

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



No. 4-1(Misc.)/2018-HR-II

Dated 20.04.2018

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads
of all the National Labs./Instts.

Sub: CHECKLIST FOR SUBMISSION OF PROPOSALS FOR OBTAINING APPROVAL OF DG, CSIR
FOR FILLING UP OF GROUP III POSTS.

Sir,


I am directed to state that CSIR has been receiving proposals for filling up Group III posts at lateral level from various CSIR Labs./Instts across the country. It has been observed that such proposals are made without requisite information. Hence queries/clarifications are sought from them to have clarity before seeking approval of the Competent Authority. This results in undue correspondence with Labs./Instts and also results in delay in getting approval of the Competent Authority.

In view of the extant CSIR Orders on the subject (Copies enclosed) a checklist (enclosed) has been devised for making proposals for obtaining approval of DG, CSIR for filling up Group III posts at lateral level.

Henceforth all proposals seeking approval for filling up Group III posts at lateral level may be submitted by the Labs./Instts. accompanied by the checklist & requisite documentary support. (RC approval etc.)

This notification is for information, guidance & strict compliance.

Yours faithfully,


20/4/2018
(Rajesh Kumar)
Section Officer

Copy to:

1. Head, IT Division with the request to make this circular available on the website.
2. Office copy.

CHECKLIST FOR OBTAINING APPROVAL OF DG,CSIR FOR FILLING UP OF GROUP III POSTS AT
LATERAL ENTRY LEVEL

1.	Name of the CSIR Lab./Instt.																	
2.	Total sanctioned strength of Group III																	
3.	<p>Apportionment of Group III posts into Entry level & Lateral level as recommended by RC & approved by DG, CSIR (Attach a copy of Agenda & Minutes of RC meeting, duly approved, recommending apportionment.)</p> <p>Entry level ---- Lateral level ---- Total ----</p>																	
4.	<p>Filled up & vacancy position of Entry level & Lateral level posts as on date</p> <table border="1"> <thead> <tr> <th></th> <th>Filled up</th> <th>Vacant</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Entry level –</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lateral level –</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grand total –</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Filled up	Vacant	Total	Entry level –				Lateral level –				Grand total –				
	Filled up	Vacant	Total															
Entry level –																		
Lateral level –																		
Grand total –																		
5.	<p>Number of Group III(1) vacant posts upgraded to Lateral level upto III(4)* (Attach a copy of Agenda & Minutes of RC meeting, duly approved)</p>																	
6.	<p>Number of Group III(1) vacant posts upgraded & recommended/ earmarked for filling - up at the level of Group III(5)* and above (Attach a copy of Agenda & Minutes of RC meeting, duly approved)</p>																	
7.	<p>Number of posts (with their level) proposed to be filled up at Lateral level.</p>																	

*Reservation applicable as per CSIR circular letter No. 20/95/SC/ST/OBC.Cell dated 09.09.1997(copy enclosed)

Signature of AO/CoA
(with official seal)
Name of AO/CoA

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL
RESEARCH

अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-
10001



No. 5-1(28)/2008-PD

Date: 18.06.2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
CSIR National Labs./Instts./
/Complex/Centres/Units & CSIR Hqrs.

Sub.: Instructions on filling up of Gr.III posts at lateral level-reg.

Sir,

I am directed to state that DG, CSIR has decided that henceforth all future recruitment at the lateral level in Group III shall be made as per Rule 7 of CSIR Service Rule 1994 for Recruitment of Technical & Support Staff.

DG, CSIR has also decided that details of all the lateral recruitment made in Group III by following the procedure laid down in CSIR Circular letter No. 5-1(28)/2008-PD dated 29.07.2008 during the period 29.07.2008 to till date, may be provided in the prescribed proforma at the earliest and latest by 30.06.2014.

Yours faithfully

D. Vijayalakshmi
(D Vijayalakshmi)
Deputy Secretary

Encl: As above.

Positions

Staff who	II	1	Rs. 950-1400
Techniques	II	2	Rs. 1350-2200
ected to u	II	3	Rs. 1400-2300
/ method	II	4	Rs. 1640-2900
	II	5	Rs. 2000-3500
to provi	III	1	Rs. 1400-2300
	III	2	Rs. 1640-2900
	III	3	Rs. 2000-3500
st. staff	III	4	Rs. 2200-4000
ort), Group	III	5	Rs. 3000-4500
Group	III	6	Rs. 3700-5000
to Group	III	7	Rs. 4500-5700
ormulated.			
groups a	IV	1	Rs. 2200-4000
c numeral	IV	2	Rs. 3000-4500
I and IV(IV	3	Rs. 3700-5000
	IV	4	Rs. 4500-5700
	IV	5	Rs. 5100-6300
	IV	6	Rs. 5900-6700
	IV	7	Rs. 5900-7300

7.

Recruitment :-

Recruitment will normally be made only at the lowest grade in each Group. However, if a special need exists or arises, recruitment in higher grades in Groups-II, III and IV, upto IV (5) can be made in Labs/Instts on specific recommendations of RC and with prior approval of DG, CSIR. In the

case of CSIR Hqrs. this will be done with the prior approval of DG, CSIR. Recruitment in Group-IV (6) and IV(7), will be made by CSIR Hqrs with the approval of President, CSIR.

8. QUALIFICATIONS, EXPERIENCE & AGE LIMITS FOR RECRUITMENT :-

8.1 The minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:-

Group & Grade	Qualification	Experience in years	Age limit in years
---------------	---------------	---------------------	--------------------

Note : 1. The period of experience in the requisite discipline/ area of work where prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualification for that Group/Grade.

GROUP-I
750-940

10th Standard/
SSC with 50%
marks in aggregate

One 28

GROUP-II :

GROUP-II(1)
950-1400

SSC/10th standard
with 50% marks in the
aggregate and ITI
Certificate of 2yrs.
duration in
relevant trade.

Nil 28

OR
SSSC/HSC/12th with
relevant technical
subjects and a min. of
60% marks in aggregate

GROUP-II(2)
1350-2200

SSC/10th standard
with 50% marks in the
aggregate and ITI
Certificate of 2yrs.
duration in relevant
trade

Three 28

OR

GROUP
1400-

GRO
164

GE
20

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

अनुसंधान भवन, 2 राई मार्ग, नई दिल्ली-110 001
Anusandhan Bhavan, 2 Raj Marg, New Delhi-110 001

Tel. :
Fax : 91-11-3714768
Gram : COMSEARCH
Telex : 031-65202 CSIR IN
031-60147 CSIR IN
Email: csirhq@csirnet.ernet.in
9.9.1997

20/95/SC/ST/DOC Cell

Date :

From :

संयुक्त सचिव (अनुसंधान)
Joint Secretary (Admin.)

To :

The Directors/Head of all
National Labs./Instits.

Subj: Reservation roster - Post based - Implementation
of the Supreme Court Judgement in the case of R.K.
Sabharwal Vs. State of Punjab.

Sir,

I am directed to refer to this Office letters of
even number dated 25th July, 1997 forwarding the DOP
Order No. 36012/2/96-Estt. dated 22.07.97 and 27.8.97 in
respect of recasting of rosters for administrative cadres.

The following guidelines are being issued for
recasting of rosters for the S&T posts :

1) FOR GROUP-I POSTS: Recruitment in this group is
to be made at the lowest level i.e. in Gr. I(1) in the
scale of Rs. 750-940 on local basis. Therefore, the
revised roster for the posts to be filled up on local
basis is to be followed. The names of employees may be
plotted in the revised rosters in the order of their dates
of joining. The excess or short-fall of reservations may
be adjusted in future appointments without disturbing the
existing appointments.

2) FOR GROUP-II POSTS: For Group II posts in respect
of Grades II(1) and II(2) the roster is to be maintained
on local or regional basis. In respect of Grades II(3),
II(4) and II(5) the roster is to be maintained on All
India basis otherwise than open competition. All the
names of the incumbents in Group II who were recruited
initially either in Grades II(1) or II(2) will be plotted
in a single roster which would be based on the roster
maintained for local or regional basis. Their names would be
entered in the roster irrespective of the fact of the
present grade in which they are working at present.
Similarly, the names of all the incumbents in Group II who
were initially recruited under Grades II(3), II(4) and
II(5) would be plotted in a single roster which would be
based on recruitment on All India basis otherwise than by
open competition. Recruitment to these grades will be
restricted to the number of posts in the Roster.

96
98
31.8.98

In the respective rosters against the names of each candidate Scale/Grade in which they were initially recruited would be noted down. If there are vacancies in Group II, the RC can decide as to how many of these vacant posts will be included in the roster meant for Grades II(1) and II(2). Remaining posts will be noted down in the second roster viz. Grades II(3) to II(5). In accordance with Rule 7 of CSIR Service Rules 1974 for recruitment of S&T and Support Staff.

✓ 3. FOR GROUP-III POSTS: As per the existing practice reservation is applicable to the recruitment for Grades III(1), III(2), III(3) and III(4). A single roster for recruitment on All India basis otherwise than by open competition should be maintained for all the four Grades. Names of all the incumbents in Group III who were initially recruited in any one of the first four grades of Group III would be plotted in the roster alongwith the scale in which they were initially appointed. Their names would be entered in the roster irrespective of the fact of the present grade in which they are working at present.

In respect of vacancies in Group III, RC will decide as to how many vacant posts would be entered in the roster meant for first four grades in accordance with Rule 7 of CSIR Service Rules 1974 for recruitment of S&T and Support Staff. Recruitment to Grade III(5) and higher grades will be restricted to the numbers of posts earmarked for their grades. In exceptional circumstances if there is need to recruit over and above the strength fixed for these grades, post in the Roster meant for Grade III(1) may be upgraded by following the prescribed procedure. However, the post should be filled by candidate of the same category as the post.

4) FOR GROUP-IV POSTS: As per the existing practice reservation is applicable to the recruitment for Group IV(1) and hence roster will be maintained for Group IV(1) only. Names of all the incumbents of Group IV who were initially recruited in Group IV(1) will be plotted in the roster. Their names would be entered in the roster irrespective of the fact of the present grade in which they are working at present. In respect of vacancies in Group IV, RC will decide the number of posts to be earmarked for Group IV(1) in accordance with Rule 7 of CSIR Service Rules 1974 for recruitment of S&T and Support Staff. Recruitment to Gr. IV(2) grade and higher grades will be restricted to the number of posts earmarked for these grades. In exceptional circumstances, if there is

Contd.....

220

need to recruit over and above the strength fixed for these grades, post in the Roster meant for Grade IV(1) may be upgraded by following the prescribed procedure. However the post should be filled by candidate of the same category as the post.

5. Number of posts to be entered in the roster would be equal to the number of incumbents in that Group who were initially recruited in the grades as represented in the roster plus number of vacant posts earmarked by the RC.

6. In preparation of the roster consider an example of an Institute having 100 posts in Group IV. If there are 10 vacancies in Group IV out of 90 Scientists who were on roll, 80 were initially recruited in Grade IV(1), remaining 10 were initially recruited in Grade IV(2) or at higher levels. Out of 80 Scientists who were initially recruited in Grade IV(1) several of them might have been promoted and would be holding posts in higher grades than Grade IV(1). Names of all the 80 Scientists should be entered in the roster meant for Grade IV(1). Out of 10 vacancies if the RC decides that 5 posts will be earmarked for Grade IV(1), the roster for Grade IV(1) would contain 85 posts. Remaining 15 posts will be earmarked for entry at Grade IV(2) and above. The number of posts in Roster should not be revised and taken up for lateral entry at higher levels, except in exceptional circumstances as provided in Rule 7 of CSIR service Rules 1974 for Recruitment of S&T and Support staff. Even if the RC feels that there would be necessity to have recruitment at lateral entry for posts over and above the limit of 15, the lateral entry should be by upgrading the vacant post in the roster meant for Grade IV(1) as per existing procedure. However the recruitment should be carried out for the same category as in the roster i.e. if the RC decides to upgrade one of the post in the roster and if the point belongs to OBC category lateral entry should be done in OBC category only.

7. Queries have been received from several laboratories about concept of backlog. With the issue of the latest orders of DOPT, the concept of backlog has been abolished. As given in Annexure-I of DOPT OP No. 36012/2/96-Estt. dated 2.7.1997 at page-3 para-2, if a general category candidate is occupying point meant for SC, the SC point will be filled by an SC candidate as and when the general category candidate vacates the post. The same procedure would also be applicable to ST and OBC points.

Contd.....

8. In this office letter of even number dated 29.8.97 in respect of posts in Administrative Cadre it was continued that recruitment can be carried out after recasting of roster. However, the existing restriction of recruitment for the administrative posts as given in CSIR letter No. 2/87/71-SC/ST dated 13.7.72 would continue and the recruitment may be carried out only with the approval of CSIR.

9. In respect of recruitment of local or regional basis for cadres with 2 to 13 posts similar roster as given in Appendix to Annexure-II and Annexure-IV of DOPF OM No. 36012/2/76-Estt.(Res) dated 2.7.1977 may be prepared based on the percentage of reservation meant for respective region/state.

You are requested kindly to initiate immediate action to prepare rosters and operate them according to the above guidelines.

Yours faithfully,



(B.S. Gaika)
Deputy Secretary &
Liaison Officer for OBC

Copy to:

1. PS to DG, CSIR
2. PS to JS (Admn.)
3. PS to FA, CSIR
4. PS to CVO
5. PS to OSD
6. DS (CO)/US (CO)
7. DS (R&A)/US (R&A)
8. DS (EI)/US (EI)
9. DS, CSIR Complex
10. Legal Adviser, CSIR
11. Dr. H. Bapuji, General Secretary, CSIR-EMU
C/o RRL, Bhubaneswar.
12. Shri Suresh Prasad, General Secretary,
Federation of CSIR EMUA, C/o CFTRI, Mysore.