

## 1.4 Appointment of close relatives.

*(1.4.1) For the past sometime we have been receiving some complaints in regard to the appointments of close relatives of the CSIR Officers and Staff (in the laboratories) who are alleged to have been given undue preference or favours in the matter of such appointments. I also find that such close relation are also being recruited in the CSIR organisations from time to time. While it may be, that in most of these cases the appointments have been made with due regard to the prescribed procedures and the merits of each individual, it is nevertheless of paramount importance that we should not only be just and fair in the matter, we also give the appearance of being just and fair to all concerned.*

**While there is, and can be, no bar on the employment etc. of close relatives who are eligible and meritorious, the process of selection should be impartial and free from any possible accusation of favouritism. It is essential that the concerned officers should dissociate themselves completely from the process of selection where their own close relatives are involved. To avoid criticism I personally feel that close relatives should not as a general proposition be allowed to work in the same laboratory/institute, although this may not be possible in every case. In any case, it would make for good order and expedience if in all such cases the Director concerned obtains clearance from me giving adequate details prior to the issuance of the appointment orders to such persons.**

**(CSIR D.O. No.,CSIR/O&M./18/57, dated 4th Sep., 1978 addressed by DGSIR to the heads of all National Labs./Instts.)**

*(1.4.2) Appointment of close relatives.*

**Clearance from D.G.S.I.R. is required for all categories of posts including Class III & IV on first appointment. If already employed, clearance from D.G.S.I.R. will also be required on subsequent promotions.**

**(CSIR D.O. No. 1/40/78-O&M., dated 19th October, 1978)**

*(1.4.3) Guidelines regarding appointment of Close Relatives of the CSIR Officers/Staff in CSIR Labs./Insits./Headquarters.*

**It has been decided that while appointing close relations of CSIR employees, the following guidelines should be observed:**

- 1. Relations would include wife/husband/son/daughter/brothers/sisters/sons-in-law/daughters-in-law and those who could be termed as blood relations.**
- 2. No employee may be associated in any way with the process of selection of such close relatives at any stage and in recruitment process where a close relative of an employee is an applicant.**
- 3. In order to know whether an applicant is related to an employee in the Laboratory it will be necessary to include a suitable column in the application form for this purpose.**
- 4. While carrying on the process of selection no relaxation in respect of prescribed qualifications/experience should be extended in the case of such close relatives.**
- 5. While preparing the list of candidates for interviews/test for the purpose of Selection Committee, the fact that the candidate is a relative of a CSIR employee should be prominently brought to the notice of the Committee. Any member of the Committee as also staff, who is related to the candidate should abstain from the Selection process.**
- 6. In all such cases, no offer of appointment should be made before prior approval of the DGSIR has been obtained.**

**In respect of such appointments of Class IV category, the approval of Executive Committee of the respective Lab./Institute may be obtained.**

**In respect of promotions of relations already employed made in accordance with the prescribed procedures, the approval of EXECUTIVE COMMITTEE may be obtained.**

**(CSIR letter No. 1/41/78-O&M, dated, 22nd February, 1980)**

*(1.4.4) The above guidelines are applicable in respect of those cases of appointments or promotions where the incumbent is having a relative in that particular Lab./Institute and not in CSIR as a whole. The term "CSIR employee" appearing in serial No. 5 of the guidelines would therefore apply to the CSIR employees of the concerned Laboratory/Institute.*

**(CSIR D.O. No. 1/40/78-O&M, dated, 4th June, 1980)**

*(1.4.5) Guidelines regarding appointment of close relatives of the C.S.LR. Officers/staff in C.S.LR. Labs./Instts./Hqrs.*

**The guidelines notified vide this office letter No. 1/41/78-O&M, dated 22.2.1980 are to be followed in cases of appointment of close relatives of CSIR Officers/Staff in the Labs./Instts./Headqrs.**

**In view of the detailed procedure laid down, you are requested kindly to ensure that appointment letters to persons whose close relatives are employed in the same Labs/Instt. are not issued till such time clearance is obtained from D.G.S.I.R. or Ex. Committee as the case may be.**

**(CSIR letter No. 1/40/78-O&M, dated 13th November, 1980)**

*(1.4.6) Clarification on the guidelines regarding appointment of close relatives.*

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**GUIDELINES**

**CLARIFICATION SOUGHT**

**RELIES**

**1**

**2**

**3**

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**While carrying on the process of selection no relaxation in respect of prescribed qualification/experience should be extended in the case of such close relatives.**

In all such cases (while appointing close relative of CSIR employees) no offer of appointment should be made before prior approval of the DG-CSIR has been obtained.

As per provision for relaxation in qualification and/or experience in the advertisements the Screening Committee quite often recommends relaxation of qualifications and/or experience. It is felt that the candidates related to the employees of the Institute should be treated at par with the other candidates and if any relaxation is given to other candidates. the same treatment should be given to the candidates related to the employees so as to meet the ends of natural justice.

In some advertisements some desirable qualifications, experience are prescribed. It is for clarification whether lack of desirable qualifications/experience will amount to relaxation of qualification/experience in case a candidate not possessing such desirable qualifications/experience is called for interview though he meets the essential qualifications /experience.

There are cases where departmental candidates are selected in direct recruitment who are related to some of the other employees of the Institute. In some cases the employees of the Institute related to the candidates are either holding equivalent or lower posts. In such cases, the question of obtaining clearance from the DGSIR should not arise because in such cases there is no question of other employee exercising any influence on the members of the Selection Committee or in the process of selection.

The Candidate related to an employee of the National Lab./Instt. concerned should be treated at par with other candidates and if any relaxation is called for and approved by the Director on general basis with reference to the circumstances of a particular case in accordance with the provisions made to this effect in the respective advertisement, similar relaxation can be given 'to the candidates related to the employees provided such relaxation does not arise out of the fact that employees' wards are also being considered.

Where desirable qualifications /experience are prescribed in the advertisement in addition to essential qualifications/experience, desirable qualification /experience, if lacking, does not amount to relaxation of qualification /experience.

This will apply to a candidate related to an employee of the laboratory/Institute as well. It is, however, needless to emphasize that due weightage should be given in the process of selection to the candidates possessing both essential and desirable qualifications and experience over those candidates not possessing desirable qualifications/experience.

Clearance of the DG-CSIR is necessary for appointment of departmental candidates selected through advertisement even though the employees to whom they are related may be holding equivalent or lower posts in the Laboratory/Institute.

(CSIR letter No. 1140/78-O&M, dated 15.12.1980)

*(1.4 7) Guidelines regarding appointment of close relatives of the CSIR Officers/staff in CSIR Labs/Instt./Headqrs.*

The detailed guidelines on the subject mentioned above have been circulated to all the Laboratories Institutes vide, this Office letter of even number dated 22nd February 1980. Certain clarifications on the subject were also issued vide this office letters of even number dated 13th November, 1980 and 15th December, 1980.

A number of proposals are being received from various National Laboratories/Institutes for D.G.'s approval which involve relaxation of advertised qualifications and experience in respect of close relatives of CSIR employees. It has been observed in some cases that the response to the advertisement had been adequate but the candidates selected did not fulfil essential qualifications. It has, therefore, not been possible for the DGSIR to give necessary clearance in such cases. When response to advertisements is adequate, there should normally be no question of recommending relaxation to candidates not possessing the requisite qualifications and experience. In cases where the response is inadequate, it would be desirable to re-advertise the posts.

(CSIR letter No. 1/41/78-O&M, dated 6th July, 1981)

*(1.4.8) Reference instructions/guidelines issued by the CSIR from time to time for appointment of close relations of the officers and staff of the CSIR and its National Laboratories/Institutes*

**It has been noted for some time that these instructions /guidelines are not being followed properly. Many times the relationship is either not reflected in the applications or the same is missing in the synopsis prepared for consideration of the candidates called for interview by the Selection Committee. This not only defeats the purpose for which these instructions/guidelines have been issued but also entails lot of correspondence with the Labs./Instts. which ultimately results in delay in clearance of proposals.**

**In order to cut down delay in processing proposals it is necessary that all such proposals are sent to CSIR Headquarters with complete details. I am accordingly, enclosing a set of copies of the following instructions/guidelines issued from time to time for information, guidance and compliance by all administrative functionaries in the Labs./Instts.**

- i. DO No.CSIR/O&M/18/57 dated 4.9.1978;**
- ii. DO No. 1/40/78-O&M dated 19.10.1978**
- iii. No. 1/41/78-O&M dated 22.2.1980**
- iv. DO No. 11/40/78-O&M dated 4.6.1980**
  - v) No. 1/40/78-O&M dated 13.11.1980**
  - vi) No. 1/40/78-O&M dated 15.12.1980**
  - vii) No. 1/41/78-O&M dated 6.7.1981**

**It may also be ensured that the following clause is inserted in the application form, if not already included or while inviting applications on plain paper, the element of relationship should be got prominently reflected.**

**"Are you related to any of the employees of CSIR or its National Labs./Instts.?"**

**If yes, please give details."**

**While forwarding the proposals to CSIR for approval of the competent authority, necessary information be invariably provided in the check list, a copy of which is also enclosed.**

**(CSIR letter No. 1/41/78-O&M, dated, 24 September, 1991.)**

**Check-list for appointment of a close relation in CSIR Service.**

- 1. Name of Lab./Instt.**
- 2. Name of person selected with posts/Grade & Group while giving full pay scale.**
- 3.**
  - a. Whether reserved for SC or ST or general candidate as per reservation roster**
  - b. If reserved for a SC/ST candidate whether, SC/ST member was associated with Screening/Selection Committee**
- 4. Name and designation of the relation working in the same Institute.**
- 5. Whether advertised qualifications conformed to those prescribed under rules**
- 6. Qualifications possessed by the**
  - (a) Selected candidate**
  - (b) Whether application received within prescribed date**
- 7. Whether the appointee fulfils laid down qualifications or requires relaxation**
- 8. Copy of Advertisement (page)**
- 9. Copy of synopsis (page)**
- 10. Copy of proceedings of Selection Committee (page)**
- 11. Original application of selected candidate (page)**

**12. Whether relationship reflected in**

**(a) Application form (page)**

**(b) Synopsis (page)**

**13. Whether appointment proposed on initial basic pay or with advance increments in the grade**

**14. If advance increments recommended whether candidates had requested for higher pay in his application or not. If yes, how many advance increments?**

**15. Whether Certificate of not associating with selection process and influencing Selection Committee members furnished by the Institute?**

**16. Whether Panel is valid (one year validity)**

**17. Remarks.**

**Signature of COA/AO of the Lab.**

*(1.4.9) Appointment of close relatives of the officers and staff of CSIR - Extension of the scope of the term 'Close-relations'-re.*

**The matter concerning extension of the scope of the term 'close relations' as defined inter-alia, in this office letter No. 1/41/78-O&M dated 22nd February, 1980 has since been re-examined.**

**It has now been decided with the approval of DG, SIR to bring within the ambit of the term 'Close relations' the brother-in-law (wife's brother/sister's husband) and sister-in-law (brother's wife). Accordingly, cases of appointment/promotion of such 'close relations' of CSIR employees would also be covered under the extant instruction on the subject, re-iterated in the aforesaid letter, dated 24th September, 1991.**

**(CSIR letter No. 1 (40/78-O&M, dated, 13th April, 1992.)**