



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

No. 3-2(a)CASE-2013-EI

Dated 31/1/2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all CSIR Labs/Instts

Sub : Appointment of Assistants (Gen/F&A/S&P) Gr. I through CASE-2013

Sir,

I am directed to draw your attention to this office letter of even no. dated 11/11/2013 and various other letters vide which dossiers of the CASE-2013 Assistants (Gen/F&A/S&P) Gr. I posted at different Labs/Instts were forwarded for issuing formal appointment letters and completion of various other pre-appointment formalities.

It has been reported by some of the Labs/Instts that many candidates are either not reporting for duty or are not responding. The matter has been considered by the competent authority and the following time schedule has been approved to be followed by all the Labs/Instts:-

- (a) Not more than one month's time period may be given in the initial appointment letter;
- (b) If the candidate does not respond, first reminder may be sent giving 15 days' time;
- (c) If the candidate still does not respond, final reminder may be sent giving 07 days' time clearly mentioning that if the candidate fails to present himself/herself in the Lab/Instt for completion of pre-appointment or joining, as the case may be, the appointment offered to him/her shall stand cancelled.
- (d) Thereafter, the offer of appointment may be cancelled forthwith and dossier of the candidate be sent to CSIR HQ.
- (e) Extension of joining time should not be granted beyond a period of three months.

Yours faithfully,


(A.K. Mukherjee)
Deputy Secretary (HR)

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1. Heads - URDIP and 4PI (erstwhile CMMACS)
 2. US (CO), CSIR HQ
 - ✓ 3. Head, IT - for uploading on CSIR website