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No.4/CMG/2007-TNBD

December 19, 2007

From: Head, TNBD, CSIR Headquarters, New Delhi

To: Directors of CSIR Labs

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

Sir,

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.14,000/-
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 Assistants 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 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 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.

Yours faithfully,



(D. Yogeswara Rao)

Copy to:

1. Directors of all the laboratories
2. COA/AO of all National Labs/ Instts.
3. F&AO of all National Labs/Instts.