
- (iii) Subsequent assessment to the next higher grade shall be on completion of required residency period as per CSRAP Rules, 2001.

Accordingly, it is requested that all cases covered under the provision stated above, may be now taken up for necessary processing and referred to RAB in the prescribed format for further action.

*Copy of CSIR letter No. 1-2(1)/2009-RAB dated 29.4.2010*

**(102)**

**Sub:- Extending the benefit of special pay for the purpose of fixation of pay in respect of candidates appointed to the post of Scientist 'H'/outstanding Scientist in the HAG pay scale of 67000-(annual increment @3%) - 79,000 - reg.**

I am directed to state that the competent Authority has accorded approval, in consultation with Finance, to extend the benefit of special pay Rs. 4000/- (erstwhile Rs. 2000/-) while fixing the pay of Sc. 'H'/Outstanding Scientist appointed in the pay scale of Rs. 67,000-(annual increment @3%) -79,000. The above benefit of special pay shall be extended only in case the same has been drawn in lieu of separate higher pay scale for three years continuously as envisaged in GID No. 22 Appendix 8 of FR/SR. The pay of Sc. 'H'/Outstanding Scientist in your Labs./Instts. may be fixed accordingly In consultation with Finance.

*Copy of CSIR letter No. 7-8(45)SH(Bio)/2009-PD dated 13.10.2010*

**(103)**

**Sub:- Revised Performance Appraisal System for CSIR Scientists.**

I am directed to state that the Competent Authority, after revisiting the existing system of ARP and with the objective to ensure adoption of participative determining of performance dimensions, objective method of assessment, transparency & fairness, has approved the "Performance Mapping of Scientists" (PMS) for Scientists.

The new Performance Mapping of Scientists will be applicable w.e.f. 01.04.2010 for the Scientists of CSIR. The PMS proforma is available on CSIR website.

This may be brought to the notice of all concerned for information, guidance and strict compliance.

*Copy of CSIR letter No. 5-1(44)/2007-PD dated 31.12.2010*

(104)

**Sub:- Amendment of Recruitment Rule, 2008 for the post of Distinguished Scientist of CSIR.**

In continuation of this office circular letter of even number dated 15<sup>th</sup> January, 2009 and 8<sup>th</sup> June, 2009. It is stated that DG, CSIR in his capacity as Chairman, G.B. has approved amendment of Rule 9 of the Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR subject to its ratification by the Governing Body as under:

Tenure of Appointment:

Existing Rule	Amended Rule
The tenure for appointment of Distinguished Scientist of CSIR shall be on contractual basis for a period upto five years.	Appointment of Distinguished Scientist shall be on contract on full time basis for a period upto five years or on a part time basis for the same period where under he/she shall work on a time sharing basis between his/her parent organization and CSIR, the pattern of time sharing to be recommended by the Selection Committee in consultation with the candidates.

*Copy of CSIR letter No.5-1(61)/2008-PD dated 28.4.2011*

(105)

**Sub:- Recruitment Rules, 2008 for the post of Distinguished Scientist, CSIR.**

In continuation of this office circular letters of even number dated 15.1.2009 and 8.6.2009. I am directed to state that the Competent Authority has approved the following amendment to Rule-9 of the Recruitment Rules, 2008 for the post of Distinguished Scientist, CSIR:

Existing Rule	Amended Rule
The tenure for appointment of Distinguished Scientist of CSIR shall be on contractual basis for a period upto five years.	Appointment of Distinguished Scientist shall be on contract on full time basis for a period up to five years or on a part time basis for the same period where under he/she shall work on a time sharing basis between his/her parent organization and CSIR, the pattern of time sharing to be recommended by the Selection Committee in consultation with the candidate.

The letter issued inadvertently on 28.4.2011 stands withdrawn.

*Copy of CSIR letter No. 5-1(61)/2008-PD dated 3.5.2011*

(106)

**Sub:- Amendment in the CSIR Scientists Recruitment Rules.**

I am directed to state that the competent authority has been pleased to approve certain amendments in the Recruitment Rules, in terms of Rule 9 of CSIR Scientists Recruitment and Assessment Promotion (CSRAP) Rules, 2001, as amended earlier and notified through CSIR circular letter No.1-5(1)/2008-RAB, dated 29.2.2008. The background, in which it has been found necessary to amend certain provisions of CSRAP Rules, is given hereunder:

1. In keeping with the vision and directive of the Hon'ble President of CSIR, CSIR is rapidly transforming itself into an organization that will promote and deliver innovation of the highest order. Several new initiatives have been launched by CSIR for the purpose during the past three years thus fulfilling this vision. These include amongst others, induction of scientists and technologists of eminence, both from India and overseas into CSIR as Distinguished and Outstanding Scientists and creation of a platform to impart education in interdisciplinary Science and Technology (S&T) namely, Academy of Scientific and Innovative Research (AcSIR).

2. CSIR aspires to become one of the foremost organizations for acquisition, transmission and application of S&T based knowledge and innovation. Such an institution in the coming decades will be best served by highly qualified and relatively younger scientific and technical personnel in all disciplines of interest to CSIR.

3. India is preparing itself to face the emerging challenges in an economic world order, where, the competitive advantage will be defined by the ability to generate new knowledge and innovations. Traditionally an economy based on natural resources and manufacturing has placed a high value on long years of experience of professionals. On the contrary, an economy driven by knowledge and innovation requires professionals who are very highly qualified and relatively young. Number of years of past experience is no longer the sole parameter for bestowing higher responsibility in the knowledge economy era. Rather, qualities such as cutting edge knowledge, risk taking and entrepreneurship will be the most sought after attributes for future leaders.

4. Disciplines such as advanced materials, life sciences; information technology, computational science and value-based engineering are characterized by rapidly changing developments, short technology life spans and smaller window of opportunity for converting S&T to applications and useful innovations. This requires a new breed of young men and women to assume leadership of S&T in CSIR in the years to come.

5. In the late 40's, when transformation of India based on S&T was envisaged, India entrusted the responsibilities of building some of our most ambitious S&T programmes on men of eminence who were less than 45 years of age, like. Dr. Homi Bhabha, Dr. Vikram Sarabhai and Dr. S.S. Bhatnagar.

6. For CSIR to successfully transform itself into an efficient and nimble knowledge and innovation driven organization. It will have to attract committed younger professionals with substantially higher qualifications into its work force.

7. In the changing scenario, it is necessary to identify men and women of exceptional talent as well as leadership potential from within and outside CSIR system and nurture them so as to take up senior positions at a young age. Recently, a number of Directors of CSIR Laboratories (at Scientist H level) have been appointed. Several of them are below 50 years of age. However, most of the leadership grown within the CSIR is above 50 years of age. CSIR is in the process of defining a policy for succession planning. This will require creation of a talent pips line of young leaders who are at the level of Scientist G, around the age of 45 years.

8. These considerations required some changes in the CSIR Scientists Recruitment and Assessment Promotion (CSRAP) Rules that were formulated in 2001. Additionally, in the 'Intervening period, changes, have taken place in the focus of CSIR (moving from service dominated organization to Innovation driven knowledge organization)' which require enhancement of the minimum entry level qualifications.

9. The guiding principles that have been kept in mind while defining the changes in the Recruitment Rules, include - enhancing the qualification levels of all categories of Scientists, attracting the very best talent to CSIR, providing an environment where capable Scientists can grow faster in the system, moving away from the concept of lifelong employment and allowing organization renewal through turnover of Scientists, providing for career mobility of middle and senior level Scientists to migrate to/from other institutions both In academia and Industry.

10. The amended provisions of Recruitment under CSRAP Rules, 2001 are enclosed and shall be effective from the date of this notification.

*Copy of CSIR letter No. 1-5(I)/174/2009-RAB dated 1.6.2011*

Statement of exiting and revised Recruitment Rules of CSIR.

Existing	Revised
Rule 4(VI) - "Scientist" means R&D scientific staff who are expected to generate, develop, advance, disseminate, diffuse, manage and protect new knowledge/methods/techniques by research/ design development/extension.	Rule 4(vi) - "Scientist" (other than where used as Designation) means R&D scientific staff who are expected to generate, develop, advance, disseminate, diffuse, manage and protect new knowledge/methods/techniques, by research/ design/ development/extension.
<b>Rule 5</b>	Insertion of Para 5.2.1 - Chairperson, RAB may delegate in writing such of his powers, as may be necessary, to any one of the Co-chairpersons.

**Rule 6.1.1 as per Appendix**

Rule 6.1.2 to the extent indicated hereunder:

<b>Existing</b>	<b>Revised</b>
<p>Recruitment shall normally be made at the Initial level of Scientists Group IV(1). Wherever need exists or arises, Director of Lab./Instt. can fill up the posts at lateral level to "the extent recommended by Research Council with the condition that the existing Roster position may not be disturbed. In exceptional circumstances. If there is a need to recruit at lateral level over and above the strength fixed, post in the Roster meant for Gr. IV(1) may be upgraded with the approval of Research Council, however, the post should be filled by candidate of the same category as per the roster point.</p>	<p>(I) Persons with engineering background and possessing BE/B.Tech. qualification will be recruited as Trainee Scientist(TS) and admitted to the Academy of Scientific &amp; Innovation Research (AcSIR) subject to meeting the norms of admission prescribed by the Academy from time to time TS will be paid a stipend equivalent to the minimum of Pay Band-3 with Grade Pay of 5400 plus admissible allowances. TS will undergo &amp; programme of training consisting of theory and practice in the areas of relevance to CSIR under the auspices of AcSIR. The TS upon successful completion of two years of training leading to Advanced Diploma with Distinction shall be eligible for consideration for appointment to the level of "Scientist" In CSIR.</p> <p>(II) All advertisements for the positions of Scientist In CSIR, henceforth, shall be with regard to <u>Pay Band-3</u> or <u>Pay Band-4</u>. The Selection Committee depending upon the performance of the candidate may choose to place the candidate in any of the Grade Pay within the Pay Band subject to meeting the minimum eligibility criterion specified, without disturbing the existing Roster Position.</p>

**Rule 6.2 as per Appendix**

<b>Existing</b>	<b>Revised</b>
<p>Rule 6.3.5 - In disciplines (Including specialized areas or fields), other than mentioned under these Rules (i.e. Science, Engineering or Technology), such professional or technical qualifications, as are approved by the Government of India for appointment to superior posts and services shall be applicable,</p>	<p>Rule 6.3.5 - In disciplines (including specialized areas or fields), other than mentioned under these Rules (like Science, Engineering, Technology and Management), such professional or technical qualifications as otherwise required In CSIR and/or as are approved by the Govt. of India for</p>

in cases, where a formal Degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the DG, CSIR.	appointment to specialized positions, shall be made applicable with due approval of DG,CSIR. In cases, where a formal Degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the DG, CSIR.
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<b>Existing</b>	<b>Revised</b>
Rule 6.6.1 - Persons appointed to the post of scientist Group IV(1) shall be on probation for a period of two years, Persons appointed to any other grade, viz. Scientist Group IV(2), IV(3), IV(4), IV(5) and IV(6) shall be placed on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation In accordance with the Instructions Issued by the Government of India from time to time.	Rule 6.6.1 - Persons appointed to the post under these rules shall be placed on probation for a period of one year. The appointing authority may extend or curtail the period of probation in accordance with the Instructions issued by the Government of India from time to time.
<b>Existing</b>	<b>Revised</b>
Rule 6.7.2 - Up to three advance Increments as recommended by the Selection Committee may be granted by the Director of the Lab./Instt. In respect of selections for which he is the appointing authority. Beyond three and up to five Increments recommended by the Selection Committee may be granted by the DG, CSIR. Beyond five and upto seven Increments recommended by the Selection Committee may be granted by the President CSIR.	Rule 6.7.2 - Up to three advance increments as recommended by the Selection Committee may be granted by the Director of the Lab./Instt. In respect of selections for which he is the appointing authority. Beyond three and up to five increments recommended by the Selection Committee may be granted by the DG, CSIR, Beyond five and upto seven Increments recommended by the Selection Committee may be granted by the Vice President, CSIR.

**APPENDIX**

<b>Existing</b>	<b>Revised</b>
<b>Rule 6.1.1</b>  The grades/scales of pay of scientists covered under these rules shall be such as may be determined by CSIR from time to time. However, grades/scales applicable are as	<b>Rule 6.1.1</b>  The pay band and grade pay of scientists covered under these rules shall be such as may be determined by CSIR from time to time. Pay band and Grade pay, applicable at

under	present, are as under:
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S.No.	Group/Grade and Designation of the Post	Scale of Pay	S.No.	Designation	Pay Band	Grade Pay
1.	Scientist Group IV(1)	Rs.8000-275-13500	1.	Junior Scientist*/Trainee Scientists**	15600-39100(PB-3)	5400
2.	Scientist Group IV(2)	Rs.10000-325-15200	2.	Scientist	15600-39100(PB-3)	6600
3.	Scientist Group IV(3)	Rs.12000-375-16500	3.	Senior Scientist	15600-39100(PB-3)	7600
4.	Scientist Group IV(4)	Rs.14300-400-18300	4.	Principal Scientist	37400-67000(PB-4)	8700
5.	Scientist Group IV(5)	Rs.16400-450-20000	5.	Senior Principal Scientist	37400-67000(PB-4)	8900
6.	Scientist Group IV(6)	Rs.18400-500-22400	6.	Chief Scientist	37400-67000(PB-4)	10000
7.	Scientist Group IV(7)	Rs.22400-525-24500				

\*Existing Scientists Gr. IV(1)

\*\*New Recruits

Existing	Revised
<p><b>Rule 6.2</b> The minimum qualification, experience and maximum age limits for direct recruitment of Group IV Scientists at various levels shall be as follows:</p>	<p><b>Rule 6.2</b> The minimum qualifications, experience and maximum age limits for direct recruitment of Scientists at various levels shall be as follows:</p>

S.No.	Group, Grade and Designation and scale of pay of the post	Qualification	Experience in required areas	Age limit not exceeding	S.No.	Designation	Qualifications	Experience in required areas	Age limit not exceeding
1	Scientist Gr.IV(1) Rs. 8000-13500	Ist class M.Sc/B.E/B.Tech./MBA*/M.LibSci/MCA/MBBS or equivalent qualifications OR M.Tech/ME/M.VetSc./M.D. or	Nil	35 years	1.	Trainee Scientist	B.E./B.Tech. with minimum 70% marks or 7.0 CGPA	-	28 years

		recongised equivalent qualifications OR Ph.D.							
2	Scientist Gr.IV(2) Rs. 10000-15200	Ist class M.Sc/B.E/B.Tech./MBA*/M.LibSci/MCA/MBBS or equivalent qualifications OR M.Tech/ME/M.VetSc./M.D. or recongised equivalent qualifications OR Ph.D. OR Ph.D(Engg.)	3 years 2 years 1 years Nil	35 years	2.	Scientist	ME/M.Tech./M.Vet. Sci/M.D. OR B.Tech./M.Sc with post Graduate degree in Intellectual Property Law; (1 <sup>st</sup> class or 60% on an aggregate or equivalent GPA) OR BE/BTech. With Advanced Diploma from AcSIR with distinction OR PhD(Sc./Engg.) submitted	- - - -	32 years
3	Scientist Gr.IV(3) Rs. 12000-16500	Ist class M.Sc/B.E./B.Tech./MBA*/M.LibSci/MCA/MBBS or equivalent qualifications OR M.Tech/ME/M.VetSc./M.D. or recongised equivalent qualifications OR Ph.D. OR Ph.D(Engg.)	7 years 5 years 4 years 3 years	40 years	3.	Senior Scientist	Ph.D(Engg./Mgmt.) or MBBS + PhD or Ph.D (Sc.)/  ME/M.Tech./M.D/M.Vet.(Sc.) OR B.Tech./M.Sc with MBA* or post Graduate degree in Intellectual Property Law	- - 2 years 3 years	37 years
4	Scientist Gr.IV(4) Rs. 14300-18300	Ist class M.Sc/B.E./B.Tech./MBA*/M.LibSci/MCA/MBBS or equivalent qualifications OR M.Tech/ME/M.VetSc./M.D. or recongised equivalent qualifications OR Ph.D. OR Ph.D(Engg.)	10 years 8 years 7 years 6 years	45 years	4.	Principal Scientist	Ph.D(Engg.) or Ph.D(Sc.) or Ph.D (Mgmt.) or MD/M.V.Sc.	3 years 5 years	45 years
5	Scientist Gr.IV(5) Rs. 16400-	Ist class M.Sc/B.E./B.Tech./MBA*/M.LibSci/MCA/M	13 years	50 years	5.	Senior Principal Scientist	Ph.D(Engg.) or Ph.D(Sc.) or		50 years

	20000	BBS or equivalent qualifications OR M.Tech/ME/M.Ve tSc./M.D. or recongnised equivalent qualifications OR Ph.D. OR Ph.D(Engg.)	11 years  10 years  9 years				Ph.D (Mgmt.) or MD/MBBS PhD	6 years	
6	Scientist Gr.IV(6) Rs. 18400-500- 22400	Ist class M.Sc/B.E /B.Tech./MBA*/ M.LibSci/MCA/M BBS or equivalent qualifications OR M.Tech/ME/M.Ve tSc./M.D. or recongnised equivalent qualifications OR Ph.D. OR Ph.D(Engg.)	16 years  14 years  13 years  12 years	50 years	6.	Chief Scientist	Ph.D(Engg.) or  Ph.D(Sc.) or  Ph.D (Mgmt.) or MD/MBBS PhD	10 years	50 years

<ul style="list-style-type: none"> <li>This qualification shall be applicable for recruitment of Scientists for business development/project management/ human resource development group.</li> </ul>	<ul style="list-style-type: none"> <li>This qualification shall be applicable for recruitment of Scientists for business development/project management/ human resource development group Ph.D.(Mgmt) will Include Ph.D. in Economics, Information Science, IPR Law or equivalent for specific functions.</li> </ul> <p>N.B. -Advertisements shall be issued asking for applications in terms of pay bands. Positioning of a candidate in terms of a particular grade in the band shall be appropriately done by the Selection Committee.</p> <p>Apart from qualifications Indicated in the ibid Rules, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.</p>
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(107)

**Sub:- Amendment of CSIR Scientists Assessment Promotion Rules.**

I am directed to state that the competent authority has been pleased to approve certain amendments in the Assessment Promotion Rules, in terms of Rule 9 of CSIR Scientists Recruitment and Assessment Promotion (CSRAP) Rules, 2001, as amended earlier and notified through CSIR circular letter No.I-5(1)/2008-RAB, dated 29.2.2008.

2. The guiding principles that have been kept in mind while defining the changes in the Assessment Promotion Rules, include - enhanced efficiency, timely completion of assessments, and saving time and cost in conducting the assessments. These principles have already been implemented for the assessment promotion of Scientists F to G, with the approval of Governing Body given at its meeting held on 22<sup>nd</sup> June, 2007. This has proved to be effective in timely completion of the assessment process. The extension of this process in respect of the Scientists at lower levels will result in greater efficiency in assessment at lower levels also. These modifications in the assessment process are also justifiable in view of marginal difference in the pay packages when the promotion is within the same pay band.

3. The following amendments are approved by the competent authority:

- a. Interview to be retained only for progression from PB-3 to PB-4, i.e. Sr. Scientist to Principal Scientist;
- b. For other levels, within a pay-band, the assessment will be based on the Annual Performance Report/Performance Mapping of Scientists and Work Report for the period of assessment;
- c. Besides declaring the result of assessment as "Fit for promotion" or "Not yet fit for promotion", an additional provision of "Promotion deferred by one year" has been introduced for those who are falling short by upto two marks only for promotion as per 'DRDO Scientists assessment promotion rules;
- d. The number of chances for assessment will not be limited;
- e. Existing Junior Scientists and "Scientists" who are currently not having the requisite entry level qualifications (as per revised recruitment rules notified vide letter No. 1-(1)/174/2009-RAB, dated 01.06.2011) in PB3 will have to acquire higher qualification prior to their being assessed for the next Pay band namely PB-4.

4. The above amendments will be applicable for promotion of Scientists for the Assessment Year 2010-2011 and onwards.

*Copy of CSIR letter No. 1-5(1)/174(AcPr)/2009-RAB dated 1.6.2011*

(108)

**Sub:- Detailed verification of character and antecedents through Intelligence Bureau in respect of Indian Nationals who had stayed/have been staying abroad for a short period i.e. less than a year during the preceding five years - Clarification – reg.**

I am directed to draw attention to the subject cited above and to state that as per the procedure contained in Department of Personnel & AR (Cabinet Secretariat) OM No. 18011/13/75-Esti (B) dated 05-04-1976 for detailed verification/Record check in case of candidates, those who have stayed abroad for some years or living abroad, particularly during the five years preceding the date of initiating verification of character and antecedents (C&A), apart from the usual verification of C&A through the District authorities in India, a reference should also be made by the appointing authorities to the intelligence Bureau, New Delhi together with all the particulars as contained in the attestation form in respect of period of such stay abroad.

Accordingly, the matter has been examined and it has been decided with the approval of Competent Authority that in view of indication in the attestation form that only details of stay abroad for more than a year in the preceding 5 years is required to be mentioned, any stay abroad for less than that period need not be sent to Intelligence Bureau for verification.

*Copy of CSIR letter No. 4-28(38)/2011-E.II dated 19.9.2011*

(109)

**Sub:- Guidelines for Engagement of Project Staff in Plan, Contract R&D and Non-CSIR Funded Projects.**

### **1. The Background**

- A. CSIR has in place two sets of guidelines for the hiring of Project Staff. For Contract R&D Projects the guidelines were issued by CSIR vide letter No.4/CMG/.2007-TNBD dated 19.12.2007 and for Eleventh Five Year Plan Projects under National Laboratories Scheme, the guidelines were issued vide OM No. Guidelines/EFYP/2007-RDPD dated October 1, 2007.
- B. Concern regarding existence of two sets of guidelines on the same subject and problems associated in implementing them were expressed by the laboratories from time to time. In view of the same and to streamline the hiring and retention of project staff in CSIR, the two guidelines in place have been revised, unified and harmonized by a committee constituted by DG, CSIR.

- C. The new guidelines developed by the committee constituted have been approved by DG, CSIR for implementation.
- D. The new guidelines shall supersede earlier guidelines.

## 2. The Guidelines

The guidelines are described below:

### A. Project Category, Selection Criterion, Designation, Qualification and Remuneration

CSIR laboratories shall recruit Project Assistants / Project Associates / Project Scientist / Project Fellows / Sr. Project Fellows / Research Associates/Quick Hire Scientists as per the details given in the table below:

Table: Details of Project Category, Selection Criterion, Designation, Qualification and Remuneration

Sr. No.	Project Category	General Feature	Designation	Qualification	Remuneration
1.	Grant-in-Aid (GAP) Projects	Guidelines of the Further Agency are to be followed with respect to both designation and remuneration.			
2.	CSIR Contract R&D Projects with industry or non government agencies	Positions co-terminus with the project Selection through aptitude test and/or interview	i) Project Assessment (non PhDs) ii) Project Assessment(P.hDs)	To be decided by the laboratory	As per project need / market demands / budget allocation Laboratory to evolve an internal policy Approval by the Management Council
3.	Non-CSIR Funds	Positions co-terminus with the project Selection through interview	Project Scientist	Ph.D	As provided by funding organization
4.	CSIR Plan Fund Projects including NMITLI Projects with	Positions co-terminus with	i) Project Fellow (PF) ii) Sr. Project	JRF Qualifications as per HRDG Guidelines	Rs. 16000 p.m. Rs. 18000

specific deliverables	project Selection through interview	Fellow (SPF)	SRF Qualifications as per HRDG guidelines	p.m.
	Positions co-terminus with project Selection through interview			As per HRDG guidelines
	Positions co-terminus with project Selection through interview	Research Associates (Ph.Ds)	As per HRDG guidelines	As per QHF Scheme
	Positions co-terminus with project Selection through interview	Quick Hire Scientist (QHS)	As per QHF Scheme	

## B. Other benefits

- (i) Wherever possible accommodation will be provided to project staff, otherwise, HRA will be paid as per rule. Further, project staff will be provided dispensary facility if available. CSIR Labs may evolve and introduce Group Insurance Scheme for project staff based on CSIR-NCL model.
- (ii) For appointment of close relatives of CSIR Officers/Staff members as Project Staff, Laboratories should strictly follow the guidelines issued by CSIR vide letter No.4-73/2006-E-II, dated 23.01.2008.
- (iii) As indicated in the table, Project Staff could be appointed at any level. Movement from one level to next shall be subject to performance review by a committee appointed by the Director. The tenure of Project Staff shall be co-terminus with the project.

### **C. Recruitment Procedure**

Laboratories with the approval of Management Council shall evolve recruitment procedure for project staff.

### **D. Age**

Age limit will be as per HRDG Guidelines for Project Fellow, Senior Project Fellow and Research Associates. It will be decided by the laboratory in case of Project Assistants and Project Associates. Age limit shall be relaxable for statutory groups and women as per rule.

### **E. Special Consideration for Women**

Indian science need to gainfully use qualified women so as to enlarge the catchment for identified activities. CSIR would thus like to focus on the role of women. Keeping this in view wherever feasible, married women shall be permitted flexible timings and also be allowed part time employment say for four hours a day with corresponding 50% of remuneration. With advances in communication technology, in certain sectors it is possible to work from home (telecommuting) and deliver the output on the daily basis from home. Laboratories may consider this on a case-to-case basis.

### **F. Facilities**

- (i) The facility of Ph.D registration shall be allowed to those Project Staff who have worked for a minimum period of two years and have at least cleared CSIR-UGC lecturership (NET), or GATE examination or published 2 papers in international peer reviewed journals. Over and above this, laboratories may like to fix the criteria to ensure the quality. It will be ensured that Ph.D. registration does not become a tool for extension of the tenure of Project Staff beyond five years.
- (ii) In case of Contract R&D Projects, a suitable honorarium subject to maximum of two months stipend per year of service shall be given to the project staff on a pro rata basis on successful completion of the projects and on receipt of entire project fees from the client. Such staff shall be considered as part of the either Innovators & Principal Contributors or S&T and other staff who contribute direct inputs to the specific development / activity for distribution of honorarium. This is subject to project staff being a member of the project completion team. If any Project Assistant / Project Associate resigns during the duration of the project or if his/her services have been terminated due to unsatisfactory performance, he/she will not be entitled to receive any honorarium. The recommendations of Project Leader on the quantum of honorarium payable to project staff will have to be approved by the standing committee to be appointed by the Director. In case the honorarium distribution is delayed due to some reasons, the

monies due to project staff shall be intimated to their last known address requesting them to collect the same. If whereabouts of such project staff are not known at the time of honorarium distribution, after exhausting all the attempts to locate the project staff, the monies shall be deposited in the Lab Reserve.

- (iii) TA/DA: Project staff will be entitled for TA/DA as per JRF, SRF and RA respectively while on official tour.
- (iv) Project staff shall be permitted to avail leave as per the existing rule. However, in extra-ordinary circumstances Principal Investigator of the Project and/or Director of the laboratory may provide relaxation in the rules considering the exigency.
- (v) Service certificate to project staff may be issued by the Administration indicating "To whomsoever it may concern". Any other recommendation letter for Post-Doctoral Fellowship or Doctoral Fellowship could be issued by Project Leader / Head of the Division provided they do not commit on any administrative angle etc.
- (vi) Depending upon availability, the laboratories may also provide transport facilities to project staff as is being done in some labs for regular staff members on payment of suitable charges.
- (vii) The project staff shall be extended the subsidized facilities such as cafeteria, sports and other staff welfare activities as provided to Research Fellows. Nominal subscription would be recovered from project staff towards these facilities as done in case of Research Fellows.

#### **G. Implementation of the Guidelines**

The guidelines are to be followed by Laboratories / Institutes. Director / COA will be responsible to ensure compliance of these instructions. No request should be forwarded to CSIR for any relaxation.

Labs / institutes are required to submit annual statement of project staff with manpower statements in first week of January of every year.

These guidelines shall come into effect from date of issue of this OM; the revised remuneration to the project staff in service will be paid from 1st October, 2011.

*Copy of CSIR letter No. 4/CMG/2011-PPD dated 14.10.2011*

(110)

**Sub:-Amendment in the CSIR Scientists Recruitment and Assessment Promotion Rules - ratification thereof.**

The Governing Body at its 178<sup>th</sup> meeting held on 28.08 2011 has ratified the amendments in the CSIR Scientists Recruitment and Assessment Promotion Rules as notified vide CSIR-RAB letter No. 1-5(l)/174/2009-RAB, dated 1<sup>st</sup> June, 2011 and letter No.1-5(1)/174(AsPr)/2009-RAB, dated 1<sup>st</sup> June, 2011.

*Copy of CSIR letter No. 5-1(1)/174/2009-RAB dated 14.11.2011*

(111)

**Sub:- Amendment to Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR – reg.**

The Governing Body, CSIR in its 179<sup>th</sup> meeting held on 5<sup>th</sup> August, 2011 has approved the modification to Rule 9 of the Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR. A copy of the aforesaid Rules incorporating the amendments is enclosed for information.

*Copy of CSIR letter No. 5-1(61)/2008-PD dated 25.11.2011*

**Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR.**

In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for the post of Distinguished Scientist of CSIR to be placed in various Laboratories/Institutes/Centres/Headquarters of CSIR.

**2. Short Title & Enactment:**

These Rules shall be called Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR to be placed at various Laboratories /Institutes/ Centres/Headquarters of CSIR and shall come into force with effect from the date of notification.

**3. Scope of Rules:**

These Rules shall govern appointment to the post of “Distinguished Scientist” of CSIR to be placed at various Laboratories/Institutes/Centres/Headquarters of CSIR.

**4. Definitions:**

All words and abbreviations in these Rules shall have the same meaning and definitions/interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

## **5. Eligibility Criteria:**

The Applicant must be citizen of India or Scientist/Technologist of Indian origin (STIO). The position will be offered to Scientist/Technologist with-

- (i) Proven track record in areas of cutting edge Science & Technology
- (ii) International eminence
- (iii) Leadership qualities required for building/nurturing new groups of young Scientists in emerging areas of Science & Technology and of interest to the country.

## **6. Notification/Advertisement**

The post of Distinguished Scientist of CSIR to be placed in various Laboratories/Institutes/Centres/Headquarters of CSIR will be given wide publicity.

## **7. Constitution of Selection Committee and Process of Selection:**

- i) The Selection Committee for recommending the suitable incumbent shall be constituted with the approval of Vice-President, CSIR. In case, there is no Vice-President in position, approval of the President, CSIR shall be obtained.
- ii) The Selection Committee shall comprise of five members as follows:
  - a) Chairman, CSIR RAB as Chairman;
  - b) Three Eminent Scientists/Technologists in the relevant fields of which at least one shall be external to CSIR; and
  - c) DG, CSIR & Secretary, DSIR
- iii) The Selection Committee shall consider nominations received from eminent Scientists/Technologists as and when such nominations are received and recommend suitability of the candidates.
- iv) The recommendation of the Selection Committee shall be submitted to the appointing authority for approval.

## **8. Scale of Pay:**

The posts of Distinguished Scientist of CSIR to be placed in various Laboratories/Institutes/Centres/Headquarters of CSIR shall be in the pay scale of Rs.75500-(annual increment @ 3%)-80000, or such consolidated pay as recommended by the Committee.

## **9. Tenure of Appointment:**

- (i) Appointment of Distinguished Scientist shall be on contract on full time basis for a period upto five years or on a part time basis for the same period where under he/she shall work on a time sharing basis between his/her parent organization

and CSIR, the pattern of time sharing to be recommended by the selection committee in consultation with the candidates.

- (ii) Persons appointed as Distinguished Scientists and who are below the age of superannuation will continue until the age of superannuation and thereafter will continue up to five year contract period or 65 years which ever is earlier.
- (iii) Superannuated Scientist/Technologists can be appointed as Distinguished Scientists on contractual basis up to 5 years or till the age of 70 years which ever is earlier.
- (iv) Only in exceptional cases, the appointment or renewal of contract can go beyond 70 years, if the Distinguished Scientist has been recognized by International Honor like FRS, FNA (US), Field Medal, Nobel prize or equivalent awards.

#### **10. Extension of tenure:**

Extension of tenure shall be considered by an Evaluation Committee comprising of DG, CSIR as Chairman, Chairman, CSIR RAB; and three eminent Scientists/Technologists/Experts in the relevant fields to be constituted by the Vice-President, CSIR. Any proposal to reject the recommendations of the Committee will require the approval of the President, CSIR.

#### **11. Appointing Authority:**

The Appointing Authority for the position of Distinguished Scientist of CSIR shall be the President, CSIR.

**(112)**

#### **Sub:- Performance Mapping of Scientists (PMS) for CSIR Scientists – revision thereof.**

In continuation of CSIR circular letter of even no dated 31.12.2010, I am directed to state that the competent authority has approved amendments to the PMS. A copy of the aforesaid revised PMS incorporation the amendments is available at OASIS portal.

This may kindly be brought to the notice of all concerned.

*Copy of CSIR letter No. 5-1(44)/2007-PD dated 3.1.2012*

(113)

**Sub:- Revised screening criteria under CSIR Scientists Assessment Promotion (CSRAP) Rules.**

I am directed to state that RAB is in the process of bringing out a new compilation of CSRAP Rules, incorporating various amendments/modifications which have taken place upto now. Till such time that it is done, we request you kindly to have the assessment, cases fallen due in 2010-11 processed, on the basis of following revised screening criteria, as approved by the competent authority in terms of Rule 9 of CSIR Scientist Recruitment and Assessment Promotion (CSRAP) Rules, 2001.

**"Rule 7.4**

All Scientists will be first screened for eligibility on the basis of grading in the reports of ARP/PMS and only those Scientists who satisfy the minimum residency period linked to their performance threshold scores as indicated in the Table below shall be considered for further assessment:

<b>Grading</b>	<b>Range of Marks</b>
Need Improvement	40-49
Satisfactory	50-59
Good	60-69
Very Good	70-84
Excellent	85-89
Outstanding	≥90

The bench marks for being eligible to be considered for assessment is "Satisfactory" for "Junior Scientist" {exiting Group IV(1)} and "Good" for levels "Scientist" and above."

*Copy of CSIR letter No. 1-5(1)/174(AsPr)/2009-RAB dated 14.2.2012*

(114)

**Sub:- Maintenance of APARs/ARPs/PMS in respect of Chief Scientists reg.**

I am to invite a reference to CSIR Circular letter No.5-1(44)/2008-PD dated 31.10,2008, regarding Reporting and Reviewing of APARs/ARPs/PMS of Chief-Scientists by the Director of the concerned Lab./Instt. from the reporting year 31.03.2008 and to state that since the Director will be the Reporting and Reviewing Officer for the purpose of annual review of APARs/ARPs/PMS, their APARs/ARPs/PMS are not required to be sent to Vigilance Division as no action is needed at this end. Therefore, the APARs/ARPs/PMS of Chief Scientists of your Lab./Instt. may be maintained at the Lab./Instt. level and the same may not be sent to the Vigilance Division. Hindi Version will follow.

*Copy of CSIR letter No. 15-3/1/71-O&M/Vig. dated 8.5.2012*

(115)

**Sub:- Strengthening RAB leadership for future HR Policy-ratification thereof.**

I am directed to state that the Governing Body in its 180<sup>th</sup> meeting held on 28<sup>th</sup> February, 2012 has ratified the decision of the Competent Authority as notified vide CSIR circular letter of even number dated 12.10.2011.

It is requested that the above ratification may kindly be brought to the notice of all concerned, for their information, guidance and necessary action.

*Copy of CSIR letter No. 1-5(117)/2011-PD dated 21.5.2012*

(116)

**Sub:- Submission of Biennial Work Report-reg.**

In keeping with the requirement to review & keep a record of the accomplishments & performance of Outstanding Scientists (erstwhile Scientist 'H'/STIO) and Distinguished Scientists (Indian Citizen/STIO), DGS CSIR has been pleased to approve the following:

Biennial Work Reports to be generated on completion of 2 years reflecting the R&D activities undertaken/progress and achievements made by such Scientists.

Work Report as above is to be sent to DG, CSIR with a copy to the Planning Monitoring and Evaluation (PME) Division of the concerned Lab./Instt.

*Copy of CSIR letter No. 7-8(47)/STIO/DS/(Engg.)/2009-PD dated 25.7.2012*

(117)

**Sub:- Recruitment Rules, 2008 for the post of Distinguished Scientist of CSIR- reg.**

**Ref: CSIR circular letter No. 5-1(61)/2008-PD dated 25.11.2011.**

I am directed to state that DG, CSIR in his capacity as Chairman GB, CSIR has approved replacement of the term "Selection Committee" with "Search-cum-Selection Committee" in the Recruitment Rules of 2008 for the post of Distinguished Scientist of CSIR, subject to ratification of GB, CSIR.

*Copy of CSIR letter No. 5-1(61)/2008-PD dated 27.11.2012*

(118)

**Sub:- Amendment to CSIR Scientists Recruitment & Assessment Promotion (CSRAP) Rules, 2001.**

I am directed to state that the DG, CSIR, in exercise of the powers vested with him under Rule 9 of CSRAP Rule 2001, had approved amendment in CSRAP Rule 7.6.3(V) as under:

Rule No.	Existing provision	Amended provision
7.6.3(V)	Director of the concerned CSIR Lab (none in the case of Hqrs.)	Director of the concerned CSIR Hqrs., DG, CSIR/Distinguished Scientist/Director/Scientist-H

The above amendment in Rule 7.6.3(V) of CSRAP Rules, 2001 has been ratified by the Governing Body, CSIR in its 181<sup>st</sup> meeting held on 4<sup>th</sup> September 2012.

*Copy of letter No. 1-5(1)/2008-RAB dated 23.1.2013*

(119)

**Sub:- Selection to the posts of scientists under the new CSRAP Rules, 2001 as amended from time to time.**

I am directed to refer to this office letter of even number dated 29.8.2011 relating to processing of recruitment of scientists in a time bound manner. This process, inter alia, included vetting of draft advertisement by RAB.

The recruitment of scientists in CSIR is initiated within a clearly defined recruitment policy i.e. CSRAP Rules, 2001 as amended from time to time. In order to facilitate easy and early release of advertisement, RAB has designed a format of advertisement. In order to save valuable time, it has now been decided that laboratories may finalize the advertisement in terms of CSRAP Rules, 2001 as amended from time to time and model advertisement designed by RAB without referring the advertisement to RAB for vetting. This model advertisement is posted on RAB web site.

The advertisement already sent by the Labs./Instts. to RAB may accordingly be redrafted, if necessary, before notifying the vacancies to the press.

This issues with the approval of Chairman, RAB.

*Copy of CSIR letter No. 1-5(1)/174/2009-RAB dated 21.3.2013*

(120)

**Sub:- Notification of vacancies of Scientists – regarding.**

I am directed to refer to this office letter of even number dated 1.6.2011 conveying amended provisions of recruitment under CSRAP Rules, 2001. These provisions, inter alia, provides that all advertisements for the positions of scientists in CSIR shall be with regard to Pay Band-3 or Pay Band-4. The Selection Committee depending upon the performance of the candidate may choose to place the candidates in any of the Grade Pay within the Pay Band subject to meeting the minimum eligibility criterion specified, without disturbing the existing roster position.

Despite issue of the above provisions with the approval of CSIR-Governing Body instances continue to come to the notice of RAB where advertisements have not been issued as per the laid down provision.

It is once again requested that all positions of scientists may be advertised with regard to PB-3 or PB-4 as per CSRAP Rules, 2001 as amended from time to time. Any proposal received from the Lab./Instt. for constitution of selection committee which is not in conformity of CSRAP Rules will be returned.

This issues with the approval of Chairman, RAB.

*Copy of CSIR letter No. 1-5(1)/174/2009-RAB dated 19.9.2013*

(121)

**Sub:- Amendment to the selection procedure stipulated under the Quick Hire Scheme of CSIR in case of candidate staying abroad -reg.**

I am directed to state that the Governing Body in its 184<sup>th</sup> meeting held on 16.12.2013 has approved the amendment to the Quick Hire Scheme of CSIR as under:

"In case of candidates staying abroad, bio-data shall continue to be referred to at least two distinguished experts outside of CSIR system. In addition, on receipt of the recommendations of the experts, the Director shall constitute a Committee on the same lines as already laid down in the Quick Hire Scheme for considering scientists within India, and this Committee shall interact with the candidate through video conferencing / web based video conferencing facilities like skype, G-Talk, Google hangout etc. The remaining selection procedure as stipulated under the Quick Hire Scheme for appointment of scientists from within India shall be applicable in case of appointment of scientists staying abroad. Thus, by using cyber technology, the appointment which was once based on the recommendations of experts and therefore requiring the prior approval of Director General will no longer be needed. The

Director can make the appointment of all Quick Hire Fellows under the Scheme both from India and abroad,"

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

*Copy of CSIR letter No. 1-5(157)/2008-PD dated 23.4.2014*

**(122)**

**Sub:- Entitlement of Transport Allowance @ Rs. 7000/- per month plus DA thereon-reg.**

**Ref. Para 4 of CSIR circular letters No. 5-1(3)/2008-PD dated 21.11.2008 and of even number dated 30.12.2008.**

It has been observed by the Office of Principal Director of Audit, Scientific Department, Mumbai Branch during their visit to some of the Labs./Inssts. of CSIR that all officers drawing Grade Pay of Rs. 10,000/- in PB-4 are being paid Transport Allowance @ Rs. 7000/- + DA thereon. It is clarified in consultation with Financial Adviser, CSIR and approval of DG, CSIR that only the officers in PB-4 with Grade Pay of Rs. 10,000/- who are entitled to the use of official car in terms of Department of Expenditure OM No. 20(5)/E.II(A)/93 dated 28.01.1994 shall have the option to avail themselves of the existing facility or draw the Transport Allowance @ Rs. 7000/- per month plus DA thereon. In cases, where the options were given to officials who were not entitled for staff car and payment of higher transport allowance Rs. 7000/- per month plus DA, thereon have been made, in such cases, the option/payment of higher transport allowance is not in order and therefore, the payment of higher transport allowance be stopped with immediate effect.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 25.4.2014*

**(123)**

**Sub:- Representation from Council Servants on service matters – reg.**

Kind attention is invited to CSIR letters No. 17(226)/97-E.II dated 24.11.1997, 25/27.09.2002 and No. 17(66)/94-PPS dated 23.05.2006 on the subject cited above whereby instructions were issued with regard to representations from Council employees on service matters.

2. Of late it has been observed that there is an increasing tendency on the part of some of the officers and members of staff at different levels to by-pass the prescribed channels of representation and write directly to the higher authorities ignoring the prescribed channels. Some of these representations are often forwarded through Members of Parliament in

violation of Rule 20 of the CCS (Conduct) Rules, 1964. Existing instructions clearly provide that representations on service matters should be forwarded through proper channel. As such submission of representations directly to higher authorities by-passing the prescribed channel of communication, may be viewed seriously and appropriate disciplinary action may be taken against those who violate these instructions as it tantamount to act unbecoming of a Council Servant and thus violates the provisions of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964, as made applicable to Council employees.

3. It has also been observed that some of the Council employees are in the habit of sending copies of their representations to outside authorities, i.e. to those who are not directly concerned with the consideration thereof (e.g. Hon'ble Ministers, Secretaries of other Departments, Members of Parliament etc.). This is an undesirable activity, contrary to official propriety and tantamount to subversion of discipline.

In this regard Gol, DoPT OM No. 11013/08/2013 Estt.(A)-III dated 06.06.2013 is being forwarded for information and compliance.

4. Insofar as redressal of grievances of Council employees is concerned, CSIR has its own well defined grievance redressal procedure, it is desirable to bring this procedure once again to the notice of all Council employees and advise them to desist from making direct representation on service matters to higher authorities without following the laid down process and without exhausting the remedies available at laboratory level.

5. It is requested that these instructions may be brought to the notice of all Council employees in your Laboratory/Institute.

This issues with the approval of Director General, CSIR.

*Copy of CSIR letter No. 17(226)/97/E.II(HR-II) dated 26.5.2014*

**(124)**

**Sub:- Absorption of Director of CSIR Laboratory/Institute/Centre against a Director's Grade Post(Scientist-H/Outstanding Scientist) in CSIR-reg.**

The Governing Body in its 185<sup>th</sup> meeting held on 26.03.2014, has approved the amendments to the "Recruitment. Rules, 2008 for the post of Director of CSIR Laboratory/Institute/Centre" and amendment/addition to "Recruitment Rules, 2008 for the post of Scientist H-/Outstanding Scientist of CSIR" which is as under:

- I. Amendment to the Recruitment Rules, 2008 for the post of Director of CSIR Laboratory/Institute/Centre by introducing Rule 10.3 therein which shall be read as:

"Rule 10.3: The incumbent holding the tenure post of Director can be considered for absorption in CSIR as Director's Grade Scientist i.e. Scientist H/Outstanding Scientist subject to the availability of vacancies, on completion of minimum of 3 years of service as Director in terms of Rule 8.3 of the Recruitment Rules, 2008 for the post of Scientist-H/Outstanding Scientist of CSIR".

II. Amendments to the 'Recruitment Rules, 2008 for the post of Scientist-H /Outstanding Scientist of CSIR' as under;

a) Adding the following lines in Rule 3, " Scope of Rules" to read as:

Existing Provisions	Amended Provisions
<p><u>Scope of Rules:</u> These Rules shall govern recruitment and extension to the post of Scientist-H/Outstanding Scientist of CSIR, to be placed at various Labs./instts./Centres/Hqrs. of CSIR.</p>	<p><u>Scope of Rules:</u> These Rules shall govern the recruitment and extension to the post of Scientist-H/Outstanding Scientist of CSIR to be placed at various Labs/ Instts./Centres/Hqrs. of CSIR and absorption of Director of Lab./Instt./Centre of CSIR against the post of Scientist-H/Outstanding Scientist".</p>

b) Amendment to Rule 8 to read as:

Existing Provisions	Amended Provisions
<p>Process of Search, Screening and Selection</p>	<p>Process of Search, Screening and Selection of Scientist-H/Outstanding Scientist and Absorption of Director.</p>

c) Addition of Rule 8.3 to read as:

8.3 Constitution of Absorption Committee:

- (i) DG, CSIR with the approval of Vice President, CSIR shall constitute an Absorption Committee for recommending the suitability of a Director for absorption against the post of Scientist-H/ Outstanding Scientist in CSIR.
- (ii) Absorption Committee shall comprise of the following five members:

- a) Chairman, CSIR RAB as Chairman;
  - b) Three eminent: Scientists/Technologists in the relevant fields of which at least one shall be external to CSIR; and
  - c) DG, CSIR and Secretary, DSIR.
- (iii) The recommendations of the Committee shall be submitted by the DG, CSIR to the President, CSIR for approval.
- (iv) In the event of a Director not recommended for absorption as Scientist-H/ Outstanding Scientist in CSIR, the tenure shall expire as per the terms and conditions of appointment as Director.

A copy of "Recruitment Rules, 2008 for the post of Director of CSIR Laboratory/Institute/Centre" and "Recruitment Rules, 2008 for the post of Scientist-H/Outstanding Scientist of CSIR" incorporating the aforesaid amendments/additions as submitted to the 185<sup>th</sup> Governing Body, CSIR are enclosed for information.

RECRUITMENT RULES, 2008 FOR THE POST OF DIRECTORS OF LABS./  
INSTTS./CENTRES OF CSIR

1. In exercise of powers conferred under Bye-law II of the Rules & Regulations and Bye-laws of CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for the post of Director of laboratory / Institute / Centre CSIR.

2. Short Title & Enactment:

These Rules shall be called 'Recruitment Rules, 2008 for the post of Director of CSIR Laboratory / Institute / Centre CSIR' and shall come into force with effect from the date of notification.

3. Scope of Rules:

"These Rules shall govern recruitment / selection and extension, to the post of Director of CSIR Laboratory / Institute / Centre.

4. Definitions:

All words and abbreviations in these Rules shall have the same meaning and definition/ interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

5. Qualifications, Experience, and Age:

5.1 Essential Qualifications: PhD in Natural / Social Sciences or Masters Degree in Engineering/ Health/ Medical Science.

Desirable Qualification : Ph.D in Engineering/ Health/ Medical Sciences.

5.2 Experience: 16 years of experience in Research and Development in the areas of activities of Laboratory / Institute / Centre and demonstrated excellence of leadership therein.

Years of experience shall be computed from the beginning of his research career.

5.3 Age: 45 years or above but not exceeding 58 years.

5.4 Relaxation: The qualifications, age and experience can be relaxed in the case of exceptionally meritorious candidates with approval of DG, CSIR.

6. Constitution of Search-cum-Selection Committee\*:

6.1 DG, CSIR, with the approval of Vice-President CSIR, shall constitute a Search-cum-Selection Committee comprising of 7 members as follows.

6.2 One eminent Scientist/ Technologist/ Expert in the relevant field to be designated, as Chairman by the DG, CSIR; four eminent Scientists/ Technologists/ Experts in the relevant field (at least one Scientist being an outsider); one of the Secretaries of the Scientific Departments; and DG, CSIR.

6.3 In case there is no Vice- President in position, approval of President, CSIR shall be obtained.

7. Notification/Advertisement:

The post of Director of CSIR Laboratory / Institute / Centre shall be advertised and given wide publicity.

8. Process of Search and Selection:

8.1 The Search-cum-Selection Committee shall consider

- (a) application received in response to advertisement,
- (b) nominations received.

8.2 The Search-cum-Selection Committee may shortlist eligible applicants/nominees and invite them for personal discussion.. The Committee may also consider the candidature of an applicant/ nominee in. absentia.

8.3 The recommendations of the Search-cum-Selection Committee shall be submitted by DG, CSIR to the appointing authority for approval.

9. Scale of Pay:

The post of Director of Laboratory / Institute / Centre shall be in pay scale of Rs. 22400-525-24500 (Revised to HAG pay scale of Rs. 67000 (annual increment @ 3%)-79000).

10. Tenure of Appointment:

10.1 The appointment to the post of Director shall be made for a tenure of six years or till superannuation whichever is earlier.

10.2 In deserving cases the tenure period can be extended by another term upto six years or till the age of superannuation whichever is earlier. Extension in tenure shall be considered by a Committee comprising of DG, CSIR as Chairman and four eminent Scientists/ Technologists/ Experts in the relevant field to be constituted by VP, CSIR. The Committee's recommendations shall be accepted by the VP, CSIR. Any proposal to reject the recommendations of the Committee will require approval of the ACC.

10.3 The incumbent holding the tenure post of Director can be considered for absorption in CSIR as Director's Grade Scientist i.e. Scientist H/Outstanding Scientist subject to availability of vacancy, on completion of minimum of 3 years of service as Director in terms of Rule 8.3 of the "Recruitment Rules, 2008 for the post of Scientist-H/ Outstanding Scientist of CSIR".

\* Any modification in the present rule will be carried out in harmony with the extent orders issued by Government of India on the subject for Autonomous bodies.

Recruitment Rules, 2008 for the post of Scientist-H/Outstanding Scientist of CSIR.

In exercise of powers conferred under Bye-law 11 of the Rules & Regulations and Bye-laws of CSIR, the Governing Body of CSIR formulates the following Recruitment Rules for the post of Scientist-H/ Outstanding Scientist of CSIR to be placed in various Labs. / Instts./Centres/Hqrs. of CSIR.

2. Short Title and Enactment:

These Rules shall be called "Recruitment Rules, 2008 for the post of Scientist-H/ Outstanding Scientist of CSIR" to be placed in various Labs./Instts./Centres/Hqrs. of CSIR and shall come into force with effect from the date of notification.

### 3. Scope of Rules:

'These Rules shall govern recruitment and extension to the post of Scientist-H/ Outstanding Scientist, of CSIR to be placed at various Labs. / Instts./Centres/.Hqrs. of CSIR and absorption of Director of Lab/Instt./Centre of CSIR against the post of Scientist H/ Outstanding Scientist.

### 4. Definitions:

All words and abbreviations in these Rules shall have the same meaning and definition/ interpretation as given in the Rules & Regulations and Bye-laws of CSIR.

### 5. Qualifications, Experience and Age:

5.1	<u>Essential Qualifications:</u>	Ph.D. in any branch of Science/ Social Science or Master Degree in Engineering or Health/ Medical Sciences  ( Specific qualifications/ specialization will be indicated at the time of Advertisement)
5.2	<u>Desirable Qualifications/Recognition:</u>	(i) Ph.D. in Engg. or Health/Medical Sciences (ii) National/ International recognition like Awards, Fellowships of Academies, Visiting Fellow/ Professor.
5.3	<u>Experience:</u>	(i) Minimum 16 years of experience in Research and Development in National/ International R&D/ Academic laboratory/ Institution including corporate R&D. (ii) Should hold position at Scientist-F/G/ Professor level in Govt./Statutory/ Autonomous Institutions or equivalent in Non-Govt./ Private Institutions with outstanding academic records.
5.4	<u>Age:</u>	Minimum 45 years.
5.5	<u>Relaxation:</u>	The qualifications, age and experience can be relaxed in the case of exceptionally meritorious candidates with approval of DG, CSIR

### 6. Eligibility Criteria:

The applicant must be citizen of India.

## **7. Notification/Advertisement:**

The post of Scientist-H/ Outstanding Scientist of CSIR to be placed in various Lab / Instt. / Centre /Hqrs. of CSIR shall be advertised and given wide publicity.

## **8. Process of Search, Screening and Selection of Scientist-H/ Outstanding Scientist and Absorption of Director:**

### **8.1. Constitution of Screening Committee**

- (i) DG, CSIR shall appoint: a Screening Committee to:-
  - (a) consider applications received in response to advertisement and to consider nominations of candidature received from eminent Scientists/Technologists; and
  - (b) shortlist eligible applicants.
- (ii) The Committee shall comprise of three eminent scientists/ technologists in the relevant fields to be nominated by DG, CSIR.

### **8.2. Constitution of Search-cum-Selection Committee:**

- (i) Search-cum-Selection Committee for recommending the suitable candidates in each discipline/ area shall be constituted with the approval of Vice-President, CSIR.. In case, there is no Vice-President in position, approval of the President, CSIR shall be obtained.
- (ii) Search-cum-Selection Committee shall comprise:
  - (a) Chairman, CSIR-RAB as Chairman;
  - (b) three eminent Scientists/ Technologists in the relevant fields of which at least one shall be external to CSIR; and
  - (c) DG, CSIR & Secretary, DSIR.
- (iii) The recommendations of the Search-cum-Selection Committee shall be submitted by DG, CSIR to the appointing authority for approval.

### **8.3 Constitution of Absorption Committee:**

- i) DG, CSIR with the approval of Vice-President, CSIR shall constitute an Absorption Committee for recommending the suitability of a Director for absorption against, the post of Scientist-H/ Outstanding Scientist in CSIR.
- ii) The Absorption Committee shall comprise of the following five members:
  - (a) Chairman, CSIR RAB as Chairman;

- (b) Three eminent Scientists/ Technologists in the relevant fields of which at least one shall be external to CSIR; and
- (c) DG, CSIR and Secretary, DSIR.
  
- (iii) The recommendations of the Committee shall be submitted by the DG, CSIR to the President, CSIR for approval.
  
- (iv) In the event of a Director not recommended for absorption as Scientist-H/ Outstanding Scientist in CSIR, the tenure shall expire as per the terms and conditions of appointment as Director.

#### **9. Scale of Pay:**

The posts of Scientist-H/ Outstanding Scientist to be placed in various Labs./Instts. /Centres /Hqrs. of CSIR shall be in pay scale of Rs. 22,400-525-24,500 (revised to HAG pay-scale of Rs. 67000- (annual increment @ 3%)-79000). Pay will be as recommended by the Committee.

#### **10. Tenure of Appointment:**

For those who are not in service of CSIR, the tenure for appointment of Scientist-H/ Outstanding Scientist shall be for a period of five years or till superannuation, whichever is earlier. For those who are in service of CSIR, the term shall be till superannuation.

#### **11. Extension of tenure:**

Extension of tenure shall be considered by an Evaluation Committee comprising of DG, CSIR as Chairman; Chairman, CSIR RAB; and three eminent Scientists/Technologists/Experts in the relevant fields to be constituted by the Vice-President, CSIR. The Committee's recommendations shall be accepted by the Vice-President, CSIR. Any proposal to reject the recommendations of the Committee will require the approval of the President, CSIR.

#### **12. Appointing Authority:**

The Appointing Authority for the position of Scientist-H/ Outstanding Scientist shall be the President, CSIR.

*Copy of CSIR letter No. 5-1(62)/2009-PD dated 2.6.2014*

(125)

**Sub:- Forward of 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) dated the 13<sup>th</sup> February, 2014 of Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

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 SC/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.

(126)

**Sub:- Selection to the posts of Scientists under the new CSRAP Rules – regarding**

I am directed to refer to instructions issued on the above cited subject vide letter no. 1-5(1)174/2009-RAB dated 29th August, 2011 and dated 21.3.2013 and to state that the HR issues pertaining to induction policy of Scientists Group IV have been under consideration of CSIR. The matter has been examined in consultation with various Directors of CSIR Labs/Instts. Accordingly, now it has been decided that:

1. The current internal restriction of only 5 to 10% of sanctioned strength of Scientists Group IV as ceiling for appointments in a year notified vide OM no. 1-5(1)174/2009-RAB dated 29.8.2011 is withdrawn.
2. The Laboratories/Institutes shall send their induction proposals to RAB prior to advertisement for information. Further Labs/Instts. may prepare themselves for recruitment of Scientists Group IV positions for the next year.

This issues with the approval of DG,CSIR.

*Copy of CSIR letter No. 1-5(1)174/2009-RAB dated 17.7.2014*

(127)

**Sub:- Filling up of vacant Scientific and Technical posts in CSIR Laboratories 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*

**(128)**

**Sub:- Screening for eligibility of Scientist as per gradings in ACRs.**

I am directed to state that the operation of revised screening criteria notified vide this office letter of even number dated 14.2.2012 have kept in abeyance. Further, DG, CSIR has approved processing of assessment cases fallen due n assessment year 2012-13 onwards following the original screening protocol prescribed under rule 7.4 of CSRAP Rules 2001 which is reproduced as under:-

**Rule 7.4**

All Scientists will be first screened for eligibility one the basis of gradings in the Annual Confidential Reports (ACRs) and only those Scientist who satisfy the minimum residency period linked to their performance threshold scores as indicated in the Table below shall be considered for further assessment.

	3	4	5	6	7	8
Minimum averaged percentage of ACR scores for eligibility						
Scientist Group-IV/Jr. Scientist to Scientist IV(2)/Scientist	85%	80%	70%	65%	60%	...
Scientist Group-IV(2)/Scientist to Scientist IV(3)/Scientist	...	85%	80%	75%	70%	60%
Scientist Group-IV(3)/Sr. Scientist to Scientist IV(4)/Principal Scientist	...	85%	80%	75%	70%	60%
Scientist Group-IV(4)/ Principal Scientist to Scientist IV(5)/Sr. Principal Scientist	...	...	85%	80%	75%	70%
Scientist Group-IV(5)/ Sr. Pr. Scientist to Scientist IV(6)/Chief Scientist	...	...	85%	80%	75%	70%

Accordingly, you are requested to refer to Head, RAB DO letter No. 1-2(01)/(12-13)/2014-RAB dated 9.1.2014 and 5.2.2014 regarding conduct of screening process for the assessment year 2012-13 and redo the screening process for scientist at the level Jr. Scientist upto Principal Scientist of your lab for the assessment year 2012-13 as per screening criteria mentioned above and send afresh screening data in the enclosed prescribed proforma by 30.9.2014.

*Copy of CSIR letter No. 1-5(1)/174(AsPr)/2009-RAB dated 4.9.2014*

**(129)**

**Sub:- Counting of EOL towards the minimum residency period of assessment under CSRAP Rules, 2001.**

I am directed to refer to this office letter of even number dated 4<sup>th</sup> January, 2010 and to state that the amended Rule 7.3(a) of CSRAP Rules, 2001 has not been approved by the Governing Body of CSIR and the Ministry of Finance, Department of Expenditure has sought review of amendment. The matter was referred to the review committee and on the recommendation of the review committee, the DG, CSIR has decided to revert back to pre amended Rule 7.3 (a) of CSRAP Rules, 2001 with effect from 01.04.2012.

Accordingly, all assessment cases fallen due with effect from 01.04.2012 (Assessment Year 2012-13) onwards will be considered in accordance with the pre amended Governing Body approved Rule 7.3(a) of CSRAP Rules, 2001, which provides that all periods of leave which count for earning increment, shall also count towards the minimum residency period.

*Copy of CSIR letter No. 1-5(1)/2005-RAB dated 28.4.2015*

(130)

**Sub:- Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014 reg. -Notification reg.**

I am directed to forward herewith Ministry of Personnel, Public Grievances & Pensions, DoPT Notification No. 15Q12/1/2014-Estt.(D) dated 30<sup>th</sup> September, 2014 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(22)/2008-PD dated 19.6.2015*

F.No. 15012/1/2014-Estt(D), dated 30th September, 2014 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS (Department of Personnel and Training)

NOTIFICATION

**G.S.R. 707(E).**—in exercise: of the powers conferred by the proviso to article 309 and clause: (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Rules, 1997, namely

1. (I) These rules may be called the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Amendment Rules, 2014.  
  
(2) They shall be deemed to have come into force with effect from the 1<sup>st</sup> day of January, 2014.
2. In the Residents of the State of Jammu and Kashmir (Relaxation of Upper Age Limit for Recruitment to Central Civil Services and posts) Rules, 1997, in rule I, in sub-rule(3), for the figures "2013", the figures "2015" shall be substituted.

MAMTA. KUNDRA, Jt Secy,

**Note:** The principal rules were published in the Gazette of India, Extraordinary, *vide* notification number G.S.R. 208(E) dated the 10<sup>th</sup> April, 1997 and subsequently amended *vide*:-

1. G.S.R. 826(E) -dated the 27th December, 1999;
2. G.S.R. 919(E) dated the 22nd December, 2001;
3. O.S.R. 879(E) dated the 10th November, 2003;
4. G.S.R. 707(E) dated the 6th December, 2005;

5. G.S.R. 761 (E) dated the 7th December, 2007;
- 6.G.S.R. 839 (E) dated the 23rd November, 2009; and
7. G.S.R. 915(E) dated the 30th December, 2011.

#### EXPLANATORY NOTE

The Central Government has decided to extend the age relaxation to all persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from, the 1st day of January, 1980 to the 31<sup>st</sup> day of December, 1989 for a further period of two years beyond 31<sup>st</sup> December, 2013

2. It is clarified that nobody's interest will be adversely affected by the retrospective effect being given to the rules.

**(131)**

**Sub:- Relaxation of the provision of Rule 6.1.2(ii) of CSRAP Rules, 2001 – reg.**

Kindly refer to the provision of the existing Rule 6.1.2(ii) which is as follow:-

“All advertisements for the position of scientist in CSIR, henceforth, shall be with regard to Pay Band-3 or Pay band-4. The selection Committee depending upon the performance of the candidature may choose to place the candidate in any of the Grade Pay within the Pay band subject to meeting the minimum eligible criterion specified, without disturbing the existing Roster Position”.

2. Under Rule 9 of the CSRAP Rules, 2001, the DG, CSIR in his capacity as Chairman, Governing Body, CSIR has been pleased to accord approval for relaxation of the provision of the existing Rule 6.1.2(ii) of rules 'ibid, to the extent that, due to exigency and operational difficulty including acute manpower shortage, if any CSIR Lab./Instt. desires, then such Lab./Instt. may indicate the Grade Pay for any post they are advertising. This relaxation would also be applicable in the case of Labs./Instts. who have already advertised posts specifying the Grade Pay on account of the aforementioned reasons.
3. The approval accorded by DG, CSIR in his capacity as Chairman, GB shall be duly ratified by the Governing Body, CSIR in due course.

*Copy of CSIR letter No. 1-1(32)/2015-RAB dated 23.11.2015*