

(3.1) General Orders/Ban Orders on Filling up of Posts

(3.1.1) Sub: Filling up of 50% vacancies in the higher grade of the same trade/discipline/field by promotion of departmental non-gazetted staff (other than Class IV)-Implementation of the decision of the Governing Body of CSIR.

Reference this office circular of even number dated 3rd. May, 1974 on the above subject. On the basis of the information received from some of the Laboratories/Institutes. various posts have been categorised/grouped according to job requirements/nature of duties/functional basis for deciding the promotional ladder in each category as per statements enclosed. These statements are not exhaustive but only illustrative in nature. Laboratories/Institutes are requested kindly to take action for categorisation/grouping of all the posts, in Labs./Instts. in such a manner that each Category/Group consists of positions sufficiently alike in respect of their duties and responsibilities to justify common treatment in the various employment processes relating to these positions. Each category/group of positions would, therefore, consist of a specific occupational speciality which may make vertical movement from the lowest level in that group possible. While lateral movement between various groups would normally not take place, but would not be totally impossible as open recruitment would continue to exist. Before finally drawing category/Group of posts, suggestions of staff in this regard may also be invited. Thereafter, approval of Executive Committee may be obtained.

The following procedure may be followed to fill up vacant posts under this scheme (for the present, this promotional system will cover only the non-gazetted - other than class IV posts):-

1. 50% of vacancies existing in a particular grade in a category/group may be filled by promotion of departmental candidates on the basis of selection (and not on the basis of seniority-cum-fitness) on the recommendations of a Departmental Promotion Committee.
2. The Selection may be made on the recommendations of a DPC and an appropriate trade test wherever considered desirable by D.P.C.

3. For each such vacancy, only such employees falling in that particular category/group and satisfying the job requirements of the higher post may be considered for promotion.
4. For purposes of departmental promotion under this scheme, possession of minimum educational qualifications need not be insisted upon and the main criteria should be that the person being considered for promotion is in the same category/field of work and satisfies the job requirements of the higher post with qualifying trade test, wherever possible. Due weightage will also be given to the confidential Reports earned by the individual.
5. Class IV employees in the scale of pay of Rs. 210-290 may be considered for promotion for a class III post in the lowest scale of pay provided it is in the same field of work and subject to the fulfilment of the conditions mentioned at (2) & (3) above and also provided that the individual possesses the minimum qualifications prescribed for the class III post in question
6. Promotion under this scheme will not be made where rules already exist providing for a similar or more liberal system of promotion.
7. Assessment of persons covered under Bye-law 71 (b) will continue till such time as another system is evolved.
8. Actual number of vacant posts out of which 50% posts are to be filled up under this scheme should be intimated to the Departmental Promotion committee.

The categorisation/Grouping of posts in your Laboratory/Institute as approved by the Executive Committee may be intimated to this office for information and record.

(CSIR letter No.10(4)/74-PL, dated 10th Feb, 1975.)

(3.1.2) Sub: Ban on filling up of posts more than six months old.

Reference para 2-1(iii) of Ministry of Finance O.M.No.F.14(4)-E(Coord.)/77, dated 27-5-77 circulated to the Heads of all National Labs./Instts. vide Chief (Finance), CSIR's D.O.letter of even number dated 3rd June, 1977. The posts

which are lying vacant for more than six months are not to be filled up without obtaining prior clearance from the CSIR.

(CSIR letter No. 1/34/77-O&M(Vol.II), dated 12-4-78)

(3.1.3) Sub : Ban on filling up of vacant posts more than six months old.

Reference this office circular letter No. 1/34/77- O&M(Vol.II), dated 12-4-78 laying down that posts which are lying vacant for more than six months are not to be filled up without obtaining prior clearance from the CSIR. It has, however, come to notice that in some Laboratories /Institutes posts lying vacant for more than six months were not only advertised but also filled up without obtaining prior clearance from CSIR. In one case, temporary posts lying vacant for more than a decade have been filled up without obtaining prior clearance.

According to the practice prevailing in the Government, temporary posts are created/extended on year to year basis provided the posts are filled up and in case these are not granted extension such temporary posts automatically get abolished. This practice is, however, not being followed in CSIR and temporary posts even though they were created years back but remained unfilled for one reason or the other are deemed to be in existence and filled up as and when necessary which is not in order. Even so, according to the orders of the Govt. of India which have been adopted by CSIR and circulated to all our National Laboratories/Institutes as mentioned in para 1 above, no post lying vacant for more than six months can be filled up without, the specific approval of the CSIR. The action of some Laboratories/Institutes in not obtaining prior clearance before filling up such posts was not in consonance with the above instructions.

The Director-General, SIR has, therefore, desired that all CSIR Laboratories may be informed about the regulation relating to temporary posts, their filling up, lapsing etc. so that the situations of the above nature are not repeated hereafter

It is, therefore, again requested that the orders as mentioned above may kindly be strictly followed while filling up of vacant posts in the National Laboratories/Institutes of the CSIR.

(CSIR letter No. 1(23)/73-E.II, dated 1 st Feb. 1979)

(3.1.4) Sub: Ban of filling up of posts-Economy in administrative expenditure in Govt.

In continuation of this office letter of even number dated 12-4-1978, I am directed to inform that in partial modification of the ban on filling up of posts lying vacant for more than six months, it has been decided as under:

- i. Prior approval of the CSIR will be necessary to fill up all posts which are required to be advertised under the relevant rules and for which the elaborate procedure of constitution of selection committee/screening committee etc. has been provided and which are lying vacant for more than one year;
- ii. The limit of six (6) months will, however, continue to operate in respect of all other posts which are filled up on the basis of departmental promotions and/or against reservation quota through the Departmental Promotion Committee(s)/Employment Exchanges.

(CSIR letter No. 1/34/77-O&M(Vol.II), dated 5-3-1979)

(3.1. 5) Sub : Filling up of posts

In accordance with the existing instructions as contained in letter No.4(181)-Bud/74. dated 19-9-79, approval of the CSIR Headquarters is necessary for filling up posts of all categories lying vacant for more than. 6 months/one year. The procedure to be followed for filling up was given in this office No.1/34/77-O&M(Vol.II), dated 5- 3-1979.

In the last conference of the Directors it was considered that the procedure for filling up of the posts could be simplified and streamlined. This matter has been examined and it has been decided that the laboratories may follow the following procedure so that the delay in filling up can be reduced to the minimum:

1. In respect of vacancies during the calendar year information may be sent six monthly (as on 1st January and 1 st July of each year) to the Headquarters showing the designation. scale of pay of the post, the date from which lying vacant and justification for filling up the same. At present

individual proposals are being sent to the Headquarters for each post which entails additional work.

2. Action should be simultaneously initiated to fill up the posts in accordance with the existing procedure. For this purpose action should be initiated to constitute the Selection Committees having regard to the nature of the post and then processing them for obtaining approval of the Executive Committee. At the same time DG could be approached for nomination of Chairman, where-ever require
3. Advertisements could be clubbed together and could be issued six-monthly so that there is better response from candidates. For this purpose, a number of posts in similar areas/disciplines could be clubbed. For recruitment to posts with post-graduate qualifications, the interviews could be held in the month of August- September-October so that students qualifying in the M.Sc.1B.E. examination of that year could also appear for these interviews.

In the advertisement it may not always be possible to indicate the exact number of vacancies. Therefore, it may suffice to indicate the number of likely vacancies in the advertisement with the proviso that the number of vacancies to be filled be the actual number available on the date of the interview. The actual number of vacancies should be determined before the interview notices are issued and the Chairman informed so that the size of the panels could be determined with fair degree of precision

From the above, it would be seen that -

- a. Headquarters should be approached for filling up the post not on individual cases but on a six monthly basis;
 - b) CSIR Headquarters should be approached for nomination of Chairman only once or twice a year; and
- b. Interviews may be held for a block of posts in different areas and disciplines.

It is accepted that for newly created posts or posts which suddenly fall vacant due to unforeseen circumstances, it may not be possible to follow the above procedure in toto. But in such cases also it should be possible to take-action to fill up the posts along with other posts already lying vacant in the Laboratory

(CSIR letter No. 1/34/77-O&M (Vol.II), dated 23-5-1981)

(3.1.6) Filling up of vacant posts

In continuation of this office telegram dated 21st Dec., 1983 requesting not to fill up vacant posts without prior clearance from CSIR-Headquarters I am directed to invite a reference to D.O, letter No.4(181)/Bud/83 dated 22nd Dec., 1983 addressed to all the Heads of National Labs./Instts. by Shri M.V. Ramakrishnan, Financial Adviser and to state that the Govt. of India instructions contained in the letter of Ministry of Finance dated 26.11.83 cited in the D.O. may kindly be adhered to.

(CSIR letter No. 1(34)77/O&M/II, dated 13th January 1984)

(3.1. 7) Ban on filling up of vacancies.

The Govt. of India has relaxed the ban on filling up of vacancies both Plan and Non-Plan arising due to promotion, retirement, death etc. subject to the condition that the posts which have been found to be surplus as a result of the review have been abolished.

The review of all the vacancies which existed as on 1-6-1986 in the National Laboratories and CSIR Hqrs. has since been made and the vacancies to be retained/abolished in your laboratory/institute will be intimated shortly.

In view of the above, it has now been decided by the DGSIR with the concurrence of Member (Finance) that all future vacancies in the National Laboratories and CSIR Headquarters arising after 1-6-1986 due to promotion/retirement/death /resignation /dismissal/removal/or deputation can be filled up by the Lab./Instt.

(CSIR letter No.17(158)/86-E.11. dated 24th September, 1986).

(3.1.8) During the Peer Review and the Budget Meetings. DGSIR had emphasized that in view of sharp increase in the salary budget and other financial constraints, the. Labs./Institutes should observe strict financial discipline and ensure that:

- i. Vacancies in Group IV, if considered necessary to be filled up, should be filled up with the prior approval of DGSIR; and
 - ii. vacancies in other groups to be kept in abeyance.
1. I hope these instructions of DG-CSIR are being strictly observed by your Lab./Institute.
 2. However, I would like to clarify that these directions of DGSIR do not apply to the filling up of backlog vacancies for SCs / STs under the Special Recruitment Drive. You may kindly continue to make recruitment against these vacancies as per existing instructions in the matter.

(CSIR D.O. No.2/89/91-SC/ST, dated 15th July, 1992.)

(3.1.9) Filling up of posts held by officers who proceed on foreign service in India or abroad or go abroad on leave for study/training.

Quite often Officers of the National Laboratories/Institutes. get appointments in other Government Departments, Undertakings, Autonomous Organisations and International Bodies and they are released on usual foreign service/lien terms etc. There is yet another category of officers who go abroad on leave for study/training. The question whether the posts held by these officers in the National Laboratories/Institutes could be filled up temporarily has been under consideration in the CSIR for some time past.

The Vice President, Council of Scientific and Industrial Research has been pleased to decide that the posts should be filled up temporarily in the manner laid down in the bye-laws of the CSIR i.e. through advt. And selection by Selection Committees in the under mentioned cases:-

1. Officers who are appointed for a period of two years or more on foreign service in India or abroad;

2. Officers who go abroad on leave for a period of two years or more for study/training purposes, provided that in both the cases if any of the officers returns earlier than the sanctioned period of his foreign service or leave, the person appointed in his place temporarily will be asked to quit and a specific provision to that effect shall be made in the appointment letter. In case a departmental candidate is selected on promotion against such a vacancy, he will be reverted to his original post and a condition to this effect should be inserted in the appointment letter in respect of departmental candidates.

All the Heads of National Laboratories/Institutes are requested kindly to keep these conditions in Views while recommending the case to CSIR for foreign service or for leave out of India of their officers for 2 years or more.

Necessary action has to be initiated by the Laboratories/Institutes in such cases to advertise the posts with aforesaid conditions and fill them in accordance with rules.

The chain vacancies will not be filled up.

(CSIR letter No.16(181)/71-E.I, dated. the 6th Feb., 1971)

(3.1.10) Reservation for Physically Handicapped persons in Group C and D posts/services under the Central Government.

Reference (i) Letter No.2/89/91-SC/ST, dated 15.7.1992; (ii) Letter No.17/108/78-EII, dated 16.2.1993 from CSIR conveying- instructions that the ban imposed on filling of posts will not be applicable in respect of (i) back log vacancies for SIC/ST under Special Recruitment Drive; and (ii) Compassionate appointment respectively.

The Govt. of India have also decided that there will be no ban on filling up of vacancies reserved for physically handicapped persons; a copy of the Govt. of India OM No. 36035/2/92-Estt(SCT), dated 19.1.1993 is enclosed for your ready reference.

You are requested kindly to follow these instructions subject to observance of guidelines/Instructions issued by the Govt. of India and CSIR from time to time in the matter.

(CSIR letter No. 1(52)84-O&M, dated 13th December, 1993)