



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. 3/7/2014-E.I

Dated 09/01/2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all CSIR-National Laboratories /Institutes

Sub: Confirmation of Common Cadre Officers

Sir,

It is proposed to take up confirmation cases of the Common Cadre Officers. In case there is/are any Common Cadre Officer(s) in your Laboratories /Institutes, who is/are yet to be confirmed after his/her direct recruitment into Common Cadre, the required information may be provided in his/her case in the enclosed proforma alongwith the relevant documents.

There is no need of sending any information in respect of those officers, who have already been confirmed on any post in CSIR.

The requisite information may kindly be sent to the undersigned latest by **27th January, 2014** to enable us to process their cases further and complete the job timely.

Encl: As above

Yours faithfully,

(Umesh Gupta)
Section Officer

Copy to:-

1. Heads of HRDC, HRDG, IPMD, URDIP, FPI (CMMACS)
2. Deputy Secretary, CSIR Hqrs / CSIR Cx. New Delhi
- ✓ 3. Head, IT Division – with the request to upload this circular in CSIR website.
4. Office copy.

Details of Common Cadre Officers whose cases are to be considered for Confirmation

Name of the Lab/Instt:- _____

| Sl. No. | Name / Designation | Date of entry into the Common Cadre | Whether probationary period on entry into Common Cadre post [i.e. SO (G) / SO (FA) / SO (SP)/PS as the case may be] has been completed satisfactorily (please enclose a copy each of joining and completion of probationary period notification) | Whether he/she has been medical examined by an appropriate medical authority at the time of initial appointment and found fit for Council Service (Yes/ No) | In case of SC/ST/OBC Officers, whether his / her caste/tribe/community certificate has been verified from the issuing authority. If yes, a copy of the verification letter may be enclosed | Whether his/ her Character & Antecedents has been verified from the competent authority (Yes/ No) | Whether he/ she satisfies the educational and age limit conditions prescribed in recruitment rules at the time of initial appointment (Yes/ No) | Whether there is any vigilance case pending at lab/ Instt. level. Whether any prosecution for criminal charge is pending against him / her in the prescribed format enclosed with CVO circular letter dated 16/01/2013 |
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