

ADMINISTRATIVE SERVICES (RECRUITMENT & PROMOTION)

RULES, 1982

(As amended up to 1st January, 2004)

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

ANUSANDHAN BHAVAN, RAFI MARG,

NEW DELHI-110 001

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COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

RAFI MARG,

**NEW DELHI –
110 001**

**No.33(90)/82-E.I
February, 1982**

25th

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

**ADMINISTRATIVE SERVICES (RECRUITMENT & PROMOTION) RULES,
1982**

In exercise of the powers vested under Bye-law 71(b) of the Bye-Laws of the CSIR, the following Rules have been made with the approval of the Governing Body of CSIR, in supersession of all previous orders on the subject:-

PART I

GENERAL

SECTION I – PRELIMINARY

1. Short Title and Commencement:

(i) These Rules shall be called the Council of Scientific and Industrial Research Administrative Services (Recruitment and Promotion) (ASRP) Rules, 1982.

(ii) They shall apply to all Administrative (including Ministerial, Stenographic, Finance & Accounts, Stores and Purchase) posts other than Group-D posts.

(iii) They shall come into force with effect from 1.2.1982.

2. Definitions: In these Rules, unless the context otherwise requires-

(i) "Administrative post" means and includes all posts classified as such under Bye-Law 57 of the Bye-Laws of the CSIR, unless any post is excluded from the operation of these rules.

(ii) "Cadre" means the strength of posts included in any of sub-clauses (i) to (iv) of Rule 3.

(iii) "Controlling Authority" means the Council of Scientific and Industrial Research; and the powers of the Controlling Authority shall be exercised by the Director-General, Council of Scientific and Industrial Research or by such officer as may be so authorized by the CSIR from time to time for a specific category of posts.

(iv) "Permanent post" means a post carrying a definite rate of pay sanctioned without limit of time.

(v) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
(vi) "Permanent Officer" means the holder of a post in the CSIR in a permanent capacity.

(vii) "Service" means the service rendered in the CSIR.

(viii) "Approved Service" in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long term appointment to the Grade and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post.

SECTION II – CADRES AND STRENGTH

3. Cadres – Officers employed in the CSIR Secretariat and in its National Laboratories/Institutes in the posts mentioned in Rule 1 (ii) above shall be included in one of the following Cadres as may be appropriate:

- (i) General Cadre;**
- (ii) Stenographers' Cadre;**
- (iii) Finance and Accounts Cadre; and**
- (iv) Stores and Purchase Cadre.**

4. Authorized Permanent Strength: The authorized permanent strength of each of the above cadres shall consist of the permanent posts in each Cadre.

5. Temporary additions to the Authorized Permanent Strength: In addition to the authorized permanent strength, temporary additions to the posts in any Cadre may be made to such extent as may be found necessary from time to time.

6. Schedule of posts: The Controlling Authority shall maintain a schedule of posts in each Cadre. The schedule shall show separately in respect of each Cadre:

- (i) Total number of posts;**
- (ii) The number of such posts which are permanent; and**
- (iii) The number of such posts those are temporary.**

7. If in the opinion of the Controlling Authority, the functions attached to a post are such that the incumbent is required to possess special and/or technical qualifications, the Controlling Authority may declare the post to be an “excluded” post. Upon such declaration and as long as the declaration is in force, the “excluded” post shall be deemed not to be included in any Cadre.

8. Scales of Pay: The scales of pay of the Grades of the Cadre shall be as approved by the Govt. of India from time to time for such posts and adopted by the CSIR.

PART II

GENERAL CADRE

SECTION I – GRADES AND SCALES OF PAY

1. Grades: Posts in the General Cadre shall be classified in the following Grades and designated as shown below:

S.No .	Designation	Scale of Pay	Group
1.	Senior Deputy Secretary/Senior Controller of Administration	Rs.14,300-400-18,300	A
2.	Deputy Secretary/Controller of Administration	Rs.12,000-375-16,500	A
3.	Under Secretary/Administrative Officer	Rs.10,000-325-15,200	A
4.	Section Officer (General)	Rs.6500-200-10,500	B
5.	Assistant (General) Grade-I	Rs.5500-175-9000	B
6.	Assistant (General) Grade-II	Rs.4000-100-6000	C
7.	Assistant (General) Grade-III	Rs.3050-75-3950-80-4590	C

SECTION II – RECRUITMENT AND PROMOTION

1. Senior Deputy Secretary/Senior Controller of Administration (Rs.14,300-400-18,300)

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Deputy Secretary/Controller of Administration in the grade of Rs.12,000-375-16,500 and who have rendered not less than 5 years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

2. Deputy Secretary/Controller of Administration (Rs.12,000-375-16,500)

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the Under Secretaries/Administrative Officers in the grade of Rs.10,000-325-15,200 who have rendered not less than five years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

3. Under Secretary/Administrative Officer (Rs.10,000-325-15,200)

Recruitment to this Grade shall be made by promotion, on the basis of merit from amongst Section Officers (General) and Private Secretaries who have rendered not less than 8 years of approved service in the grade of Rs.6500-200-10,500 and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

(i) Vacancies in this grade occurring in a year shall be filled in the ratio of 2:1 from amongst Section Officers (General) and Private Secretaries. In the event of non-

availability of suitable officers for filling up vacancies earmarked for a cadre, such unfilled vacancies shall not be filled up from officers of another cadre.

(ii) 25% of the Private Secretaries who have completed minimum six years of approved service as Private Secretary be made to work as Section Officer (General) for a period of one year before they are considered for promotion to the post of Under Secretary/Administrative Officer.

4. Section Officer (General) (Rs.6500-200-10,500)

(i) 33-1/3% by promotion from amongst regular Assistants (General) Grade I who have rendered not less than 8 years approved service in that Grade on the basis of Selection-cum-Seniority subject to rejection of unfit on the recommendations of the Departmental Promotion Committee.

(ii) 33-1/3% by promotion on the basis of result of departmental competitive test limited to those Assistants (General) Grade-I, Assistants (F&A) Grade-I, Assistants (Stores & Purchase) Grade-I and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3 (three) years qualifying service in their respective grades. However, in the event of non-filling up of vacancies under the departmental examination quota, these shall be filled up by direct recruitment.

(iii) 33-1/3% by direct recruitment on the basis of result of an open competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 28 years, relaxable in the case of SC/ST/OBC candidates as per rules. Departmental candidates including those holding posts in the Stenographers, Finance & Accounts and Stores & Purchase Cadres and possessing the requisite educational qualification will be eligible to compete and there will be no age restriction in their case. Those who qualify in the examination will be called for interview.

5. Assistant (General) Grade-I (Rs.5500-175-9000)

Recruitment to this Grade shall be made on local basis as follows:

(i) 50% by promotion on local basis from Assistants (General) Grade II who have completed not less than 5 years approved service in that Grade on the basis of seniority, subject to rejection of unfit, and on the recommendation of the Departmental Promotion Committee.

(ii) 25% by means of limited departmental competitive examination from amongst Assistants (General) Grade-II/Assistants (F&A) Grade-II/Assistants (S&P) Grade-II /Junior Stenographers possessing University Degree and having not less than 3 years approved service in that grade.

(iii) 25% by direct recruitment from amongst candidates possessing University Degree, age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules, on the basis of result of competitive examination and interview. Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.

6. Assistant (General) Grade-II (Rs.4000-100-6000)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratories/Institutes as follows:-

100% by promotion on local basis from amongst the Assistants (General) Grade-III who have completed not less than 3 years approved service as Assistant (General) Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

7. Assistant (General) Grade-III (Rs.3050-75-3950-80-4590)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratories/Institutes by direct recruitment, on the basis of result of competitive examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the competitive

examination will be interviewed by a Selection Committee but the weightage of interview would not exceed 25% of the total prescribed marks.

Provided that:

(i) 10% of the vacancies in the cadre of Assistant (General) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group `D' (non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness.

(ii) 10% of the vacancies in the cadre of Assistant (General) Grade-III in the National. Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group `D' (non-technical) employees borne on the regular establishment subject to the following conditions:-

Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group `D' (non-technical) staff who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent.

Part III

STENOGRAPHERS' CADRE SECTION I – GRADES AND SCALES OF PAY

1. Grades – Posts in the Stenographers' Cadre shall be classified in the following Grades and designated as shown below:-

S.No	Designation	Scale of Pay	Group
1.	Private Secretary	Rs.6500-200-10,500	B
2.	Senior Stenographer	Rs.5500-175-9000	B

3.	Junior Stenographer	Rs.4000-100-6000	C
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SECTION II – RECRUITMENT AND PROMOTION

1. Private Secretary (Rs.6,500-200-10,500)

Recruitment to this Grade shall be made as under:

(i) 50% by DPC from amongst Senior Stenographers who have rendered not less than 8 years of approved service on the basis of seniority subject to rejection of unfit; the employees should be permanent either in the lower post or on the post of Senior Stenographer; and

(ii) 50% on the basis of departmental competitive test, as per scheme of examination notified vide CSIR letter No.33(84)/4/2001-E-I dated 15.10.2001, from amongst the Senior Stenographers who have a University Degree in any discipline with 3 years approved service.

2. Senior Stenographer (Rs.5,500-175-9,000)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute as follows:-

(i) 50% by promotion from amongst the Junior Stenographers who have rendered a minimum of 5 years of approved service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of Departmental Promotion Committee;

(ii) 25% by examination & proficiency test limited to departmental candidates (Junior Stenographers) having minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typing. The candidates will have to qualify a test in General Hindi/General English.

(iii) 25% by direct recruitment by open advertisement from amongst the candidates possessing a University Degree and minimum speed of 100

w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typewriting and on the basis of a competitive test in General Hindi/General English. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. In case of departmental candidates, if otherwise qualified, there will be no age restriction.

3. Junior Stenographer (4000-100-6000)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute from amongst the candidates possessing minimum educational qualification of 10+2/XII or equivalent and speed of 80 W.P.M. in shorthand and 40/35 W.P.M. in typewriting in English/Hindi and on the basis of competitive proficiency test. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. Departmental candidates will also be eligible to compete and there will be no age restriction in their case.

PART IV

FINANCE AND ACCOUNTS CADRE SECTION I – GRADES AND SCALES OF PAY

1. Posts in the Finance & Accounts Cadre shall be classified into the following Grades and designated as shown below:

S.No	Designation	Scale of Pay	Group
1.	Senior Deputy Financial Adviser	Rs.14,300-400-18,300	A
2.	Deputy Financial Adviser	Rs.12,000-375-16,500	A
3.	Finance & Accounts Officer	Rs.10,000-325-15,200	A
4.	Section Officer (Finance & Accounts)	Rs.6500-200-10,500	B
5.	Assistant (Finance & Accounts) Grade I	Rs.5500-175-9000	B

6.	Assistant (Finance & Accounts) Grade II	Rs.4000-100-6000	C
7.	Assistant (Finance & Accounts) Grade III	Rs.3050-75-3950-80-4590	C

SECTION II – RECRUITMENT AND PROMOTION

1. Senior Deputy Financial Adviser

(Rs.14,300-400-18,300)

Recruitment to this Grade shall be made by promotion on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the Deputy Financial Advisers in the grade of Rs.12,000-375- 16,500 and who have rendered not less than 5 years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

2. Deputy Financial Adviser (Rs.12000-375-16500)

Recruitment to this Grade shall be made by promotion on merit and from amongst the Finance & Accounts Officers in the grade of Rs.10,000-15,200 with not less than five years of approved service in that grade and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

3. Finance & Accounts Officer (Rs.10,000-325-15,200)

Recruitment to this Grade shall be made by promotion on the basis of merit from amongst the Section Officers (Finance & Accounts) who have completed not less than 8 years approved service in that Grade and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

Notwithstanding the above, the Controlling Authority may secure the services of experienced Finance & Accounts Officers on deputation basis for fixed period from the CAG/CGA/Indian

Railways/CGDA provided the total number of such Officers at any time does not exceed 25% of the authorized strength and suitable internal candidates are not available. Officers taken on deputation for a fix period would not be eligible for permanent absorption in CSIR.

4. Section Officer (Finance & Accounts) (Rs.6,500-200-10,500)

(i) 33-1/3% by promotion from amongst regular Assistants (Finance & Accounts) Grade-I who have rendered not less than 8 years approved service in that Grade on the basis of Selection-cum-Seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

(ii) 33-1/3% from amongst Assistants (General) Grade-I, Assistants (F&A) Grade-I, Assistants (Stores & Purchase) Grade I and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3 years qualifying service in their respective grades, on the basis of a departmental competitive examination. However, in the event of non-filling up of the vacancies under departmental examination quota, these vacancies shall be filled up by direct recruitment;

(iii) 33-1/3% by direct recruitment through an open competitive examination and interview from amongst candidates possessing University Degree. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. Departmental candidates possessing requisite educational qualification will also be eligible to appear in the examination and there will be no age restriction in their case. Those who qualify in the examination will be called for interview.

5. Assistant (Finance & Accounts) Grade-I (Rs.5500-175-9000)

Recruitment to this Grade shall be made as follows:

(i) 50% by promotion amongst Assistants (Finance & Accounts) Grade-II, who have completed not less than 5 years of approved service as Assistants (Finance &

Accounts) Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

(ii) 25% by means of Limited Departmental Competitive Examination from amongst Assistants (General) Grade-II/ Assistants (Finance & Accounts) Grade-II/ Assistants (Stores & Purchase) Grade – II, Junior Stenographers possessing University Degree with three years approved service.

(iii) 25% by Direct Recruitment from amongst candidates possessing University Degree, on the basis of result of Open Competitive Examination and interview. Age not exceeding 28 years; relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they have the prescribed educational qualification.

6. Assistant (Finance & Accounts) Grade-II (Rs.4000-100-6000)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each Laboratory/Institute as follows:-

100% by promotion on local basis from amongst the Assistants (Finance & Accounts) Grade-III who have completed not less than 3 years approved service as Assistant (Finance & Accounts) Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

7. Assistant (Finance & Accounts) Grade-III (Rs.3050-75-3,950-80-4,590)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with Commerce as one of the subjects and typewriting speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.

Provided that:

(i) 10% of the vacancies in the cadre of Assistant (Finance & Accounts) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group `D` (non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness.

(ii) 10% of the vacancies in the cadre of Assistant (Finance & Accounts) Grade-III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group `D` (non-technical) employees borne on the regular establishment subject to the following conditions:-

Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group `D` (nontechnical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent with Commerce as one of the subjects.

PART V

STORES AND PURCHASE CADRE SECTION I – GRADES AND SCALES OF PAY

1. Posts in the Stores & Purchase Cadre shall be classified in the following grades and designated as shown below:

Sl. No.	Designation	Scale of Pay	Group
1.	Senior Stores & Purchase Officer (SG)	Rs.14,300-400-18,300	A
2.	Senior Stores & Purchase Officer	Rs.12,000-375-16,500	A

3.	Stores & Purchase Officer	Rs.10,000-325-15,200	A
4.	Deputy Stores & Purchase Officer	Rs.6500-200-10,500	B
5.	Assistant (Stores & Purchase) Grade I	Rs.5500-175-9000	B
6.	Assistant (Stores & Purchase) Grade II	Rs.4000-100-6000	C
7.	Assistant (Stores & Purchase) Grade III	Rs.3050-75-3950-80- 4590	C

SECTION II – RECRUITMENT AND PROMOTION

1. Senior Stores & Purchase Officer (SG) (Rs.14,300-400-18,300)

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the Senior Stores & Purchase Officers in the grade of Rs.12000- 375-16500 and who have rendered not less than 5 years of approved service in that grade. If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

2. Senior Stores & Purchase Officer (Rs.12000-375-16500)

Recruitment to this Grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the Stores & Purchase Officers in the grade of Rs.10,000- 15,200 who have rendered not less than five years of approved service in that grade.

If, in a particular year, sufficient number of eligible officers is not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.

3. Stores & Purchase Officer (Rs.10,000-325-15,200)

Recruitment to this Grade shall be made by promotion from amongst the Deputy Stores & Purchase officers in the grade of Rs.6,500-10,500 who have rendered not less than 8 years approved service on the basis of merit and on the

recommendations of Departmental Promotion Committee which shall interview the eligible candidates.

Notwithstanding anything to the contrary, the appointment to the posts of this grade may be made by borrowing officers for a fixed period from Central Government, allied R&D institutions and from organized service holding comparable grade or who have rendered 8 years service in the grade of Rs.6500-10,500 or equivalent subject to a maximum of 33-1/3% of the number of vacancies in a year. Officers taken on deputation for fixed period would not be eligible for permanent absorption in CSIR.

4. Deputy Stores & Purchase Officer (Rs.6,500-200-10,500)

(i) 33-1/3% by promotion from amongst the Assistants (Stores & Purchase) Grade-I in the scale of pay of Rs.5500-9000 who have rendered not less than 8 years approved service in that Grade on the basis of Selection-cum-Seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.

(ii) 33-1/3% by promotion on the basis of departmental competitive examination from amongst the Assistants (General) Grade-I, Assistants (F&A) Grade-I, Assistants (Stores & Purchase) Grade I and Senior Stenographers who have a University Degree in any discipline and have completed not less than 3 (three) years qualifying service in that grade. However, in the event of non-filling up of vacancies under the departmental examination quota, these vacancies shall be filled up by direct recruitment.

(iii) 33-1/3% by direct recruitment on the basis of result of an open competitive examination and interview from amongst the candidates possessing University Degree. Age not exceeding 28 years, relaxable in the case of SC/ST/OBC candidates as per rules. Departmental candidates fulfilling the educational qualifications will also be eligible to appear in the examination and there will be no age restriction in their case. Those who qualify in the examination will be called for interview.

5. Assistant (Stores & Purchase) Grade-I/Stores Verification Assistant Gr.I (Rs.5500-175-9000)

Recruitment to this Grade shall be made as follows:

- (i) 50% by promotion from amongst Assistants (Stores & Purchase) Gr.II in the grade of Rs.4000-6000 who have rendered not less than 5 years service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of Departmental Promotion Committee.**
- (ii) 25% by means of Limited Departmental Competitive examination from amongst Assistants (General) Grade-II / Assistants (F&A) Grade II / Assistants (S & P)) Grade-II / Jr. Stenographers possessing University Degree and having not less than 3 years approved service in that grade.**
- (iii) 25% by Direct Recruitment from amongst candidates possessing University Degree, on the basis of result of open competitive examination and interview. Age not exceeding 28 years relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they have the prescribed educational qualification.**

6. Assistant (Stores & Purchase) Gr. II (Rs.4000-100-6000)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each Laboratory/Institute as follows:-

100% by promotion from amongst Assistants (Stores & Purchase) Grade III who have completed not less than 3 years approved service in that Grade on the basis of seniority subject to rejection of unfit, and on the recommendations of the Departmental Promotion Committee.

7. Assistant (Stores & Purchase) Gr.III (Rs.3050-75-3950-80-4590)

Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting. Age not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications.

The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage of interview would not exceed 25% of the total prescribed marks.

Provided that:

(i) 10% of the vacancies in the cadre of Assistant (Stores & Purchase) Grade-III in National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group `D' (non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service, on the basis of seniority-cum-fitness and on the recommendation of the DPC.

(ii) 10% of the vacancies in the cadre of Assistant (Stores & Purchase) Grade-III in the National. Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group `D' (non-technical) employees borne on the regular establishment subject to the following conditions:-

Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group `D' (non-technical) staff who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent.

PART VI

MISCELLANEOUS

(A) Selection/Departmental Promotion Committee (for Group `A' Posts in General/Finance & Accounts Cadres):-

The Selection/Departmental Promotion Committee for the posts of Officers of Group `A' in General/Finance & Accounts Cadres shall be constituted from time to time by the Controlling Authority as follows:-

1	DG, CSIR or his nominee	Chairman
2	Two Directors of National Laboratories/Institutes	Members
3	A representative of the Ministry of Home Affairs (for posts in the General Cadre) or Comptroller & Auditor General of India/Director of Audit, Central Revenues (for posts in Finance & Accounts Cadre)	Member
4	Joint Secretary (Administration), CSIR	Member(Ex-Officio)
5	Financial Adviser, CSIR	Member (Ex-Officio)
6	Such other Member or Members as may be nominated by the DG,CSIR	Member
7	Representative of SC/ST	Member

(B) Selection/Departmental Promotion Committee (for Group `A' posts in Stores & Purchase Cadre):-

The Selection/Departmental Promotion Committee for the posts of Officers of Group `A' in the Stores & Purchase Cadre shall be constituted from time to time by the Controlling Authority as follows:-

1	One outside expert to be nominated by the DG, CSIR	Chairman
2	Three outside experts to be nominated by the DG, CSIR	Members
3	One Director from a National Laboratory/Institute to be nominated by the DG, CSIR	Member
4	Joint Secretary (Administration), CSIR	Member (Ex-Officio)
5	Financial Adviser, CSIR	Member (Ex-Officio)

6	Representative of SC/ST	Member
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(C) Selection/Departmental Promotion Committee (for Group `B' gazetted – all Cadres):-

The Selection/Departmental Promotion Committee for all Grades of Group `B' (Gazetted) shall be constituted as follows:

(i) Joint Secretary (Administration), CSIR

(ii) Financial Adviser, CSIR

(iii) Representative of SC/ST

(D) Selection/Departmental Promotion Committee (for Group `B' (non-gazetted) and **Group `C' posts - all cadres**):-

The Selection/Departmental Promotion Committee for all Grades of Group `B' (non- Gazetted) and Group `C' shall be constituted as follows:

1.	Director* or his nominee	Chairman
2.	Three Officers from amongst the following officers	Members
	a) Sr. Deputy Secretary/Senior Controller of Administration/ Deputy Secretary/Controller of Administration/ Under Secretary/Administrative Officer	
	b) Deputy Secretary/Under Secretary from CSIR Hqrs./Laboratory/Institute	
	c) Deputy Financial Adviser/Finance & Accounts Officer	
3.	Representative of SC/ST as per rules	Member

*** Joint Secretary (Admn.) in the case of CSIR Hqrs.**

Note:

1. Selection/Departmental Promotion Committees for posts borne on "Local Cadres" shall be constituted by the Joint Secretary (Admn.), CSIR in the case of CSIR Headquarters and by the Directors in the case of National Laboratory/Institute.

2. The authority authorized to hold competitive/qualifying examinations, wherever provided in the rules, shall be prescribed by the Controlling Authority.

3. Age Relaxation: The upper age limit prescribed for direct recruitment would be be:

(i) relaxed for SCs/STs/OBCs and certain other categories as notified by the Central Govt from time to time.

(ii) relaxable cumulatively with any other age relaxation for SCs/STs/OBCs

4. GENERAL CONDITIONS OF SERVICE:

(i) Officers recruited in or promoted to a Grade shall be placed on probation for a period of one year from the date of appointment and this period may be extended or curtailed at the discretion of the appointing authority.

(ii) Officers recruited direct or promoted to a Grade shall undergo such training as may be prescribed from time to time.

(iii) Officers holding posts under the CSIR shall be liable to serve anywhere in India

(iv) Reservations shall be made for members of the Scheduled Castes/Scheduled Tribes/OBC/Physically Handicapped in vacancies filled by direct recruitment and for Scheduled Castes/Scheduled Tribes/Physically Handicapped persons by promotion in accordance with the orders issued by the Govt. of India/ CSIR from time to time.

5. Appointment to short-term vacancies: Notwithstanding the provisions contained in these Rules, short-term vacancies may be filled locally subject to such orders as may be issued by the Controlling Authority from time to time.

6. Recruitment through Employment Exchange: Notwithstanding the provisions contained in these rules, posts in the categories of Assistant (General) Grade III / Assistant (Finance & Accounts) Grade-III, Assistant (Stores & Purchase) Grade-III and Junior Stenographers shall normally be filled from amongst the identified casual workers of CSIR and its Laboratories/Institutes or through Employment Exchange (as per instructions issued from time to time), other conditions for recruitment being the same as prescribed for direct recruitment.

7. The Director-General, CSIR may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of any of the provisions of these Rules.

8. Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the matter shall be referred to the Director-General, CSIR whose decision shall be final.

9. Procedure for Departmental Examination: A common examination for all the vacancies up to the level of Section Officer in all the cadres in CSIR Hqrs. and its National Laboratories/Institutes shall be conducted by the CSIR Headquarters and the names of candidates qualifying in the examination will be selected for making appointments as far as possible on the basis of preferences shown by the candidates in their applications.

10. Pay fixation

The pay of Officers and staff shall be fixed as per rules and CSIR instructions on the Subject.

CSIR Circular letter No.33(113)/87-E.I dated 5th April, 1994

Sub: CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 – amendment thereof.

Sir,

I am directed to state that the Governing Body of CSIR, at its meeting held on 12.1.1994, has approved the amendment to the existing provision for recruitment to the post of Under Secretary/Administrative Officer (Gr.I). Accordingly, the following additions be made:-

i) Vacancies in this grade occurring in a year be filled in the ratio of 2:1 from amongst Section Officers (Gen.) and Sr. Personal Asstts. (now re-designated as Private Secretaries). In the event of non-availability of suitable officers for filling up vacancies earmarked for a Cadre, such unfilled vacancies will not be filled up from officers of another Cadre; and

(iv) 25% of the Private Secretaries who have completed minimum six years of approved service as Sr. Personal Asstts. (now re-designated as Private Secretaries) be made to work as Section Officer (Gen.) for a period of one year before they are considered for promotion to the post of Under Secretary/Administrative Officer.

Note: Governing Body also approved appointments/selections made so far as Sr. Personal Asstts., now re-designated as Private Secretaries to the post of Under Secretary/Administrative Officer (Gr.I) in the scale of Rs.3000-4500.

Yours faithfully,

Sd/-

(S.P. GERA)

UNDER SECRETARY

CSIR Circular letter No.33(81)/96-E.I dated 12.7.1996

Sub: Grant of higher start for departmental promotees to Section Officers (Gen.)/Private Secretary grade and grant of minimum increase in the basic pay in case of promotion from Under Secretary level to Deputy Secretary level.

Sir,

I am directed to state that the Governing Body of CSIR at its first meeting held on 26.4.1996 has approved the following:

(i) Grant of higher start in the form of two advance increments to Assistants/Sr. Stenographers in CSIR on their promotion to the post of Section Officer (Gen.)/Private Secretary respectively in terms of Government of India, DoPT OM No.5/16/88-CS-I dated 21.3.1994. These orders shall take effect from 1.1.1986. However, the actual payment shall be effective from 26.10.89;

(ii) Grant of minimum increase in basic pay of Rs.250/- per month of case of promotion from Under Secretary level of Deputy Secretary level in terms of Government of India DoPT OM No.5/3/89-Estt. (Pay-I) dated 6.3.1991. These orders shall take effect from 1.1.86.

A copy each of the Govt. of India, DoPT OMs dated 21.3.1994 and 6.3.1991 respectively cited above and subsequent OM No.5/3/89-Estt. (P.I) dated 6.8.1991 issued on the subject are also enclosed for ready reference.

Accordingly, the notes (i) & (iii) appearing under Part II Section I (General Cadre) in the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 stand amended as under effective from 1.1.1986:-

S/N	<u>Existing Provision</u>	<u>Revised Provision</u>
1	The pay of an Officer of Grade. I of the service promoted to the Selection Grade shall be fixed at such stage in the scale as shall give him an increase of not less than Rs.150/- p.m. over his pay in Grade.I.	The pay of an Officer of Grade.I of the service promoted to the post of D.S. level shall be fixed at such stage in the scale as shall give him an increase of not less than Rs.650/- p.m. over his pay in Grade.I
2	The pay of an Officer appointed on promotion from Grade.III to Grade II shall be fixed under the Fundamental Rules of Govt. of India subject, however, to a minimum of	The pay of an Officer appointed on promotion from Grade. III to Grade.II (Asstt.(G)/Sr. Stenographer on their promotion to the post of Section Officer (G)/Private Secretary, respectively)

Rs.710/- p.m.	fixed under the fundamental rules of Govt. of India subject, however, shall be to a minimum of Rs.6900/--p.m.
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The pay fixation shall be subject to such other restrictions/clarifications etc. as may be issued by Government of India from time to time.

The above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

Yours
faithfully,

S
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(B.S.
Gaira)

Deputy
Secretary

Encl: As above.

Copy to:-

1. PS to DG, CSIR.
2. PS to Joint Secretary (Admn.), CSIR.
3. P.S. to Financial Adviser, CSIR.
4. All Dy. Secretarys/Sr. Dy. F.A.s, CSIR Hqrs.
5. DS(CO)/US(CO), CSIR Hqrs.

6. Legal Adviser, CSIR.

7. Shri M. Bapuji, General Secretary, CSIR-SWA, C/o RRL, Bhubaneswar.

8. Shri M. Suresh Prasad, General Secretary, C/o CFTRI, Mysore.

CSIR circular letter No.2(Misc.)/Rectt./94-R&A dated 5.8.1996

Sub: Amendment to "CSIR Administrative Services (Recruitment & Promotion) Rules, 1982.

Sir,

The Governing Body of CSIR in its 141st meeting held on 26th April, 1996 has approved the following amendment to "CSIR Administrative Services (Recruitment & Promotion) Rules, 1982:-

Existing Rule	Amended Rule
The upper age limit prescribed for direct recruitment may be relaxed up to a maximum of 5 years if a candidate belongs to SCs/STs.	<p>The upper age limit prescribed for direct recruitment would be:-</p> <p>1- Relaxation for SCs/STs/OBCs and certain other categories as notified by the Central Govt. from time to time.</p> <p>2- Relaxable cumulatively with any other age relaxation for SCs/STs/OBCs.</p>

The aforesaid amendment to Recruitment Rules will come into force with immediate effect.

Yours
faithfully,

S
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(R.S.
Antil)

Under
Secretary

CSIR Circular letter No.33(113)/87-E.I dated 8.6.1998.

Sub: CSIR Administrative Services (Recruitment and Promotion) Rules, 1982 –
amendment thereof.

Sir,

I am directed to state that the Governing Body of CSIR at its 144th meeting held on 18.2.1998 has accorded approval for re-classification of the following posts as Group-B posts (from Group-C) consequent on the revision of the scales of pay of the posts of Rs.5500-9000.

- 1. Asstt.(General)**
- 2. Asstt. (Finance & Accounts)**
- 3. Senior Stenographer**
- 4. Stores & Purchase Assistant Gr.III**

Accordingly, the Group mentioned against the said posts in the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982, as amended from time to time, may be read as “B”.

Yours faithfully,

Sd/-

(S.V.
Samuel)
Deputy
Secretary

Copy to: DS(CO)

CSIR Circular letter No.33(1)/Misc/98 dated 24.11.1998

Sub: Grant of advance increments/incentives to those who qualify in ICWA/AICA Examinations.

Sir,

I am directed to state that the Governing Body of CSIR at its 145th meeting held on 27th July, 1998 has approved the adoption of the Scheme of financial incentives for those who qualify in ICWA/AICA Examinations as contained in Government of India/C&AG Circulars No.178-PC(Coord.)I-87 dated 7.9.1987 and 45-NGE(Entt.)/45-93-III dated 24.1.1996 (copies enclosed) in CSIR.

This may kindly be brought to the notice of all concerned.

Yours
faithfully,

S
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(C.
Manvazha
gan)

Under
Secretary

Copy to:

- 1. All COAs/AOs of all the National Labs./Instts. for their information & guidance.**
- 2. All Sections/Divisions in CSIR Hqrs., CSIR Complex, New Delhi.**
- 3. Dr. M. Bapuji, General Secretary, CSIR-SWA, C/o RRL, Bhubaneswar.**
- 4. Shri A. Majumdar, General Secretary, All India Federation of CSIR Employees, C/o CFRI, Dhanbad.**

CSIR Circular letter No.33(113)/87-E.I dated 9.2.1999.

Sub: Deputation of Administrative staff-retention of lien – regarding.

Sir,

I am directed to state that the Governing Body of CSIR at its 146th meeting held on 29.12.1998 has accorded approval for relieving Common Cadre Officers of CSIR to join Autonomous bodies on lien basis by DG, CSIR in exceptional circumstances, in consultation with the Financial Adviser. CSIR subject to reporting such cases to Governing Body for information, following the same guidelines made in respect of S&T staff as per CSIR letter No.14(25)/89-E.II dated 25.11.1993 to the extent applicable to Administrative Cadre.

This may kindly be brought to the notice of all concerned.

Yours faithfully,

Sd/-

(C. MANAVAZHAGAN)

UNDER SECRETARY

Copy to:

**1. Head, HRDC, CSIR Complex,
New Delhi.**

2. DS(CO), CSIR Hqrs.

Circular letter No.33(1)/Misc.98-E.I dated 9.2.1999.

Sub: Grant of higher start to departmental promotee Section Officers (Finance & Accounts) and Deputy Stores & Purchase Officers.

Sir,

I am directed to state that the Government Body, CSIR at its 146th meeting held on 29.12.1998 has approved the grant of higher start with two increments above the minimum of the basic pay in the pay scale of Rs.6500-10500 to departmental promotee Section Officers (Finance & Accounts) and Deputy Stores & Purchase Officers with effect from 1.1.1996 as admissible to departmental promotee Section Officers (G) and Private Secretaries vide CSIR letter No.33(1)Misc/98-E.I dated 14.7.1998.

This may kindly be brought to the notice of all concerned.

**Yours
faithfully,**

**S
d
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**(C.
MANAVAZHAGA
N)**

**UNDER
SECRETARY**

Copy to:

**1. Head, HRDC, CSIR Complex, New
Delhi.**

2. DS(CO), CSIR Hqrs.

CSIR Circular letter No.33(117)/87-E.I dated 17.05.2000

**Sub: CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 –
crucial date regarding eligibility and approved service.**

Ref: CSIR letter No.33(118)/91-E.I dated 7.2.1991.

Sir,

The Governing Body of CSIR at its meeting held on the 9th December, 1999 has accorded kind approval to the adoption of GOI, DoPT OM No.22011/9/98-Estt(D) dated 8.9.1998. The CSIR letter dated 7.2.1991 cited above, therefore, stands superseded. Accordingly, the crucial date for the purpose of determining eligibility in terms of approved service for Departmental promotion and also for Departmental Competitive Examination shall be the 1st of January of the year instead of 1st October.

Yours faithfully,

Sd/-

**(K.A.
Qureshi)
Deputy
Secretary**

CSIR circular OM No.33(113)/2001-E.I dated 10th April, 2001.

Sub: Amendment to CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982.

In pursuance of the amendment to the Bye-law 17 of the CSIR Rules, Regulations & Bye-laws duly notified vide Office Memorandum No.6/1/99-Cte. Dated 4.6.1999, the Governing Body (GB) at its 150th meeting held on 15th February, 2001 considered the proposal for amendment to the ASRP Rules, 1982.

The GB considered and approved the amendment to the ASRP Rules, 1982 in regard to the posts at the level of Senior Deputy Secretary (Sr. DS)/Senior Controller of Administration (Sr.COA) and Deputy Secretary (DS)/Controller of Administration (COA) in the three cadres viz General, Finance & Accounts and Stores & Purchase, as under:

A. For the posts at the level of Sr. DS/Sr. COA in the grade of Rs.14,300-18,300:

Existing Rule	Amended Rule
<p>Recruitment to this grade shall be made by promotion on the basis of merit from amongst permanent officers holding designations of Deputy Secretary/ Controller of Administration/Deputy Financial Adviser/Senior Finance & Accounts Officer (SG) in the grade of Rs.12,000-16,500 who have rendered not less than five years of approved service in the grade and on recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.</p> <p>If in a particular year, sufficient number of eligible officers are not available, DG, CSIR may at his discretion, relax the qualifying service to four years.</p>	<p>Recruitment to this grade shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers of the respective cadres in the grade of Rs.12,000-16,500 who have rendered not less than five years of approved service in that grade i.e.</p> <p>i) General Cadre – from amongst the Deputy Secretaries/Controllers of Administration for the post of Senior Deputy Secretary/Senior Controller of Administration.</p> <p>ii) Finance & Accounts Cadre- from amongst Deputy Financial Advisers/ Senior Finance & Accounts Officers (SG) for the post of Senior Deputy Financial</p>

	<p>Advisor.</p> <p>iii) Stores & Purchase cadre – from amongst the senior Stores & Purchase Officers for the post of Senior Stores & Purchase Officer (SG)</p> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.</p>
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B. For the posts at the level of DS/COA in the grade of Rs.12, 000-16,500:

Existing Rule	Amended Rule
<p>Recruitment to this grade shall be made by promotion from amongst permanent holding designations of Grade I General Cadre, Finance & Accounts Cadre and Stores & Purchase Cadre, who have rendered not less than five years of approved service in the grade and on recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.</p> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may at his discretion, relax the qualifying service to four years.</p>	<p>Recruitment to this grade shall be made by promotion on the basis of merit on the officers recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officer of the respective cadres in the grade of Rs.10,000-15,200 who have rendered not less than five years of approved service in that grade i.e.</p> <p>i) General Cadre – from amongst the Under Secretaries/Administrative Officers for the post of Deputy Secretary/Controller of Administration.</p> <p>ii) Finance & Accounts Cadre – from amongst Sr. Finance & Accounts Officers Financial Adviser/Sr. Finance & Accounts Officer (SG).</p> <p>iii) Stores & Purchase Cadre – from amongst the Stores & Purchase Officer for the post of Sr. Stores & Purchase Officer.</p> <p>If, in a particular year, sufficient number of eligible officers are not available, DG, CSIR may, at his discretion, relax the qualifying service to four years.</p>

While approving the amendment to CSIR ASRP Rules, 1982, the GB, CSIR has also approved the following:

1. The existing posts at the levels of Sr. DS/Sr.COA and DS/COA in CSIR and its National Laboratories/Institutes among the three cadres viz. General Cadre, Finance & Accounts Cadre and Stores & Purchase Cadre will be apportioned as under:

Level of Post	Total Number of Existing Posts	Cadre-wise apportionment of Existing posts.		
		General	F&A	S&P
Sr. Deputy Secretary	7+1*	4	2	1
Deputy Secretary	59	33 11	15	

(*One post is being operated for appointment of CVO, CSIR)

The above apportionment of the existing posts at the levels of Sr. DS/Sr.COA and DS/COA will undergo a review in the light of the on going process of restructuring of CSIR and also the need to assess the functional requirement under these changing conditions.

2. The Officers from Finance & Accounts and Stores & Purchase cadres, presently holding the posts of Sr.DS/Sr.COA and DS/COA will henceforth work in the cadres from which they were promoted to the post of DS/COA and will be adjusted/shown against the posts now allocated at these levels to the respective cadres.

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(B.S. Gaira)

Deputy
Secretary

Copy to:

1. Directors of all the CSIR National Laboratories/Institutes with the request that this may kindly be brought to the notice of all common cadre officers in their respective laboratory/Institute for information.

2. DS (CO), CSIR Hqrs. } With similar request as

3. DS (CSIR Complex, New Delhi) } made at Sl. No. 1 above

4. US to DG, CSIR.

5. PS to JS.(A), CSIR.

6. PA to FA, CSIR.

7. CVO, CSIR

8. Legal Advisor, CSIR

9. Guard File

10. Office copy.

2(RR)/2001-R&A

7/10/12/2001

The Directors/Heads of all the

National Labs./Instts.

Sub: Amendment to CSIR Service Rules, 1994 for Scientific, Technical and Support Staff and CSIR Administrative (Recruitment & Promotion) Rules, 1982.

Sir,

In pursuance of the Govt. of India DOPT Order OM NO. 14024/2/96-Estt(D) dated 18th May, 1998 on the basis of the directions of the Supreme Court, for filing up the vacancies in the post below the scale of Rs.4500-7000 both in the Administrative and Scientific and Technical cadres, the advertisement should be published in the Employment News in addition to notifying the vacancies to the Employment Exchange for wide publicity. Accordingly, the item was placed for consideration and approval of the Governing Body.

The Governing Body at its 151st meeting held on 10.10.2001 has approved amendment of Recruitment Rules as follows:

I. Amendment to Rule No. 10.1.1. of CSIR Service Rules 1994 for Recruitment of Scientific, Technical and Support Staff.

EXISTING RULES	AMENDED RULES
10.1.1. Technical Posts in the pay scales below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered alongwith eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange.	10.1.1. For filling up vacancies of posts in the pay scales below Rs. 4500-7000, in addition to notifying the vacancies for the relevant categories, to the Employment Exchange, the requisition authority/establishment shall, keeping in view administrative/budgetary convenience arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Broadcasting or other newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.

II. Amendment of CSIR Administrative Service (Recruitment & Promotion) Rule 1982.

EXISTING RULES	AMENDED RULES
Part VI General Conditions of Service (Item No.6)	General Conditions of Service (Item No.6)
In the case of Group D and C	For filling up vacancies of posts in pay

<p>administrative staff, posts in the pay scale below Rs.4500-7000 will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered alongwith eligible Departmental candidates. However, in the event of non-availability of candidates from Employment Exchange, the post shall be advertised in the local newspaper and a copy of the advertisement BE SENT TO THE Employment Exchange.</p>	<p>scales below Rs.4500-7000, in addition to notifying the vacancies for the relevant categories to the Employment Exchange, the requisitioning authority/ establishment shall keeping in view administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the Employment News published by the Publications Division of the Ministry of Information and Broadcasting or other Newspapers of wide circulation and then consider the cases of all the candidates who have applied. In addition, such recruitment notices should be displayed on the Notice Boards also for wider publicity.</p>
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The decision of the Governing Body comes into force with immediate effect / it is requested that the above decision may kindly be brought to the notice of all concerned in your Lab/Instt. for their information, guidance and necessary action.

Hindi version follows.

Yours
faithfull
Y,

Sd/-

(V.
Raghavend
ran)

Under
Secretar
y

CSIR Circular letter No.3-33(117)2001-E.I dated 12th December, 2001

Sub: Amendment to Recruitment Rules for the post of Stores & Purchase Assistant Grade-V (S&PA Gr.V)

Sir,

I am directed to state that the Governing Body of CSIR at its 151st meeting held on 10th October, 2001 has accorded approval to the replacement of scale of pay of Rs.3200-85-4900 for the post of S&PA Gr.V by the scale of pay of Rs.3050-75-4590. The new scale shall gain force with immediate effect. The incumbent S&PA Gr. V shall, however, continue to hold the scale of pay of Rs.3200-85-4900 as personal to them while appointments to the post of S&PA Gr. V at all the CSIR national Labs./Instts. including CSIR Headquarters shall henceforth be made in the scale of pay of Rs.3050-75-4590. Accordingly, the Recruitment Rules for the post of S&PA Gr.V as per CSIR Administrative Service (Recruitment & Promotion) Rules, 1982 shall stand amended as follows:-

Existing Rules	Revised Rules
<p>Scale of Pay Rs.3200-85-4900</p> <p>Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination in General English/General Knowledge and typing Speed of 30 w.p.m. from amongst the candidates possessing minimum educational qualifications of Matriculation or its equivalent and some experience in the line, age not exceeding 28 years on the basis of interview and selection by a Selection Committee.</p> <p>Provided that 20% of the vacancies in the Cadre of Stores & Purchase Assistants (Grade V) in the National Labs./Instts. and 10% of the vacancies in the CSIR Hqrs. occurring in a year shall be filled up from amongst the non-technical Group "D" departmental candidates possessing the same qualifications/ experience on the basis of test and interview as for direct recruitment.</p>	<p>Scale of Pay Rs.3050-75-4590</p> <p>Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination in General English/General Knowledge and typing speed of in English/Hindi respectively from amongst the 30/25 w.p.m. in English/Hindi respectively from amongst the candidates processing minimum educational qualifications of matriculation or its equivalent and age not exceeding 28 years on the basis of interview and selection by a Selection Committee.</p> <p>Provided that 20% of the vacancy in the Cadre of Stores & Purchase Assistants (Grade V) in the National Labs./Instts. and 10% of the vacancies in the CSIR Hqrs. occurring in a year shall be filled up from amongst the non-technical Group "D" departmental candidates possessing the same qualifications/experience on the basis of test and interview as for direct recruitment.</p>

The above revision in the Recruitment Rules may kindly be taken a careful note of for information and compliance.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(K.K. Chopra)

Under Secretary

Copy to:- DS(CO), CSIR Hqrs.

CSIR Circular OM No.3-33(113)/2002-E.I dated 11.6.2002

Sub: Amendment of CSIR Administrative Services (Recruitment & Promotion) (ASRP) Rules, 1982.

The Governing Body (GB), CSIR in its 153rd meeting held on 1st May, 2002 considered the proposal for adoption of the Government of India, (GOI), Departmental of Personnel & Training (DoPT) OM No.35034/7/97-Estt(D) dated 8.2.2002 regarding implementation of guidelines for consideration of eligible candidates by Departmental Promotion Committee (DPC) for promotion to various posts in Common Cadre. After careful consideration the GB, CSIR approved the amendment of CSIR (ASRP) Rules, 1982 for promotion to various Group 'B' posts of common cadre viz. Section Officer (General), Section Officer (Finance & Accounts), Deputy Stores & Purchase Officer and Private Secretary, to the extent indicated below:-

Existing Rule	Amended Rule
Section Officer (General) Scale of Pay of	Section Officer (General) Scale of Pay of

Rs.6500-200-10,500	Rs.6500-200-10,500
(i) 33-1/3% by promotion from amongst permanent Assistants (General) who have rendered not less than 8 years approved service in that grade, on the basis of seniority, subject to rejection of unfit, on the recommendations of the DPC which shall interview the eligible candidates.	(i) 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of "selection-cum-seniority", from among Assistants (General) who have rendered not less than 8 years approved service in that grade.
Section Officer (Finance & Accounts) Scale of pay of Rs.6500-200-10,500	Section Officer (Finance & Accounts) Scale of Pay of Rs.6500-200-10,500
(i) 33-1/3% by promotion from amongst permanent Assistants (Finance & Accounts) who have rendered not less than 8 years approved service in that grade, on the basis of seniority, subject to rejection of unfit, on the recommendations of the DPC which shall interview the eligible candidates.	(i) 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of "selection-cum-seniority" from among Assistants (Finance & Accounts) who have rendered not less than 8 years approved service in that grade.
Deputy Stores & Purchase Officer Scale of Pay of Rs.6500-200-10,500	Deputy Stores & Purchase Officer Scale of Pay of Rs.6500-200-10,500
(i) 33-1/3% by promotion from amongst Stores/Purchase Assistants Grade.III in the grade of Rs.5500-9000/- who have completed not less than 8 years approved service in the grade, on the basis of seniority (on all India basis) subject to rejection of unfit and on the recommendations of the DPC which shall interview the eligible candidates.	(i) 33-1/3% by promotion to be made on the recommendation of the DPC, on the basis of "selection-cum-seniority" from among Stores & Purchase Assistants Grade. III who have rendered not less than 8 years approved service in that grade.
Private Secretary Scale of Pay of Rs.6500-200-10,500	Private Secretary Scale of pay of Rs.6500-200-10,500
(i) 50% by DPC from amongst Senior Stenographers who have rendered not less than 8 years of approved service on the basis of seniority subject to rejection of unfit; the employees should be permanent either in the lower post or on the post of Senior Stenographer.	(i) 50% by promotion to be made on the recommendation of the DPC, on the basis of "Selection-cum-seniority", from among Senior Stenographers who have rendered not less than 8 years approved service in that grade.

The GB, CSIR has approved that promotions to and within Group `A' of Common Cadre shall continue to be made as per the DoPT guidelines on DPC as were in force prior to notification of the revised guidelines vide their OM

No.35034/7/97-Estt-(D) dated 08.02.2002. In other words, the guidelines followed in these cases hitherto, shall continue to be followed.

Sd/-

(R.S. Antil)

Sr. Deputy Secretary

Copy to:

1. Directors of all the CSIR Laboratories/Institutes: with the request to give wide publicity to this notification among all concerned

2. Sr.DS(CO) CSIR Hqrs } with similar request as

3. DS, CSIR Complex, New Delhi }made at Sl. No. 1 above.

4. PPS/US to DG, CSIR.

5. PS to J.S.(Admn.), CSIR.

6. PA to FA, CSIR.

7. CVO, CSIR.

8. Legal Adviser, CSIR

9. Guard File

10. Office copy.

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

ANUSANDHAN BHAWAN, RAFI MARG,

NEW DELHI-110 001

NO. 3-33(113)/2003-E.I

Date: 07.04.2003

OFFICE MEMORANDUM

Sub: Restructuring/Reorganization of CSIR Finance & Accounts Cadre.

The matter regarding reorganization and restructuring of the Finance and Accounts Cadre at par with General Administration and Stores & Purchase Cadre has been under consideration for quite sometime. The Governing Body of CSIR in its 156th meeting held on 17th February, 2003 has accorded approval to the restructuring/reorganization of CSIR Finance & Accounts Cadre as follows:-

- (a) to abolish the intermediary grade of Rs. 8000-13500;**
- (b) to upgrade 15 posts (out of existing 25) in the scale of pay of Rs.8000-13500 to the scale of pay of Rs. 10000-15200;**
- (c) to downgrade 10 posts currently in the scale of pay of Rs.8000-13500 to the level of Section Officer (F&A) in the scale of pay of Rs.6500-10500 and to re-designate the positions in the cadre as under;**

Restructured/Reorganized CSIR Finance & Accounts Cadre (in ascending order)	Revised Strength	Scale of pay
Section Officer (F&A)	120	Rs.6500-10500
Finance & Accounts Officer	55	Rs.10000-15200
Deputy Financial Adviser	15	Rs.12000- 16500
Senior Deputy Financial Adviser	02	Rs.14300-18300

As a result of the restructuring/reorganization of the Finance & Accounts Cadre, the relevant provisions of CSIR Administrative Services (Recruitment & Promotion) Rules-1982 are also amended as follows:

Existing Rule	Amended Rule
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<p>1. For the post of Finance & Accounts Officer in the scale of pay of Rs. 8,000-13,500:</p> <p>Recruitment to this grade shall be made by promotion from amongst officers of grade- III (Section Officer (Finance & Accounts) who have completed not less than 5 years approved service in that grade, on the basis of merit, and on the recommendations of the Departmental Promotion committee, which shall interview the eligible candidates.</p> <p>Notwithstanding the above, the Controlling Authority may secure the services of experienced officers against post in grade- I and II on deputation basis for fixed period through the Comptroller and Auditor General of India, provided the total number of such officers at any time does not exceed 25% of the authorized strength and suitable internal candidates are not available.</p>	<p>1. For the post of Finance & Accounts Officer in the scale of pay of Rs. 10,000-15,200:</p> <p>Recruitment to this grade shall be made on the basis of merit from amongst the Section Officers (Finance & Accounts) who have completed not less than 8 years approved service in that grade and on the recommendation of the Departmental Promotion committee, which shall interview the eligible candidates.</p> <p>Notwithstanding the above, the Controlling Authority may secure the services of experienced Finance & Accounts officers on deputation basis for fixed period through the CAG/CGA/Indian Railways/CGDA, provided the total number of such officers at any time does not exceed 25% of the authorized strength and suitable internal candidates are not available.</p>
<p>2. For post of Senior Finance & Accounts Officer in the scale of pay of Rs.10,000-15,200:</p> <p>Recruitment to this Grade shall be made by promotion on merit from amongst Senior Finance & Accounts Officers Grade II (Finance & Accounts Officers) with not less than 5 years approved service and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates</p>	
<p>3. For the post of Deputy Financial Adviser in the scale of pay of Rs.12,000-16,500:</p> <p>Recruitment to this Grade shall be made by promotion on merit from amongst Senior Finance & Accounts Officers Grade II (Finance & Accounts Officers) with not less than 5 years approved service and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates</p>	<p>3. For the post of Deputy Financial Adviser in the scale of pay of Rs. 12,000-16,500:</p> <p>Recruitment to this Grade shall be made by promotion on merit from amongst the Finance & Accounts Officers in the grade of Rs. 10,000-15,200 with not less than 5 yrs approved service and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates.</p>

	If in a particular year, sufficient number of eligible officers is not available, DG, CSIR may at his discretion relax the qualifying service to four years,
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With the above modification of the ASRP Rules-1982, the existing incumbents of the posts of F&AO will carry the scale of Rs.8,000-13,500 as personal to them till such time as they are promoted to the grade of Rs.10,000-15,200; or vacate the post due to resignation/retirement/death etc. Such officers will be considered for promotion to the scale of pay of Rs.10,000-15,200 on the basis of 8 years of combined approved service as Section Officer (F&A) and Finance & Accounts Officer. In case, sufficient number of officers, in the grade of Rs.8,000-13,500, are not eligible for promotion to the post of Finance & Accounts Officer (in the scale of Rs.10,000 –15,200), the Section Officers (Finance & Accounts), who have rendered a minimum approved qualifying service of 8 years in that grade may be considered for promotion to the post of Finance & Accounts Officer in the Grade of Rs.10,000-15,200 with the specific approval of the Director General, CSIR

The above decision will be effective from the date of issue of this Office Memorandum.

(R.S Antil)

Sr. Deputy Secretary

Copy to:

1. Directors of all the CSIR National Laboratories/Institutes with the request that this may kindly be brought to the notice of all common cadre officers in their respective laboratory/Institute for information.

2. DS (CO), CSIR Hqrs. } With similar request as

3. DS (CSIR Complex), New Delhi } made at Sl. No. 1 above

4. DS, Office of DG, CSIR

**5. US, Office of J.S.(A),
CSIR**

6. PA to FA, CSIR.

7. CVO, CSIR

**8. Legal
Advisor, CSIR**

9. Guard File

10. Office copy.

3-33(117)2003-E.I

24.10.2003

The Heads of all National Labs./Instts.

**Sub: CSIR Administrative Services (Recruitment. & Promotion) Rules, 1982 -
Amendment thereof :-**

Sir,

I am directed to state that the Governing Body of CSIR in its 158th meeting, held on 16th July, 2003, has approved the following amendments to the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 as shown in the enclosed Annexures I, II and III:

1. Re-designation of posts of LDC, UDC and Assistant and of their equivalent levels In the Finance & Accounts and Stores & Purchase Cadres as shown in Annexure-I.

2. Creation of two lower levels in Finance & Accounts Cadre (by transfer of posts from General Cadre) and formulation of the recruitment rules thereof as shown in Annexure-II

3. Amendment of existing Rules as shown in Annexure-III.

The amended Rules may be brought to the notice of all concerned.

Yours faithfully

(R.S. Antil)

Sr. Deputy Secretary

Encl: As above

Copy to:

1. DS(CO),./DS(Cte)/DS(LA/PPS) CSIR Hqrs / LA, CSIR/CVO, CSIR

2. Head, HRDG, CSIR Complex, New Delhi.

3. Head, HRDC, Ghaziabad.

4. Head, URDIP, Pune

ANNEXURE- I

New-designations of posts

Cadre	Existing Designation	New-Designation
General	Assistant (General)	Assistant (General) Grade – I
	Upper Division Clerk	Assistant (General) Grade-II
	Lower Division Clerk	Assistant (General) Grade-III
Finance	Assistant (Finance & Accounts)	Assistant (Finance &

		Accounts) Grade-I
	Nil	Assistant (Finance & Accounts) Grade-II (New cadre post)
	Nil	Assistant (Finance & Accounts) Grade-III (New cadre post)
Stores & Purchase	Stores & Purchase Assistant Grade-III	Assistant (Stores & Purchase) Grade-I
	Stores & Purchase Assistant Grade-IV	Assistant (Stores & Purchase) Grade-II
	Stores & Purchase Assistant Grade-V	Assistant (Stores & Purchase) Grade-III

Scales of Pay :

Assistant Grade- I - Rs.5500-175-9000

Assistant Grade-II - Rs.4000-100-6000

Assistant Grade-III - Rs.3050-75-3950-80-4590

ANNEXURE- III

Cadre	Existing Rule	Amended/New Rule
General	<p>Part II Section II (5) (ii) – Section Officer (General)</p> <p>33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General / Finance & Accounts/ Stores & Purchase) and Sr. Stenographers in the scale of Rs.5500-9000, who have rendered not less than 3 years approved service in their respective grades.</p>	<p>Part II Section II (5) (ii) – Section Officer (General) in the pay scale of Rs.6500-200-10500</p> <p>33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General) Grade-I / Assistants (F & A) Grade I / Assistants (S & P)) Grade-I / Sr. Stenographers in the scale of Rs.5500-9000, possessing University Degree in any discipline</p>

		who have rendered not less than 3 years approved service their respective grade.
	<p>Part II Section II (6) (ii) – Assistant (General)</p> <p>25% by means of Limited Departmental examination from amongst UDCs and SPAs Gr.IV possessing University Degree</p>	<p>Part II Section II (6) (ii) – Assistant (General) Gr.I in the pay scale of Rs.5500-175-9000</p> <p>25% by means of Limited Departmental Competitive examination from amongst Assistants (General) Grade-II / Assistants (F & A) Grade II / Assistants (S & P)) Grade-II / Jr. Stenographers possessing University Degree and having not less than 3 years approved service in that grade.</p>
	<p>Part II Section-II (8) – Lower Division Clerk</p> <p>Recruitment to this Grade shall be made on local basis in the Central Office and in each National Laboratory by direct recruitment, on the result of competitive examination held from time to time from amongst candidates possessing minimum educational qualification of Matriculation or its equivalent and typing speed of 30 w.p.m., age</p>	<p>Part II Section-II (8) – Assistant (General) Grade –III in the pay scale of Rs. 3050-75-3950-80-4590</p> <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and its National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent</p>

	<p>not exceed 28 years. The candidates qualifying in the competitive examination may be interviewed by a Selection Committee but the weightage in an interview would not exceed 25% of the total prescribed marks.</p> <p>Provided that 10% of the vacancies in the Cadre of LDC in the National Laboratories / Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst Group 'D'(Non technical) employees borne on the regular establishment, who are 10+2/XII or its equivalent pass and have rendered 5 years approved service, on the basis of seniority- cum- fitness and subject to the following conditions:</p> <p>(i) Selection shall be made through a departmental competitive examination in English / Hindi and General Knowledge confined to such Group 'D'(Non-Technical) staff who fulfill the minimum educational qualification viz. Matriculation or equivalent and typing speed of 30 w.p.m. in English/25 w.p.m. in Hindi.</p> <p>(ii) At least 5 years experience shall be essential. Employees qualification in the departmental examination would be interviewed by a Departmental Promotion Committee.</p>	<p>and typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi typewriting respectively. Age not exceeding 28 years (no age- limit for departmental candidates) relaxable in case of SC/ST/OBC candidates as per rules. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.</p> <p>Provided that</p> <p>(i) 10% of the vacancies in the cadre of Assistant(General) Grade. III in the National Laboratories/Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment, who are 10+2/XII or its equivalent pass and have rendered 5 years service on the basis of seniority- cum- fitness.</p> <p>(ii) 10% of the vacancies in the cadre of Assistant(General) Grade. III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment subject to the following condition</p> <p>Selection shall be made</p>
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		through a departmental competitive examination in General Hindi/English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi/English, confined to such Group 'D' (Non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII or its equivalent pass
Finance & Accounts	<p>Part IV Section II (5) (i) – Section Officer (Finance & Accounts)</p> <p>33-1/3% from amongst Assistants (General)/Finance & Accounts and Stores & Purchase Cadres) and Senior Stenographers in the grade of Rs.5500-9000, on the result of competitive examination.</p> <p>However, in the event of non-filling up of the vacancies under departmental examination quota, these shall be filled up by direct recruitment.</p>	<p>Part IV Section II (5) (i) – Section Officer (Finance & Accounts) in the pay scale of Rs.6500-200-10500</p> <p>33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General) Grade-I / Assistants (F & A) Grade I / Assistants (S & P)) Grade-I / Sr. Stenographers in the scale of Rs.5500-9000, possessing University Degree in any discipline, who have rendered not less than 3 years approved service in their respective grades.</p> <p>However, in the event of non-filling up of the vacancies under departmental examination quota, these shall be filled up by direct recruitment.</p>
	<p>Part IV Section II (6) (i)– Assistant (Finance & Accounts)</p> <p>Recruitment to this Grade shall be made on local basis in CSIR Hqrs. and its National Labs./Instts. as</p>	<p>Part IV Section II (6) (i)– Assistant (Finance & Accounts) Grade I in the pay scale of Rs.5500-175-9000</p> <p>Recruitment to this Grade shall be made on local</p>

	<p>under:</p> <p>(i) 75% from amongst LDCs / SPA Gr V who have completed not less than 6 years approved service and Jr. Stenographers/UDCs who have completed not less than 3 years approved service on the basis of result of departmental qualifying examination</p> <p>(ii) 25% by Direct Recruitment of candidates possessing University Degree, age not exceeding 28 years on the result of Open Competitive Examination and interview.</p> <p>Departmental candidates with requisite educational qualification will also be eligible to compete and there will be no age restriction in their case.</p>	<p>basis in CSIR Hqrs. and its National Labs./ Instt. as under:</p> <p>(i) 50% by promotion amongst Assistant (Finance & Accounts) Grade-II, who have completed not less than 5 years of approved service as as Assistant (Finance & Accounts) Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.</p> <p>(ii) 25% by means of Limited Departmental Competitive Examination from amongst Assistants (General) Grade-II/Assistant (Finance & Accounts) Grade-II/Assistants (Stores & Purchase) Grade - II, Junior Stenographers possessing University Degree with three years approved service.</p> <p>(iii) 25% by Direct Recruitment by open advertisement amongst candidates possessing University Degree on the basis of result of Open Competitive Examination and interview of the candidates. Age not exceeding 28 years) relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they have the prescribed educational qualification.</p>
Stores & Purchase	Part V Section II (5) (ii) – Deputy Stores & Purchase	Part V Section II (5) (ii) – Deputy Stores & Purchase

	<p>Officer</p> <p>33-1/3 % by promotion on the result of Departmental Competitive test from amongst officers in grade of Rs.5500- 9000 with not less than 3 years approved service or combined in their respective grades.</p>	<p>Officer in the pay scale of Rs.6500-200-10500</p> <p>33-1/3 % by promotion on the result of Departmental Competitive test limited to Assistants (General) Grade-I / Assistants (F & A) Grade I / Assistants (S & P)) Grade-I / Sr. Stenographers in the scale of Rs.5500-9000, possessing University Degree in any discipline who have rendered not less than 3 years approved service in their respective grades.</p>
	<p>Part V Section II (6) (ii) – Stores & Purchase Assistant Gr.III</p> <p>25% by means of limited departmental competitive examination from amongst the persons in the grade of Rs.4000-6000 in Stores and Purchase, General Cadres and Jr. Stenographers possessing three years experience.</p>	<p>Part VI Section II (6) (ii) – Assistant (S&P) Gr.I in the pay scale of Rs.5500-175-9000</p> <p>25% by means of Limited Departmental Competitive examination from amongst Assistants (General) Grade-II / Assistants (F & A) Grade II / Assistants (S & P)) Grade-II / Jr. Stenographers possessing University Degree and having notless than 3 years approved service in that grade</p>
	<p>Part V Section-II (9) – Stores & Purchase Assistant Grade-V</p> <p>Recruitment to this Grade shall be made on local basis by Direct recruitment on the result of competitive examination in General English/General Knowledge and Typing Speed of 30/25 w.p.m. in English/Hindi respectively from amongst the candidates possessing</p>	<p>Part V Section-II (9) – Assistant (Stores & Purchase) Grade –III in the pay scale of Rs. 3050-75-3950-80-4590</p> <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute by direct recruitment, on the basis of result of competitive examination from amongst candidates possessing minimum</p>

	<p>minimum educational qualification of Matriculation or its equivalent and age not exceeding 28 years on the basis of interview and selection by a Selection Committee.</p> <p>Provided 20% of the vacancies in the Cadre of Stores & Purchase Assistants (Grade V) in the National Laboratory/Institute and 10% of the vacancies in the CSIR Hqrs. occurring in a year shall be filled up from amongst the non-technical Group 'D' departmental candidates possessing the same qualifications/experience on the basis of test and interview as for direct recruitment.</p>	<p>educational qualification of 10+2/XII or its equivalent and typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi respectively. Age not exceeding 28 years relaxable in the case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.</p> <p>Provided that:</p> <p>(i) 10% of the vacancies in the cadre of Assistant(Stores & Purchase) Gr. III in the National Laboratories/Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service on the basis of seniority-cum-fitness.</p> <p>(ii) 10% of the vacancies in the cadre of Assistant (Stores & Purchase) Grade III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical)</p>
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		<p>employees borne on the regular establishment subject to the following conditions:</p> <p>Sections shall be made through a a departmental competitive examination in General Hindi /General English and General Knowledge and proficiency test in typewriting at the speed of 25/30 w.p.m. in Hindi / English confined to such Group 'D' (Non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent. Candidates qualifying in the Departmental Examination would be interviewed by the DPC</p>
Stenographers	<p>Part III Section-II (5) (ii) Sr. Stenographers</p> <p>Recruitment to this Grade shall be made on local basis in the Central Office and in each National Laboratory as follows:</p> <p>(I) 50% by promotion from amongst Officers of Grade III (Junior Stenographers) on the basis of seniority subject to the rejection of unfit and on the recommendations of DPC.</p> <p>(II) 25% by examination/ proficiency test limited to departmental candidates (Grade-III) having a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing. The</p>	<p>Part III Section-II (5) (ii) Sr. Stenographers in the pay scale of Rs. 5500-175-9000</p> <p>Recruitment to this Grade shall be made on local basis in the Central Office and in each National Laboratory as follows:</p> <p>(i) 50% by promotion from amongst the Junior Stenographers who have rendered a minimum of 5 years of approved service in that grade on the basis of seniority subject to rejection of unfit and on the recommendations of Departmental Promotion Committee;</p> <p>(ii) 25% by examination & Proficiency test limited to</p>

	<p>candidates will have to qualify a test in English.</p> <p>(III) 25% by direct recruitment by open advertisement from amongst candidates possessing University Degree and minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in typing and on the basis of competitive test in General English/Hindi (where are Hindi Stenographers) and proficiency test, age not exceeding 28 years. In case of Departmental candidates otherwise qualified, age may be relaxed</p> <p>The Selection / Departmental Promotion Committee for posts borne on "Local Cadres" shall be constituted by the Director-General, CSIR in the case of CSIR Hqrs. and by the Directors in the case of National Laboratory/Institute.</p>	<p>departmental candidates (Junior Stenographers) having a minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typing. The candidate will have to qualify a test in General Hindi/ General English.</p> <p>(iii) 25% by direct recruitment by open advertisement from amongst candidates possessing University Degree and minimum speed of 100 w.p.m. in shorthand and 35/40 w.p.m. in Hindi/English typing and on the basis of competitive test in General English/Hindi. Age not exceeding 28 years,. relaxable in case of SC/ST/OBC candidates as per rules. In case of Departmental candidates otherwise qualified, age may be relaxed</p> <p>The Departmental Promotion Committee for posts borne on "Local Cadres" shall be constituted by the Joint Secretary (Admn.), CSIR in the case of CSIR Hqrs. and by the Directors in the case of National Laboratory/Institute.</p>
Finance & Accounts	<p>Part IV Section II (6) – Assistant (Finance & Accounts)</p> <p>Recruitment to this Grade shall be made on local basis in CSIR Hqrs. and its National Labs./Instts. as under:</p> <p>i) 75% from amongst</p>	<p>Part IV Section II (6) – Assistant (Finance & Accounts) Grade I</p> <p>Recruitment to this Grade shall be made on local basis in CSIR Hqrs. and its National Labs./ Instt. as under:</p> <p>i) 50% by promotion</p>

	<p>LDCs / SPA Gr V who have completed not less than 6 years approved service and Jr. Stenographers/UDCs who have completed not less than 3 years approved service on the basis of result of departmental qualifying examination</p> <p>ii) 25% by Direct Recruitment of candidates possessing University Degree, age not exceeding 28 years on the result of Open Competitive Examination and interview. Departmental candidates with requisite educational qualification will also be eligible to compete and there will be no age restriction in their case</p>	<p>amongst Assistant (Finance & Accounts) Grade-II, who have completed not less than 3 years of approved service as Assistant (Finance & Accounts) Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.</p> <p>ii) 25% by means of Limited Departmental Competitive Examination from amongst Assistants (General) Grade-II/ Assistant (Finance & Accounts) Grade-II/ Assistants (Stores & Purchase) Grade - II, Junior Stenographers possessing University Degree with three years approved service.</p> <p>iii) 25% by Direct Recruitment by open advertisement amongst candidates possessing University Degree on the basis of result of Open Competitive Examination and interview of the candidates. Age not exceeding 28 years) relaxable in case of SC/ST/OBC candidates as per rules. There is no age limit for departmental candidates provided they have the prescribed educational qualification. The candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not exceed 25% of the total prescribed marks.</p>
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ANNEX

URE-II

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Cadre	Post	Existing Rule	Amended /New Rule
Finance & Accounts	Assistant (Finance & Accounts) Grade-II in the pay scale of Rs. 4000-100-6000	Nil	<p>Part IV Section-II (7) Assistant (Finance & Accounts) Grade-II Pay scale: Rs. 4000-100-6000</p> <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each Laboratory/Institute as follows:-</p> <p>100% by promotion on local basis from amongst the Assistants (Finance & Accounts) Grade-III, who have completed not less than 3 years approved service as Assistant (Finance & Accounts) Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.</p>
	Assistant (Finance & Accounts) Grade-III pay scale of Rs. 3050-75-3950-80-4590	Nil	<p>Part IV Section-II (8) - Assistant (Finance & Accounts) Grade-III Pay scale: Rs. 3050-75- 3950-80-4590</p> <p>Recruitment to this Grade shall be made on local basis in the CSIR Hqrs. and in each National Laboratory/Institute by direct recruitment, on the basis of result</p>

			<p>of competitive examination from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with 'Commerce' as one of the subjects and typewriting speed of 30 w.p.m. in English or 25 w.p.m. in Hindi respectively. Age not exceeding 28 years relaxable in the case of SC/ST/OBC candidates as per rules. There is no age limit for the prescribed qualifications. Candidates who qualify in the competitive examination will be interviewed by a Selection Committee but the weightage in the interview would not departmental candidates provided they possess exceed 25% of the total prescribed marks. Provided that:</p> <p>(i) 10% of the vacancies in the cadre of Assistant(Finance & Accounts) Gr. III in the National Laboratories/Institutes and 5% of the vacancies in the CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment, who are 10+2/XII pass and have rendered 5 years approved service on the basis of seniority- cum-fitness.</p> <p>ii) 10% of the vacancies in the cadre of Assistant (Finance & Accounts) Grade III in the National Laboratories/Institutes and 5% of the vacancies in CSIR Hqrs. shall be filled up from amongst the Group 'D' (Non-technical) employees borne on the regular establishment subject to the following conditions:</p> <p>Selection shall be made through a departmental competitive examination in General Hindi/General English and General Knowledge and proficiency test in typewriting at the speed of 25/30</p>
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			w.p.m. in Hindi/English confined to such Group `D' (Non-technical) employees who have rendered minimum of 5 years of approved service in CSIR and fulfill the minimum educational qualification viz. 10+2/XII pass or equivalent with `Commerce' as one of the subjects. Candidates qualifying in the Departmental Examination would be interviewed by the DPC.
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Circular letter No.33(113)/87-E.I dated 18.12.1996.

Sub: Amendment in the CSIR Administrative Services (Recruitment and Promotion) Rules, 1982 – Consideration of seniors who have not completed the qualifying service for promotion in cases where the juniors who have completed the requisite service are being considered.

Sir,

I am directed to state that the Governing Body of the CSIR has approved the insertion of the following "Note" in the CSIR Administrative Services (Recruitment and Promotion) Rules, 1982 in Part-I, General, Section-I, Preliminary below sub-clause (viii) of point No. 2 definitions:

"Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

The above amendment in the said Rules shall be applicable with prospective effect from the date of issue of this letter.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt.

**Yours
faithfully,**

**S
d
/
-**

(B.S. Gaira)

Deputy Secretary

Copy to:

- 1. All COAs/AOs of all the National Labs./Instts. for their information & guidance.**
- 2. All Sections/Divisions in CSIR Hqrs., CSIR Complex, New Delhi.**
- 3. Shri M. Bapuji, General Secretary, CSIR-SWA, C/o RRL, Bhubaneswar.**
- 4. Shri N. Suresh Prasad, General Secretary, Federation of CSIR EWSA, C/o CFTRI, Mysore.**

CSIR Circular letter No.33(113)/87-E.I dated 27.11.1998

Sub: Amendment to CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 Deletion of "Note" in Part I –General, Section-I, Preliminary below sub-clause (viii) of Point No. 2 Definitions' inserted vide CSIR letter No.33(113)/87-E.I dated 18.12.1996.

Sir,

I am directed to state that the General Body of CSIR at its 145th meeting held on 27th July, 1998 has approved the deletion of the "Note in Part I – General, Section-I, Preliminary below Sub-Clause (viii) of Para No. 2 Definitions – of the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982 inserted vide CSIR letter No.33(113)/87-E.I dated 18.12.1996.

This may kindly be brought to the notice of all concerned.

Yours
faithfully,

Sd
/-

(C.
Manvazhagan)

Under
Secretary

Copy to: 1. All COAs/AOs of all the National Labs./Instts. for their information & guidance.

2. All Sections/Divisions in CSIR Hqrs., CSIR Complex, New Delhi.

3. Dr. M. Bapuji, General Secretary, CSIR-SWA, C/o RRL, Bhubaneswar

CSIR Circular Letter No.33(111)/87-E.I dated 13.12.1999

Sub: Revision in qualifying service by Assistants (General), Assistants (Finance & Account, Stores & Purchase Assistants Gr. II and Sr. Stenographers for the purpose of determining eligibility for Departmental Examinations for the posts of Section Officers (General), Sy. Stores & Purchase Officers and Private Secretaries from 5 years to 3 years.

Sir,

I am directed to state that the DG, CSIR in his capacity as chairman, GB, CSIR has accorded kind approval to the revision in qualifying service from 5 years to 3 years in respect of Asstts.(G), Asstts. (F&A), SPAs Gr.III and Sr Stenographers in the scale of Rs.5500-9000 for eligibility for departmental examination for promotion to the post of SO (G), SO(F&A) by SPO and PS in the scale of Rs.6500-10500, subject to modification by GB. CSIR.

Yours
faithfully,

S
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(K.A.
Qureshi)

Deputy
Secretary

Copy to: 1. Head, HRDC, CSIR Complex, New Delhi.

2. DS(CO), CSIR Hqrs.

Sd/-

(K.A.
Qureshi)

Deputy
Secretary

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhavan, 2, Rafi Marg New Delhi-110001.

No. 33(84) 4/2001-E- I Date: 15.10.2001

From:

The Joint Secretary (Admn.)

To,

The Directors of all National Laboratories / Institutes.

Sub: Scheme and Syllabus for Departmental Competitive Examination for the posts of Section Officer (F&A)- Revision regarding

Sir,

I am directed to forward the revised syllabus as approved by the competent authority for the Departmental Competitive Examination for the post of the Section Officer (F&A) [SO(F&A)] in super session of all earlier orders on the subject. The revised syllabus for the Departmental Competitive Examination for the post of SO (F&A) is as follows:

S No	Paper	Subjects	Max Marks	Time
1	Paper-I	Noting, Drafting and Precis Writing (Conventional Type)	100	3 Hours
2	Paper-II	General Knowledge and Constitution of India (Objective Type)	100	2 Hours
3	Paper-III	<u>Part A (Accounts including Works Accounts)</u> Short or medium type questions (Theory and / or Practical) on the following topics:- (3 questions of 10 marks each) 1. Book Keeping and Accountancy 2. Works Accounts	30	3 Hours

	<p><u>Part- B (FR-SR & GFR)</u></p> <p>Questions (Theory and/or Practical) on the following topics:- (5 questions of 8 marks each)</p> <p>1. Pay Fixation</p> <p>2. Pension Rules</p> <p>3. GFR including FR/SR, TA, LTC, Leave Rules</p>	40	
	<p><u>PART-C (CSIR Rules; Regulations & Bye-laws)</u></p> <p>Short Notes/Questions on the following topics:</p> <p>(5 questions of 6 marks each or short questions numbering 10 of 3 marks each)</p> <p>1. CSIR Rules, Regulation & Bye-laws</p> <p>2. Rationalised purchase Procedure</p> <ul style="list-style-type: none"> • Budget • Project Costing • CSIR Instructions • Auditing <p>3. Delegation of Financial Powers Rules</p> <p>4. IMPACT- Accounting package in CSIR</p>	30	

It has further been decided by the competent authority to reorganize the scheme of examination for the posts of SO (G), SO (F&A), Dy. SPO and PS for the purpose of Departmental Competitive Examination such that the papers I and II shall be common for all the posts mentioned above and will be held in single sitting for all the candidates irrespective of the post (s) applied for. Paper III will be the specialized paper to be held in separate sittings at different times to enable the candidates to appear for different posts. The marks obtained in Paper I and II will,

however, remain common in assessing the candidates for various posts by adding the marks obtained in paper III to the tally of I & II for arriving at the overall aggregate for the purpose of working out merit.

The syllabus for the Paper III for the purpose of Departmental Competitive Examination for the posts of SO(G), PS and Dy. SPO will be as follows:

Section Officer (G) and Private Secretary

S. No.	Paper	Subject	Max. Marks	Time
1	Paper III	Office Procedure, Rules & Regulations and CSIR Rules, Regulations and Bye-Laws (conventional Type)	100	3

i) Part-I (Conventional Type) Marks-40

This part will consist of Office Procedure and some guidance in the subject can be obtained from:-

- a) Latest edition of Manual of Office Procedure
- b) Notes on Office Procedure issued by the Institute of Secretariat Training and Management.
- c) Hand Book of Personnel Officers.

ii) Part-II (Conventional Type) Marks-60

This part will consist of Rules & Regulations, including knowledge of FRs, SRs, GFRs, CCS(Leave) Rules, CCS (Pension) Rules, CCS(CCA) Rules etc; and CSIR Rules, Regulations and Bye-laws and some guidance on the subject can be obtained from:

- a) Fundamental and Supplementary Rules (AGP&Ts Compilation)
- b) The CCS(Pension) Rules, 1972.
- c) The CCS (Conduct) Rules, 1964.

d) The CCS(CCA) Rules, 1965.

e) Compilation of the General Financial Rules (Revised and Enlarged) 1963.

f) Delegation of Financial Power Rules, 1978.

g) CCS (Leave) Rules, 1972.

h) CSIR Rules, Regulations & Bye-Laws.

For the posts of Private Secretary, in addition to the above examination, candidates will have to appear in a qualifying test in English/Hindi shorthand at the speed of 100 w.p.m

Dy. Stores & Purchase Officer:

S.No.	Paper	Subject	Max. Marks	Time
1.	Paper-III	Materials Management & CSIR Rules, Regulations & Bye-laws (conventional Type)	100	3 Hours

a) CSIR Rules, Regulations & Bye-laws

b) Organisational structure of stores and purchase department

c) Objectives, roles and scope of functioning of stores & purchase department

d) Procedure for issue and dispatch of materials

e) Physical verification

f) Procedure for identification of obsolete and surplus stores and their disposal and procedure for write off.

g) Rationalised Stores & Purchase Procedure followed in CSIR.

h) Procedure for purchase of capital and non-capital items

i) Clearance of consignment including customs clearance

j) Price preference

k) Selective Approaches: ABC, FNS, VED & XYZ Analysis;

l) Costs associated with Inventory Management

m) Economics Order Quantity (EOQ) and its role and significance for Inventory Management

n) Lead time analysis

o) Safety stock

p) Value Analysis

q) Determination of various levels of stocks

r) Inventory turnover ratio

This paper will be set up in such a standard to test the overall knowledge of the candidates who is expected to head Stores/Purchases Section as Dy. Stores & Purchase Officer.

The communication may kindly be given wide publicity in your Lab./Instt.

Your's faithfully,

Sd/.

**(K.K.
Chopra)**

**Under
Secretary**

Copy to:

1. Controller of Examinations CSIR Complex, New Delhi

2. DS(CO)