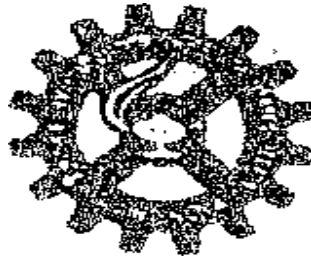


## Compendium of Instructions and Circulars/Orders related to Isolated (excluded) Category



Viz. Mali, Safaiwala, Driver, Telephone Operator,  
Law Officer, Legal Adviser, Hindi Officer &  
Instructions/Guidelines related to sources of security  
and cleaning etc.

## **PREFACE**

As part of the ongoing HR/Policy initiative to make a centralized web based repository of CSIR orders on various subjects with an objective to facilitate those dealing with the subject matter in the administration as well as the staff members for their reference and awareness, the present Compendium on Rules and Regulations/ Guidelines, Instructions and Circulars/ Orders related to Isolated (Excluded) Category Employees in CSIR has been compiled.

Best efforts have been made to incorporate all the available Circulars/ Instructions/ Orders starting from 31.12.1971 till 31.12.2016 in respect of the Isolated Category Posts, viz., Malis, Chowkidar, Security Guard /Officers, Hindi Officers, Hindi Translator, Law Officers/Legal Adviser and other such position holders which are not covered under any cadre.

**Joint Secretary (Admn.)**

## Isolated

Sr.No.	File. No.	Date	Subject	Pages
1.	14/11/71-Estt(C)	31.12.1971	Fixation of duty hours of Chowkidars.	1
2.	17(97)/77-E.II	30.6.1977	Employment of contract Labour for Sweeping, cleaning dusting and watching of buildings.	2
3.	17(65)/78-E.II	6.11.1978	Redesignation of posts on functional basis according to the job description.	2-3
4.	4(1)/79-E.II	22.10.1980	Discretionary grant placed at the disposal of DGSIR.	4
5.	1/21/75-O&M	18.8.1981	Departmental Security.	5
6.	33(89)/81-E.I	12.11.1981	Recommendations of the Sidhu Committee for career development of administrative Staff-Implementation thereof.	6
7.	10/3/82-SGPC.E.II	29.6.1983	Recommendations of the Sidhu Committee for career Development of administrative staff-isolated posts.	7
8.	2(Misc)/83-PL	12.8.1983	Recruitment to the posts in National Institutes.	7
9.	31(26)/81-E.II(U-3)	8.11.1983	Grant of weekly off to the Security Staff.	8
10.	17(1A)/82-E.II(U-3)	7.2.1984	Creation of minimum number of Hindi posts for implementation of Official Language Policy of the Central Govt.	8-12
11.	14(15)/83-E.II	9.2.1984	Discretionary grant placed at the disposal of DGSIR.	12
12.	17(1A)/82-E.II(U-3)	22.2.1984	Creation of minimum number of Hindi posts for implementation of Official Language Policy of the Central Govt	13
13.	2(Misc)/83-PL	8.3.1984	Recruitment against advertised posts.	13
14.	17(1A)/82-E.II(U-3)	19.4.1984	Creation of minimum number of Hindi posts for implementation of Official Language Policy of the Central Govt.- Educational qualifications and experience therefor.	13-14
15.	1/1/76-SGPC-E.II	30.8.1984	Recommendation of the Sidhu Committee for career Development of administrative staff - isolated posts.	14-15
16.	10/3/82-SGPC	16.1.1985	Recommendation of the Sidhu Committee for career Development of administrative staff-isolated posts.	15-16
17.	1(58)/85-O&M	24.5.1985	Safety and Security of Lab./Instt.- reg.	16-17

18.	14/21/81-E.II	10.10.1985	Duty hours of Chowkidars/Security Guards etc. in the National Labs/Instts. vis-a-vis, 5 days week introduced by the Govt. of India – clarification therefore.	17
19.	14(21)/81-E.II	21.3.1986	Duty Hours of Chowkidars/Malies/Work-Charged staff etc. in the National Labs./Instts. – Clarifications therefore.	18
20.	14(6)/1/83-E.II	24.4.1986	Employment of contract Labour for Sweeping, cleaning dusting and watching of buildings.	18
21.	14(6)/86-E.II	9.2.1987	Security and House Keeping arrangements in the Laboratories/Institutes.	19
22.	14(6)1/87-E.II	11.6.1987	Security and house keeping arrangement in the Labs./Instts. of CSIR.	19-20
23.	1/1/87/E-II	23.7.1987	Security and house keeping arrangement in the Labs./Instts. of CSIR.	20-21
24.	14(21)/81-E.II	17.12.1990	Grant of 12 holidays (including 3 National Holidays) to the excluded and other categories of employees.	21-22
25.	14/25/90-E.II	11.1.1991	Engaging of contractors on works like security, cleaning etc.	22-23
26.	14(6)1/86-E.II	20.2.1991	Security arrangements in the Labs./Instts. – Revision of rates thereof.	23-24
27.	14(6)/1/86-E.II	11.4.1991	Security arrangements in Labs/Instts. on contract basis.	24-25
28.	14(21)/81-E.II	1.10.1991	Duty hours of Chowkidars/Malies/Safaiwalas etc. in the Labs./Instts. – Clarifications thereof.	25-26
29.	NA	4/1992	Regarding Advt. for the Post of Legal Adviser in CSIR Hqrs.	26-28
30.	14(6)/1/86-E.II	23.4.1993	Security arrangement in Labs./Instt. – Revision of rates thereof.	29-36
31.	14(21)/81-E.II	4.4.1994	Duty hours of Malies/Safaiwalas etc. in CSIR Labs/Intts.	37
32.	14(25)/90-E.II	12.4.1994	Engaging of contractors on works like security, cleaning etc.	37
33.	14(25)/90-E.II	14.6.1995	Security and Cleanliness arrangements in the Labs./Instts.	38
34.	14(25)/90-E.II	23.8.1995	Requirement to register under contract labour (Regulation and Abolition) Act 1970.	38
35.	14(6)1/86-E.II	22.7.1996	Security and cleanliness arrangements in the Labs./Instts.	38-39

36.	14(6)/1/86-E.II (Vol. )/Pt. I	8.5.1997	Security arrangements in Labs./Instts. – Clarification thereof.	39
37.	44(82)Vig.- Law	6.10.1997	Regarding engagement of Contractors for work like sweeping, cleaning, dusting & watching of CSIR labs/Instts. buildings.	39-41
38.	14(6)/86-E.II	4.2.1998	Regarding engagement of Contractors for work like sweeping, cleaning, dusting watching of CSIR labs/Instts. buildings - clarification.	42
39.	US/LA/CAG/98-E.II	18.12.1998	Providing Security for Staff Quarters and engagement of Security Staff on other duties.	42-43
40.	17(92)/8/92-E.II	2.8.2000	Career Development of Raj Bhasha Staff – adoption of pay scales as admissible to the staff of Department of Official Language, Ministry of Home Affairs, Govt. of India.	43-44
41.	14(HQ)/2000-E.II	24.8.2000	Designation of Security Staff in CSIR on the appointment promotion.	44
42.	14(HQ)/2000-E.II	10.11.2000	Designations of Security Staff in CSIR on their appointment/promotion.	45
43.	14(6)/1/86-E.II	4.12.2000	Managing the Security & Clarification jobs in the labs./instts.	45-46
44.	14(6)/1/86-E.II	27.12.2000	Managing the Security & Cleaning jobs in the Labs./Instts.	46-47
45.	4(212)/94-E.II	14.2.2001	Weightage of night duty – revision of the effective date of implementation of the Government of India orders with retrospective effects.	47
46.	14(6)/1//86-E.II	3.4.2001	Managing the security and cleaning jobs in Labs./Instts.	47-48
47.	14/21/91-E.II	31.10.2001	Categorization of the Security Staff for the Purpose of duty hours.	48
48.	14(6)/1/86-E.II	27.11.2001	Managing the security and cleaning jobs in the Labs/Instts.	48-49
49.	17(12)/8/2002-E.II	5.4.2002	Career development of isolated category of staff.	49
50.	14(6)/1/86-E.II	9.4.2002	Security arrangement in Labs./Instts.	49-50
51.	14(6)/1/86-E.II	2.9.2002	Security & Cleaning of CSIR colonies.	50
52.	17(12)/8/2002-E.II	16.10.2002	Career development of isolated category of staff.	50-51
53.	14(6)/1/86-E.II	13.1.2003	Managing the security and cleaning jobs in the Labs/Instts.	51-57

54.	17/92/8/2000-E.II	30.1.2003	Career development of staff belonging to isolated categories of posts regarding.	57-59
55.	17/92/8/2000-E.II	30.1.2003	Career development of CSIR Raj Bhasha staff.	59-61
56.	14(6)/1/86-E.II	3.10.2003	Managing the security and cleaning jobs in the Labs/Instts.	61
57.	4-14(24)/2003-E.II	25.4.2005	Out-sourcing of certain jobs by CSIR and its Labs./Instts. – Guidelines thereof – reg.	62
58.	17/92/8/2000-E.II	27.4.2007	Career development of staff belonging to isolated categories of posts – reg.	62
59.	17(92)/8/2000-E.II(PPS)	25.7.2007	Constitution of Selection Committee/Department Promotion Committee for Isolated posts.	63-64
60.	5-1(3)/2008-PD	4.10.2008	Implementation of Sixth Central Pay Commission— regarding corresponding pay rules.	64-68
61.	20-8(5)/2007-Raj bhasha	20.10.2008	Compliance of the Official Languages Act, 1963 Section 3(3).	68
62.	5-1(3)/2008-PD	8.4.2010	Implementation of 6 <sup>th</sup> CPC recommendations in CSIR.	68-69
63.	14(6)/1/86-E.II	22.4.2010	Instructions related to outsourcing of certain jobs by CSIR Labs/Instts. – compilation of the provisions of Contract Labour (Regulation & Abolition) Act, 1971 and other related labour laws etc.	69
64.	NIL	1/2011	Advt. For the Post of Legal Adviser in CSIR Hqrs.	69-71
65.	NIL	2/2011	Advt. For the Post of Legal Adviser in CSIR Hqrs.	71-73
66.	NIL	2012	Advt. For the Post of Legal Adviser in CSIR Hqrs. – CSIR Service Rules, 2012.	74-75
67.	NIL	1/2012-HR	Advt. For the Post of Legal Adviser in CSIR Hqrs.	76-77
68.	Advt. No. CO/02/14	2014	Recruitment for the post of Law Officer in CSIR Hqrs.	78-80
69.	5-1(12)/2008-PD	19.5.2014	Clarification on designation of Security Officer on promotion – reg.	80
70.	5-1(11)/2008-PD	27.5.2014	Enhancement of Educational Qualifications for the post of Jr. Hindi Translator and revision of eligibility criteria in respect of Jr. Hindi Translator and Hindi Officer of CSIR Raj Bhasha staff- reg.	80-82

71.	5-1(11)/2008-PD	22.12.2014	Order dated 30.9.2014 passed by the Hon'ble High Court on WP No. 6771/2014 and Order dated 27.11.2013 passed by the Hon'ble CAT, Principal Bench, New Delhi in the case of Dr. Anang Pal & Ors – Compliance thereof.	82-85
72.	4-6(13)/2012-HR(E.II)	16.3.2015	Addition in Qualification for the post of Security Assistant in CSIR and its Laboratory/Institutes – reg.	86
73.	4-6(13)/2012-HR(E.II)	25.3.2015	Modification in Qualification for the post of Security Assistant in CSIR and its Laboratories/Institutes – reg.	86-87
74.	5-1(116)/2011-PD	13.7.2015	Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr. III – clarification reg.	87-89
75.	5-1(17)/2008-PD	19.8.2015	Social Security benefits to manpower engaged on outsourcing basis reg.	89-90
76.	7-3(3)/2011-E.III	3.12.2015	Request for publishing pointer Advt. for the post of Legal Adviser for CSIR Hqrs.	90-93
77.	5-1(315)/2015-PD	8.4.2016	Discontinuation of interviews for various junior level posts in CSIR – reg.	93-97
78.	5-1(12)/2008-PD	5.9.2016	Constitution of a Committee to resolve the issues relating to Isolated Categories of staff in CSIR – reg.	97
79.	5-1(12)/2008-PD	8.9.2016	Constitution of a Committee to resolve the issues relating to Isolated Categories of staff in CSIR – reg.- Corrigendum	97
80.	5-1(215)/2015-PD	4.10.2016	Discontinuation of interviews for various junior level posts in CSIR – ratification thereof.	98
81.	5-1(315)/2015-PD/Iso.	9.11.2017	Career development of staff belonging to isolated categories of posts regarding.	98

(1)

**Sub:- Fixation of duty hours of Chowkidars.**

The undersigned is directed to refer to the Ministry of Home Affairs OM. No. 16/18/66-Estts.(D), dated 16th January, 1968 in which Ministries/Departments etc. were requested to classify the excluded category of Class IV employees like chowkidars, amongst others, for the purpose of determining their entitlement to holidays and periodical offs and grant of weekly and regular holidays (or monetary compensation in lieu thereof) to them.

- II. It has been represented from time to time that the working hours of chowkidars are not fixed by the Ministries/Departments on any rational basis and they vary from 48 hours to 75 hours a week and that in some cases no hours of duty have been fixed. The question of fixation of working hours of Chowkidars (except those under the Ministry of Railways) was considered by the National Council set up under the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Government Employees and after detailed discussion, and as in interim measure, pending the recommendations of the Third Pay Commission on the subject, the Council agreed that the working hours of a Chowkidar should be 48 hours a week in cases in which sustained mental and/or physical efforts and/or alertness is involved. It has been decided that the working hours of Chowkidars (except those under the Ministry of Railways) be reviewed keeping in view these guidelines and re-fixed, where necessary. This will not, however, adversely affect the working hours of those Chowkidars whose working hours are already less than 48 hours a week.
- III. In view of the imperative need for economy in administrative expenditure, Ministries/Departments are requested to ensure that the fixation of working hours of Chowkidars should not, as far as possible, lead to any addition to the existing strength of Chowkidars in various offices. Any additional requirement in the grade of Chowkidars should as far as possible be met by re-allotment of existing Class IV staff. Where creation of additional posts becomes unavoidable, due note should be taken of the existing ban on such creation. The need for restricting the over time expenditure to the minimum should also be kept in view.
- IV. Ministries/Departments of the Government of India are requested to bring the above decision to the notice of all concerned.

*Copy of CSIR OM No.14/11/71-Estt.(C), dated 31.12.1971*



(2)

**Sub:-Employment of contract Labour for Sweeping, cleaning dusting and watching of buildings.**

Some of our Labs./Instts. had awarded contracts for their Security and Cleaning work to private agencies which could not be renewed further or had to be stopped due to the issue of a Notification by the Govt. of India prohibiting employment of contract labour on and from 1- 3- 77 for sweeping, cleaning, dusting and watching of buildings owned or occupied by Central Govt, establishments. The matter regarding the applicability of the above Notification to the CSIR and its National Laboratories/and Institutes was taken up with the Ministries of Labour and Law & it has been held that the said Notification is not applicable to the CSIR and its National Labs./Instts.

*Copy of CSIR letter No. 17(97)/77-E.II dated 30.6.1977*

(3)

**Sub:-Classification of posts in CSIR and its National Labs/Instts. – Clarification.**

The Governing Body of CSIR at its meeting held on 6.10.1978 on the recommendations of the Committee (Vardarajan Committee) appointed to review the report of the Core Committee has been pleased to decide that the staff of the CSIR and its National Labs/Instts. May hereafter be classified into the following three categories, as against, the existing four contained in Bye-law 57 the Bye-laws of the CSIR:-

- i. Scientific
- ii. Technical
- iii. Administrative

The category of 'Auxiliary Technical' thus stands abolished. Posts falling under "Technical" and "Administrative" categories have been suitably classified as indicated in Annexures I and II, enclosed. These Annexures are not exhaustive and the posts which are not included therein may be referred to the CSIR for classifying them in the appropriate category with the approval of the Director General, Scientific & Industrial Research. I am, therefore, to request you kindly to sent your proposals (six copies) alongwith job requirements and skills needed for the posts in question not later than 25<sup>th</sup> November, 1978.

The Governing Body has also decided that the Purchase and Stores as well as Civil Engineering and Architectural personnel and various Social/Community service posts such as Doctors, Nurses, Compounders, Teachers etc., are to be classified as "Administrative" and not "Technical".

The above decisions of the Governing Body will take effect from 6th October, 1978.

The posts classified as "Scientific" in the light of the previous guidelines laid down in this office letter No.17/71/74-E.II, dated 19-6-1974 will continue to be classified as "Scientific: except those included in Annexure I ibid.

Necessary action to amend the relevant Bye-law is being taken separately.

*Copy of CSIR letter No.17/65/78-E.II, dated 6.11.1978*

<b>Administrative Posts</b>	
1. Chief (Administration)	25. Store Clerk
2. Chief (Finance)	26. Workshop Clerk
3. Deputy Secretary	27. Accountant Clerk
4. Under Secretary	28. Senior Personnel Assistant
5. Administrative Officer (Selection Grade)	29. Senior Stenographer
6. Administrative Officer (Grade I)	30. Junior Stenographer
7. Administrative Officer (Grade II)	31. Steno-Typist
8. Section Officer	32. Receptionist (Senior)
9. Law Officer	33. Receptionist (Junior)
10. Deputy Chief (Finance)	34. Hindi teacher
11. Senior Finance & Accounts Officer	35. Care-taker/Watch & Ward Assistant Gr. I
12. Officer on Special Duty (Cost Accounts)	36. Care-taker/Watch & Ward Assistant Gr. II
13. Cost Accounts Officer	37. Veri-type-Operator
14. Private Secretary	38. Verifier Operator
15. Section Officer (Audit & Account)	39. Telephone Operator
16. Junior Accountant	40. Telephone Operator –cum- Resident Clerk
17. Cost Accountant	41. Punch Operator
18. Junior Cost Accountant	42. Staff Car Driver
19. Accountant-cum-Typist	43. Driver
20. Assistant	44. Senior Gestner Operator
21. Upper Division Clerk	45. Gestner Operator
22. Clerk-in-Charge	46. Translator (Hindi)
23. Lower Divisions Clerk	47. Despatch Rider
24. Library Clerk	48. Driver-cum-Helper

(4)

**Sub:- Discretionary grant placed at the disposal of DGSIR.**

The Governing Body in its meeting held on 6th June, 1975 considered and approved the following proposal:-

"The CSIR as an Organisation follows the Rules and orders issued by the Government in regard to personal payments to its employees. While the Rules are expected to be applied generally, occasions do arise where in addition to verbal or written appreciation notable work done by an employee, some monetary reward also is found to be called for Relaxation of Rules in such cases, though a possibility, involves a lot of labour in the shape of notings and explanations which is not commensurate with the monetary benefit sought to be conferred. Cases of this nature could be for example, when a watchman or chwokidar shows exemplary courage in tackling a trespasser or a Mali makes special efforts to improve the garden and the general up-keep, or one shows initiative much beyond what is expected of him or goes out of the way to cooperate in the interest of the Organisations and also cases of a dire calamity.

Considering that the monetary rewards in some of these deserving cases would be of a nominal value it is desirable to evolve a procedure by which red tape can be avoided and formal relaxation of the Rules dispensed with. This can be safely and conveniently achieved by placing a suitable amount say about Rs. 4,000/- to Rs. 5,000/- per year at the disposal of the Director-General of the CSIR, out of which he may be empowered at his personal discretion to give monetary incentives not exceeding Rs. 100/- per year per person in the Laboratories as well as at the Headquarters. The Director-General alone will have the power to make grants of this nature to be divided in his discretion, and no other person can either commit this payment on behalf of the Director-General or cite any precedent; because in a discretionary grant precedents have no binding or force. This scheme can come into force from 1.4.1975 and the small amount needed for this can be found out of the existing budget allotment. In future, the amount will be separately exhibited also for purpose of the budget and accounts."

Accordingly, a sum of Rs. 5,000/- has been provided under the budget sub-head A-4 contingencies -Discretionary funds of DGSIR" of the CSIR for granting incentive not exceeding Rs. 100/- per year per person in the laboratories as well as at the Headquarters by the DGSIR at his discretion in the exceptional circumstances as above.

The above decision is brought to your notice for information/guidance.

*Copy of CSIR letter No. 4(1)/79-E.II dated 22.12.1980*

(5)

**Sub:- Departmental Security.**

The Cabinet Secretary has conveyed to me, as well as to other Secretaries of the Govt. of India, Prime Minister's concern at leakage of classified or highly sensitive information to press and unauthorised persons. It is needless to say that she has taken a very serious view of the matter and has directed that strict measures be taken to stop such leakages.

In the above background it is essential that you should immediately undertake a review of the security system in your Laboratory. Many of our Laboratories are engaged in research which has strategic importance. We have also projects which should be kept secret in the national interest. Therefore, in my opinion the following principles should be observed to ensure that classified information does not leak out to press and authorised persons:-

- i. Only a few selected personnel should have access to secret and top secret documents, the distribution list of such documents should be carefully reviewed so as to limit their circulation to the minimum, If necessary, the character and antecedents of such personnel could be got verified periodically. Persons who are not considered completely reliable and disgruntled elements should not be allowed to handle confidential documents.
- ii. You should be careful in picking up the team who would be associated with work in the Laboratory having strategic importance. The need to maintain utmost security should be emphasised on them from time to time. No public display of the work done by any Laboratory for the Defence should be made without clearance from the Defence authorities.
- iii. No scientist or any other employee below the Director is permitted to give information to the press. Utmost caution should be exercised in this regard lest casual remarks and scraps of information collected piecemeal should unwittingly lead to publication of stories containing confidential matters. Any leakage or suspected case of leakage should be investigated thoroughly and appropriate action taken, if necessary by invoking the provisions of the Official Secret Act.
- iv. All classified documents should be numbered and accounts kept of their distribution.

I would once again emphasise that on receipt of this letter you should quickly review the total security system in the Laboratory and plug any loophole which you may find as a result of the review. I would also like a report to-be sent to me before the end of the month confirming that action has been taken as indicated.

*Copy of CSIR Letter No. 1/21/75-0&M, dated 18.8.1981*

(6)

**Sub:- Recommendation of the Sidhu Committee for career development of administrative Staff-Implementation thereof.**

The recommendation of the Sidhu Committee for providing promotional avenues to the incumbents of the isolated posts (not falling under any of the notified Cadres) are reproduced below:-

1. That incumbents of all isolated posts in the scale of pay of Rs. 1500-2000 may be considered for the next higher grade (Rs. 2000-2250) after they have been held up for one year at the maximum of the grade on merit and on the recommendations of a Departmental Promotion Committee who shall invite the candidates for personal discussion.
2. That incumbents of all other isolated posts may be considered for promotion to the next approved higher scales of pay after they have rendered 11 years of service in their respective grades on merit and on the recommendations of a Department Promotion Committee who shall invite the candidates for personal discussion.

NOTE: On promotion as above, the post held by them will be deemed to have been placed in the respective higher scales of pay on a personal basis. In the event of promotee vacating the post on account of resignation and retirement etc., the post should automatically revert to its usual pay scale according to the recruitment rules applicable.

ii. All promotions to higher posts in the respective isolated posts shall need the prior approval of the DGSIR.

The Governing Body of the CSIR at its meeting held on 19.09.1981 considered the above recommendations and has approved of the following:-

"Individual cases may be processed on merit and shall be decided upon by the DGSIR in consultation with the Chief (Administration), CSIR and Chief (Finance), CSIR, taking in to consideration the recommendations of the Director of the concerned National Lab./Instt. However, approval of the Member (Finance) should be obtained in respect of posts beyond Rs. 1500-2000"

*Copy of CSIR letter No. 33(89)/81-E.I, dated 12.11.1981*

(7)

**Sub:- Recommendations of the Sidhu Committee for career development of administrative staff – Isolated post.**

The question of considering the cases of incumbents holding isolated posts such as Receptionist/Watch & Ward Assistant/Hindi Teacher/Telephone Operator etc., for promotion to the next approved higher grades as stipulated in Office Order No. 6(File No. 33(89)/81 E.I) , dated 12.11.1981 has been under consideration of the CSIR for sometime. It has accordingly been decided that the posts for which procedure for promotion has been laid down in the Administrative Services (Recruitment and Promotion) Rules, 1982 can not be termed as “Isolated Posts”. Consequently, incumbents of those posts for which no procedure has been laid down, under the said Rules, could be considered for promotion through Departmental Promotion Committee as stipulated in the aforesaid circular letter dated 12.11.1981. The posts so upgraded will be personal to the incumbents and will revert to original grades when vacated.

However, the benefit hitherto being granted under the Special grade scheme will continue to be extended to the holders of all isolated posts on the basis of the present procedure of clubbing such isolated posts with other cadre posts in identical scales of pay.

In order, therefore, to consider the cases of incumbents holding “isolated posts” the Heads of the Laboratories/Institutes may kindly constitute an adhoc DPC and consider their cases for promotion to the next higher scale after completion of 11 years service. The recommendations of the DPC may please be sent to CSIR for approval by the DGSIR.

*Copy of CSIR letter No. 10/3/82-SGPC.E.II dated 29.6.1983*

(8)

**Sub:-Recruitment to the post in National Institutes.**

The Director-General, Scientific and Industrial Research has decided that in all advertisements of posts, both for CSIR Hqrs. And its National Labs/Instts. The following para should invariably be incorporated in future:

“Applications from employees working in Government Departments, Public Sector Organizations and Government funded research agencies will be considered only if forwarded through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of the appointment orders.”

*Copy of CSIR letter No. 2(Misc)/83-PL, dated 12.8.1983*

(9)

**Sub:- Grant of weekly off to the Security Staff.**

It has been brought to the notice of DGSIR that weekly off is not being granted by certain Labs./Instts. to their security staff. In this connection, it may be stated that in accordance with the instructions contained in the Govt. of India, Ministry of Home Affairs Memo No.16(11)/66-Ests.(D) dated 16-01-1961 and the subsequent instructions on the above subject issued from time to time, security staff (Group-D) is entitled to weekly off or any monetary compensation in lieu thereof. It is, therefore, requested that the instructions contained in the above mentioned Memo and the other relevant instructions issued from time to time may kindly be adhered to so that there is no cause of grievance amongst the security staff.

*Copy of CSIR Letter No. 31(26)/81-E.II(U-3), dated 8.11.1983*

(10)

**Sub:- Creation of minimum number of Hindi posts for implementation of Official Language Policy of the Central Govt.**

In pursuance of the recommendations made by the Official Language Implementation Committee of CSIR made at its meeting held on 1<sup>st</sup> February, 1979, the Director-General, Scientific & Industrial Research has been pleased to accord approval to the creation of Hindi posts with immediate effect as per details given below:

S.No.	Name of the Lab/Instt.	Name of post with scale of pay	No. of posts created	Remarks
1.	CGCRI, Calcutta	Hindi Typist (Rs. 260-400)	1	Post of Hindi Pradhyapaka (Rs. 550-900) be redesignated as Sr. Translator in the same grade.
2.	CLRI, Madras	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
3.	CFTRI, Mysore	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
4.	CRRRI, New Delhi	Jr. Translator (Rs. 425-700)	1	In place of Hindi Teacher (Rs. 425-700) as and when it falls vacant.
5.	CEERI, Pilani	Sr. Translator (Rs. 550-900)	1  1	i. By upgradation of posts of Jr. Translator (Rs. 380-640) lying vacant. ii. Post of Jr. Steno (Rs. 330-560) be downgraded to Hindi Typist (Rs. 260-400) as and when it falls vacant.

6.	CS&MCRI, Bhavnagar	Jr. Translator (Rs. 425-700)	1	i. By upgradation of posts of Hindi Translator (Rs. 380-640) as and when it falls vacant.
7.	CSIO, Chandigarh	Sr. Translator (Rs. 550-900)	1 1	i. By upgradation of posts of Jr. Translator (Rs. 425-700) lying vacant. ii. Post of Jr. Steno(Rs. 330-560) be down-graded as Hindi Typist (Rs. 260-400).
8.	CMERI, Durgapur	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1	
9.	CMRS, Dhanbad	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1	By upgradation of post of Hindi Translator (Rs. 380-640) as and when it falls vacant. By downgradation of post of Jr. Steno (Rs. 330-560) which is lying vacant.
10.	CSIR Centre for Bio-chemicals, Delhi	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
11.	IICB, Calcutta	Jr. Translator (Rs. 425-700)	1	
12.	INSDOC, New Delhi	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
13.	IIP, Dehradun	Sr. Translator (Rs. 550-900)	1	Post of Jr. Steno(Rs. 330-560) be downgraded as Hindi Typist (Rs. 260-400) as and when it falls vacant.  Post of Hindi pradhayapaka (Rs. 550-900) be redesignated as senior Translator (Rs. 550-900) as and when it falls vacant.
14.	NPL, New Delhi			
15.	NCL, Pune	Sr. Translator (Rs. 550-900) Hindi Typist (Rs. 260-400)	1 1	
16.	NML, Jamshedpur	Sr. Translator (Rs. 550-900) Hindi Typist (Rs. 260-400)	1 1	
17.	NBRI, Lucknow	Hindi Typist (Rs. 260-400)	1	
18.	NEERI, Nagpur	Hindi Typist (Rs. 260-400)	1	i. By downgradation of post of Jr. Steno Rs. (330-560) which is lying vacant. ii. Post of Translator (Rs. 550-900) be downgraded as Jr. Translator (Rs. 425-700) as and when it falls vacant.



19.	NISTADS, New Delhi	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
20.	PID, New Delhi	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
21.	RRL, Hyderabad	Sr. Translator (Rs. 550-900) Hindi Typist (Rs. 260-400)	1 1	By upgradation of post of Hindi teacher (Rs. 425-800) as and when it falls vacant.
22.	RRL, Jammu	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
23.	RRL, Trivandrum	Jr. Translator (Rs. 425-700)	1	Post of Jr. Steno (Rs. 330-560) be down-graded as Hindi Typist (Rs. 260-400) as and when it falls vacant.
24.	SERC, Roorkee	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	
25.	CDRI, Lucknow	Sr. Translator (Rs. 550-900) Hindi Typist (Rs. 260-400)	1	By downgradation of post of Jr. Steno (Rs. 330-560) which is lying vacant.
26.	ITRC, Lucknow	Jr. Translator (Rs. 425-700) Hindi Typist (Rs. 260-400)	1 1	By downgradation of post of Jr. Steno (Rs. 330-560) if lying vacant otherwise after it falls vacant.

The Expenditure involved for the above posts will be met from the sanctioned Budget of the Laboratory/Institute concerned.

Examination for recruitment of Junior Translator(Hindi) in CSIR and its National Laboratories/Institutes

**SCHEME OF EXAMINATION:** The subject of the examination, the maximum marks and the time allowed for each subject, will be as given below:-

Paper No.	Subject	Maximum Marks	Qualifying marks	Duration
I.	Translation	150	75	2 hours
II.	a. General Hindi-75 b. General English-75	150	75	2 hours

Those who qualify in the written examination will be called for interview.

The final selection will be made on the basis of the aggregate marks secured by the candidates in papers I and II of the Examination, and performance in the interview.

## **SYLLABUS OF EXAMINATION :**

Paper-I (Translation): the paper will contain four passages for translation, two passages for translation from Hindi into English and two passages for translation from English into Hindi.

Paper-II (a) General Hindi -75 and (b) General English-75 marks: the questions will be designed to test candidate's understanding of the language and correct use of words phrases and idioms, ability to write the language correctly, precisely and effectively.

## **RULES RELATED TO AGE LIMIT AND RELAXATION.**

The lower and upper age limit will be reckoned as indicated in the individual Employment Notification. The upper age limit is relaxable as under, subject to submission of requisite certificate.

- ❖ By 5 years for SC/ST candidates.
- ❖ By 3 years for OBC candidates.
- ❖ For Ex-Servicemen, up to the extent of service rendered in Defence plus 3 years provided they have put in more than 6 months service after attestation. For Ex-serviceman applying for the Apprentice categories of posts i.e. Traffic Apprentice and Commercial Apprentice the upper age limit is 40 years inclusive of all other relaxation in age limit.
- ❖ By 5 years for persons who were ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir from 1/1/1980 to 31/12/1989.
- ❖ By 10 years for physically Handicapped candidates irrespective of the fact whether the post is reserved or not, provided the post is identified as suitable for PWDs. In addition, the candidates belonging to OBC and SC/ST are eligible for normal relaxation of 3 and 5 years respectively.
- ❖ For the serving Group 'C' and Group 'D' Railway Staff and casual labours/substitutes, the relaxation in upper age limits will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service(continuous or in broken spells). For those working in Quasi-Administrative offices of the Railway organization such as Railway Canteens, Cooperative Societies and Institutes, the relaxation in upper age limits will be up to the length of service rendered subject to maximum 5 years.
- ❖ Upper age limit in case of widows, divorced women and women judicially separated from the husband but not remarried shall be relaxed up to 35 years for Unreserved, 38 for OBC and 40 years for SC/ST candidates.
- ❖ (a) The upper age limit in case of course completed act apprentices applying for those posts whose minimum qualification is ITI/Course completed Act apprentice shall be relaxed to the extent of apprentice training undergone by them under the Apprenticeship Act 1961. (b) Upper age limit for the Course Completed Act Apprentice will be 35 years if he/she had commenced Act Apprenticeship under the Apprenticeship

Act before attaining the age of 25 years. In addition the candidates belonging to SC/ST/OBC are eligible for normal relaxation of 5 years and 3 years respectively.

- ❖ No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.

*Copy of CSIR letter No. 17(1A)/82-E.II(U-3) dated 7.2.1984*

**(11)**

**Sub:- Discretionary grant placed at the disposal of DGSIR.**

Consequent on a decision taken by the Governing Body at its meeting held on 6th June, 1975, a sum of Rs.5,000 is being provided in the budget of each year (sub-head A-4 Contingencies - Discretionary fund of DGSIR) of the CSIR for granting incentive not Weeding Rs. 100/- per year per person in the National Laboratories/Institutes as well as at the headquarters by the DGSIR at his discretion as a measure of recognition of conspicuous acts of bravery and courage etc. This decision of the Governing Body was reiterated vide this office circular of even number dated 22nd October, 1980 (copy enclosed).

It had been noted for sometime that this facility of monetary reward of nominal value was not being utilized to the extent expected from the employees. Accordingly, the matter was examined and placed before the Governing Body at its meeting held on 21.11.1983.

The Governing Body at its aforesaid meeting had approved the enhancement of this incentive from Rs. 100 to Rs. 500/- per year per person on the terms and conditions already notified vide circular dated 22.10.1980 mentioned above. This increase in the incentive will, however, be subject to the condition that the total discretionary grant fixed by the CSIR will remain unchanged.

It may please be noted that the DG alone will have the power to make grant of this nature and no other person can either commit this payment on behalf of DG or cite any precedent because in a discretionary grant precedents have no binding or force.

It is requested that this decision of Governing Body may kindly be given adequate publicity in your Lab./Instt. so that the employees may have not only opportunity to show conspicuous acts of bravery and courage in situations where such a contingency arises or accomplish tasks meriting reward as communicated in our letter of even number dated 22.10.1980.

*Copy of CSIR letter No. 14(15)/83-E.II, dated, 9.2.1984*

(12)

**Sub:- Creation of minimum number of Hindi posts for implementation of Official Language Policy of the Central Govt.**

Reference this office letter of even number dated 7<sup>th</sup> February 1984 on the above subject. The matter with regard to prescribing the minimum educational qualifications for the newly created Hindi posts of Jr. Translator and Sr. Translator carrying pay scale of Rs.425-700 and Rs. 550-900 is under consideration and the same will be intimated in due course. You are, therefore, requested kindly to wait for the qualifications prior to initiating action for filling up the above mentioned posts.

*Copy of CSIR letter No. 17(1A)/82-E.II(U-3) dated 22.2.1984*

(13)

**Sub:- Recruitment against advertised posts.**

One of the major time consuming steps in making recruitment against advertised posts in the preparation of the précis/synopsis of the candidates for submission to the Members of the Selection/.Screening Committee.

With a view to saving time, a format has been designed by the CSIR which should accompany the application form of the Candidates/Scientist duly filled. This format should be detachable with perforated margin so that the same could be photo copied and included, in the material for Members of the Selection/Screening Committee.

The Labs/Instts. may also consider adoption of this synopsis sheet at their end.

*Copy of CSIR letter No. 2(Misc)/83-PL, dated 8.3.1984*

(14)

**Sub:- Creation of minimum number of Hindi posts for implementation of Official Language Policy of the Central Govt. – Educational qualifications and experience therefor.**

In continuation of this office letter of even number dated 22nd February, 1984 on the above subject, I am directed to state that for filling up the posts of Jr. Translator (Hindi) and Sr. Translator (Hindi) carrying pay scale of Rs.425-700 and Rs.550-900 respectively, the following educational qualifications, experience etc. have been prescribed for these posts which may kindly be adhered to strictly. The posts may be advertised, circulated to all Labs./Instts. as well as the other Departments of the. Govt, of-India. Selection could also be made on deputation/foreign service basis and this may be invariably mentioned in the circular/advertisement :-

**(a) Educational Qualifications:**

(i) For Grade V (Jr. Hindi Translator) (Rs.425-700)

Master's degree of a recognized University in Hindi/English, with English/Hindi as main subject at degree level.

OR

Master's degree of a recognised University in any subject with Hindi & English as main subjects at degree level.

OR

Master's degree of a recognised University in any subject with Hindi/English medium and English/Hindi as a main subject at degree level.

OR

Master's degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as a main subject or as medium of examination at degree level.

OR

Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognised Diploma Certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government Offices, including Government of India Undertakings.

Age not exceeding 28 years for Grade (V).

(ii) For Grade IV )Sr. Hindi Translator) (Rs.550-900).

Master's degree as specified in (i) above plus recognised Diploma/Certificate Course in translation from Hindi to English and Vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Govt, of India Undertakings. Age not exceeding 30 years for Grade (IV).

These post are administrative and not Technical, Selection is to be made on the basis of examination and interview.

*Copy of CSIR letter No. 17(1A)/82-E.II(U-3) dated 19.4.1984*

**(15)**

**Sub:- Recommendations of the Sindhu Committee for career Development of administrative staff-isolated posts.**

In partial modification of this office letter No. 10/3/82-SGPC-E.II, dated 29th June, 1983 (reproduced overleaf) on the above subject, I am directed to state that Para 2 of this letter will be replaced by the following Para:-

"Continuation of benefit granted under special grade scheme to the holders of all isolated posts including Telephone Operators on the basis of present procedure of clubbing will be discontinued. Now, there will be no clubbing of isolated posts as enumerated in the first paragraph of the O.M., dated 29<sup>th</sup> June, 1983 with any other cadre posts. The holders of all isolated posts will be considered for promotion through Departmental Promotional Committee as stipulated in this office Circular, dated 12.11.1981 to the next higher grade as distinct from Special Grade.

Paragraph I and III of Circular, dated 29<sup>th</sup> June, 1983 will, however, remain unchanged.

*Copy of CSIR letter No. 1/1/76.-SGPC-E.II, dated 30.8.1984*

**(16)**

**Sub:- Recommendation of the Sidhu Committee for career development of administrative staff-isolated post.**

I am directed to inform you that from time to time the marginally noted communications containing decisions of the Governing Body regarding promotional avenues for isolated posts and their further clarifications have been issued.

The matter has been further considered in consultation with Financial Adviser and it has been decided with the approval of the DGSIR that:-

(\*No.33(89)/81-EI, dated 12.11.1981)

(\*No.10/3/82-E.II, dated 29.06.1983)

(\*No.1/1/76-SGPC-E.II, dated 30.08.1984)

Copy of each Circular is enclosed for ready reference.

- i) The incumbents of the isolated posts, who were placed in the special grade posts, during the period from 12.11.1981 to 29.8.1984 but have not so far been granted next promotional scale in terms of the decision of the Governing Body should be interviewed by the Departmental Promotion Committee, if not already done, and assessed for promotion to the next higher promotional scale.

In all such cases the effective date of promotion would be the date on which they have completed 11 years of service.

The pay in such cases will be fixed under FR 22(C) or FR 22, as the case may be, with reference to the pay drawn by them in their original regular post (distinct from the special grade post).

- ii) Those incumbents of the isolated posts who have been already promoted in the next higher promotional scale during the period from 12.11.1981 to 29.08.1984 would continue to enjoy that status but in their cases, the effective date of promotion will

be reckoned from the date they have completed 11- years or 12.11.1981 whichever is later.

- iii) In all future cases the incumbents holding isolated posts will be assessed through a duly constituted Departmental Promotion Committee on completion of their 11 years, of service on the identical post and the monetary benefit will accrue to them w.e.f. the date of completion of 11 years irrespective of the date of holding of the meeting of the D.P.C.

I am further directed to. inform you that in accordance with the present procedure all such proposals in respect of isolated posts will continue to be referred to CSIR alongwith recommendation of the departmental promotion committee for specific approval of Director-General, SIR.

*Copy of CSIR letter No. 10/3/82-SGPC, dated 16.1.1985*

**(17)**

**Sub:- Safety and Security of Lab./Instt. – reg.**

It has been noted that there is no proper check of the visitors at the reception and sometimes visitors from outside go to the seats/officer(s) without a proper gate pass. This tendency needs to be curbed immediately. Accordingly, the following instructions should be strictly observed by all concerned.

- i) All visitors from Laboratories/Institutes should bring their identity cards with them. These will be checked at the entrance before they are permitted inside the office of CSIR. All visitors from outside the system of CSIR should be made to report at the reception and indicate the name (s) of officers whom they have to meet. After satisfying herself of the genuineness of the visitor, the Receptionist will issue the gate pass and the necessary details recorded in the register maintained for the purpose. If necessary, the officer concerned may be contacted over intercom before a visitor is issued a gate pass. Visitors desirous of meeting officers below the level of under secretary should not be allowed and requested to wait in the reception hall and the staff/ officers requested to meet the visitor there. All gate passes issued to the visitors should be collected at the gate and the signature of the officer visited verified.
- ii) No visitor shall be allowed to use the back gate of the building and only the main entrance will be used by them.
- iii) Caretaker/Head Security Guard should ensure that after the close of office, all rooms are properly locked and the lights/fans and other appliances are switched off.

- iv) Surprise inspection of rooms, corridors, lavatories, etc. should be carried out by the Caretaker/Civil Engineer ( Building Maintenance) to ensure proper cleanliness.
- v) Confidential Sections such as Vigilance Section should be swept in the presence of the staff member of the section at the close of the working hours.
- vi) A proper key register should be maintained and any loss of key should immediately be reported to the Security Officer.
- vii) No rooms should be opened on Holidays/Sundays unless a proper requisition is obtained from the Branch Officer.
- viii) Civil Engineer/Caretaker should ensure that all necessary steps to safeguard the buildings are taken and fire-fighting equipments are in good order.
- ix) No material should be allowed to be taken out of the building without a proper gate pass issued under the signature of the Sectional Head.
- x) Civil Engineer/Caretaker will be personally held responsible for any lapse in strict observance of the above instructions.

*Copy of CSIR letter No.1(58)/85-O&M, dated 24.5.1985*

**(18)**

**Sub:- Duty hours of Chowkidars/Security Guards etc. in the National Labs./Instts. vis-a-vis. 5-days week introduced by the Government of India - clarification therefor.**

A number of National Laboratories/Institutes have been making references to this office about any change in duty hours being observed for Watch & Ward Staff etc. in the National Labs./Instts. including CSIR Hqrs. due to switchover to five days week in the Government of India Offices.

The matter has been carefully examined in consultation with Department of Personnel and Training, Government of India. The change in working hours Government of India offices from six days week to five days week has not brought out any change in the working hours of the above categories of staff in the offices of the Government of India. Their duty hours continue to be regulated in accordance with the orders in force prior to the introduction of the 5-days week in the Govt. of India offices. Therefore, in the case of CSIR and its National Labs./Intts. status-quo regarding working hours of these categories of staff etc. would continue.

*Copy of CSIR letter No. 14/21/81/-E.II, dated 10.10.1985*



(19)

**Sub:-Duty Hours of Chowkidars/Malies/Work-Charged staff etc. in the National Laboratories/ Institutes- Clarification therefore.**

I am directed to state that some of the Laboratories/Institutes have raised a doubt about the applicability of the orders issued vide Government of India, Department of Personnel & Training OM No. 13/4/85-JCA dated 21.5.1986 regarding introduction of 5-day -week, to the categories of Chowkidars, Malies and Work-Charged staff.

The matter has been carefully examined in consultation with Department of Personnel & Training/ Government of India. Accordingly, it is clarified that the said orders are not applicable to the above categories of staff. Their duty hours will continue to be regulated in accordance with the orders in force prior to the introduction of 5 day -week in the Government of India Offices.

*Copy of CSIR letter No. 14(21)/81-E.II dated 21.3.1986*

(20)

**Sub:-Employment of contract Labour for Sweeping, cleaning dusting and watching of buildings.**

The question of engaging private contractors for security and house keeping functions in the Laboratories has been considered from time to time. Some time back Vice- President, CSIR, was informed that security of some of the laboratories had been given on contract to private persons. He asked the Directors to discontinue this method of providing security. He was further informed that the task of cleaning and gardening in the laboratories was also given on contract to private parties, and he had asked that practice to be discontinued too.

This issue also came up for discussion during the last Directors' Conference where the Vice-President clearly expressed a view that since the Laboratories were sensitive to security matters, there would be no control on unauthorised access to sensitive places/material, in case private contractors were brought in for security and house- keeping functions.

I shall be grateful if you would let us know whether you have acted upon the directions of the Vice-President and discontinued the practice of contracting the security and house-keeping work to private contractors in case such a system was being followed. If it has not been done, necessary steps may now kindly be taken for discontinuing after the current contracts are over. Termination of the existing system may necessitate alternate arrangements for carrying out the security and house-keeping functions. You are requested kindly to consider the matter in detail and send your proposals immediately.

The above instructions may kindly be noted and complied with strictly.

*Copy of CSIR DO.No.14(6)/I/83-E.II dated 24.4.1986*

(21)

**Sub:-Security and House Keeping arrangements in the Labs/Instts.**

The instructions contained in D.O. letter of even number dated 24/4/1986 from the Joint Secretary (Admn-) CSIR on the above subject, have been under review for some time past taking into account the suggestions made by various Laboratories/Institutes. Accordingly, the matter was also placed before the Governing Body of CSIR at its last meeting held on 15/12/86 which have decided as under :-

1. In laboratories where there is high security risk, security and cleaning functions should either be done departmentally or through the organization created by Director-General, Resettlement;
2. In all other laboratories, core areas should be identified where high security is required and in such areas security should be done either by departmental staff or through the organization created by Director-General, Resettlement;
3. In all other cases, the laboratory Director should have the discretion to get these functions performed either through the DG, Resettlement or through the competitive contractors or departmentally.

In this connection, it may be pointed that during discussions with DG, Resettlement, Ministry of Defence, Maulana Azad Road, New Delhi, it was confirmed by them that they will be in a position to provide security arrangements through their agency for all National Laboratories/Institutes, located in different parts of the country. You are, therefore, requested kindly to intimate this office in case you intend to get your security problems looked after by the above office so that the office of the Director-General, Resettlement is suitably informed to get in touch with you.

*Copy of CSIR letter No.14(6)/I/86-E-II, dated 9.2.1987*

(22)

**Sub:- Security and House Keeping arrangements in the Labs/Instts.**

With reference to your letter No.2667/DGR/SA/87/Res-3 dated 9th June 1987 on the above subject, I am directed to convey the acceptance of CSIR to the following rates for engagement of Ex- servicemen in different categories:-

- |      |                              |                |
|------|------------------------------|----------------|
| i)   | Security Guard/Working hand. | Rs. 900/-P.M.  |
| ii)  | Supervisor (Nco)             | Rs.1150/-P.M.  |
| iii) | Security Officer (Jco)       | Rs. 1500/-P.M. |

We have also no objection to your charging service charges 15 to 20% depending upon the situation of particular Lab./Instt.

It is requested that immediate action may kindly be taken to Provide Security arrangements to the Labs./Instts. for whom we have already made a reference to your Organization. The matter may kindly be accorded top Priority.

*Copy of CSIR Letter No. 14(6) 1/87-E.II, dated 11.6.1987*

**(23)**

**Sub:-Security and house keeping arrangement in the Labs./Instts. of CSIR.**

For the past sometime, we have been receiving staff proposals from the various National Laboratories/ Institutes. Action on these proposals are held up due to impending budget discussion with DGSIR on the one hand and Cadre Review of various categories of Administrative Staff both at CSIR Headquarters and in the National Laboratories/Institutes on the other.

This exercise of Budget Discussions with DGSIR is almost over for all the National Laboratories/Institutes except two or three. Similarly, the Cadre Review have also been done and orders are under issue. In the Cadre review, major requirements of the Laboratories/Institutes for various categories of Administrative staff have been duly taken care of except in the following areas :-

1. Security;
2. Cleanliness;
3. Guest Houses;
4. Operation of Vehicles;

So far as these areas are concerned/each Laboratory/ Institute is expected to deal with them as under:-

1. Security

CSIR have communicated Governing Body decision where the Laboratories/Institutes are authorised to entrust their security arrangements either through Director-General (Resettlement, Ministry of Defence or by inviting competitive tenders, as they may deem fit, Therefore, any additional requirement of security staff will have to be taken care of in operating these instructions and by internal adjustments only because it may not be possible for CSIR to sanction additional posts for security any more;.

2. Cleanliness

Similarly for cleanliness, each laboratory/ Institute is free to get this work done through Private agencies on the basis of open competition or by arranging it departmentally within the manpower available as it is not possible for CSIR to sanction any more posts on this account

3. Guest Houses

There are two types of proposals being received by CSIR for running of these Guest Houses. One relates to the operation of guest houses constructed many years back and the other for operating new guest houses. So far as the first category is concerned, there are reasons to assume that these guest houses are functioning with minimum requisite staff strength and if any marginal increase is required, each laboratory/Institute may manage the same within the total manpower available with them. For new guest houses, every effort should be made by the Laboratory/Institute to contract out the service. The minimum manpower necessary may be found within the total sanctioned strength of the Laboratory/Institute. The main emphasis being to eliminate the need for creation of these non-plan posts;

4. Operation of Vehicles

For existing vehicles, a one-time census may be taken and minimum additional staff intimated to the Headquarter for necessary action.

For additional vehicles in future, DG's sanction for a Driver will be incorporated with every such sanction.

In view of the above position, no action is now being taken on any staff proposals received by CSIR. However, if you still feel that there are certain areas where additional manpower may be necessary, you may kindly send only one proposal in a year along with complete justification for further appropriate action. in any case the practice of sending proposals in piecemeal may kindly be avoided in future.

*Copy of CSIR DO NO.1/1/87/E-II, dated 23.7.1987*

(24)

**Sub:- Grant of 12 holidays (including 3National/Holidays) to the excluded and other categories of employees.**

The undersigned is directed to refer to Department of Personnel & AR OM No. 14/12/71-Estt;(C) dated 17th June, 1972 (Not printed) vide which the excluded categories of staff were allowed 9 public holidays (including 3 National Holidays). The question of granting additional public holidays to Chowkidars etc. had been under consideration in the National Council, set up under the scheme for Joint Consultative Machinery. As a result of agreement

reached therein, it has been decided that Chowkidars and other excluded categories of staff should be allowed a minimum of 12 public holidays (including 3 National Holidays) in addition to uniform 15 casual leaves in an year.

However, where a more favourable practice is being followed the same may continue.

In so far as personnel working in Indian Audit & Accounts Deptt. are concerned, these orders issue, in consultation with the Comptroller & Auditor General of India.

*Copy of CSIR letter No.49019/2/86-ESTT(C), dated, 17.12.1990*

**(25)**

**Sub:- Engaging of contractors on works like security, cleaning etc.**

CSIR Labs./Instts. have been engaging contractors for work relating to security and cleaning. Recently, some references have been received from Labs./Instts. for engaging contractors for other items of work like typing and other allied matters.

The position has been reviewed with reference to the contract Labour (Regulation & Abolition) Act, 1970 and with the Labour Commissioner (Central). During the discussions, it has emerged that the Contract Labour (Regulation & Abolition) Act, 1970 is applicable to CSIR and its Labs./Instts. The implications of the provisions of the said Act are that if CSIR or any of its Lab./Instt. engages 20 or more persons on contract, it has to get itself registered under the Act with the registering authority under Section 7 of the Act. The Registering Officer shall register the establishment and issue to the principal employer of the establishment a certificate of registration. The effect of non-registration would be that CSIR/ its Labs./Instts. would not employ contract labour. Therefore, it is necessary to get all those Labs./Instts. registered under the Contract Labour (Regulation & Abolition) Act, 1970 which are engaging 20 or more workmen on contract through contractor or which intend to do so in future. The form of application for registration is attached with the Act. The contractor who is given the work of security, cleaning or any other contract shall also have to obtain a licence from the Registering Authority. The effect of registration and award of work only to the licenced contractor as aforesaid would be:-

- a. The contract labour employed through the contractor cannot claim regularization and other benefits of pay and allowances from CSIR;
- b. Payment to the labour engaged through contractor shall be the contractor's responsibility; and
- c. It will be presumed that CSIR can engage labour on contract for work like security, cleaning, typing etc. and it would not amount to violation of any of the provisions of the Act.

You are, therefore, requested to please take action to get your Laboratory/Institute registered under the Contract Labour (Regulation & Abolition) Act, 1970 to enable you to engage labour on contract through licenced contractors only.

*Copy of CSIR letter NO.14/25/90-E.II, dated 11.1.1991*

**(26)**

**Sub:- Security arrangements in the Labs./Instts.- Revision of rates thereof.**

In pursuance of instructions contained in this office circular letter of even number dated 11-6-1987, the matter regarding revision of rates for engagement of Ex-servicemen as Security Guards, Security Supervisors and Security Officers in various Labs/Instts. has been under review for some time past. The suggestions made by the D.G. (Resettlement), Ministry of Defence were considered by a Committee including a representative of the DG (Resettlement). On the recommendations of this Committee, it has been decided to revise the rates for engagement of Security Guards/Security Supervisors/ Security Officers by CSIR Labs./Instts. as given below:-

1. Total percentage of the statutory requirements i.e. 27.5% of the emoluments as given in Item-2 below may be deducted from the revised rates of emoluments now proposed by DGR in respect of Security Guards, Supervisors and Security Officers as under in the event of the contractors failing to produce documentary evidence of having discharged their liabilities for previous months(s):-

	Revised Rates (including statutory charges)	Revised Rates (excluding statutory charges)
Security Guards	Rs. 1225/-	Rs. 892/-
Security Supervisors	Rs. 1510/-	Rs. 1095/-
Security Officers	Rs. 2075/-	Rs. 1504/-

2. Statutory requirements as per details given below may be admitted for payment by the Labs./Instts. subject to production of supporting documents in token of having discharged these liabilities by the Contractor concerned for the previous months :-

- a. CPF -10%
- b. ESI -05%
- c. Bonus -08.33%
- d. Terminal Gratuity -04.16%

(i.e. 27.5% of the basic salary)

3. Payment towards statutory requirements @ 27.5% of the emoluments for the current month will be paid to the contractor only on production of documentary evidence in support of having the payment made for the past month.
4. Leave relief will be payable by the Labs./Instts on actual basis subject to maximum @ 25% of the staff agreed for engagement in each category.
5. Service charges of the contractor will be subject to maximum, of 15% of the amount of bill.
6. The revised rates for engaging Ex-servicemen will be effective from the date of issue of these orders. Revision of rates of emoluments now agreed upon will be made after two years, if necessary.
7. In case of any usual/abnormal escalation in the Minimum wages, a case for enhancement could, however, be taken up by DGR with CSIR Hqrs.
8. Above salient features will be duly inserted in the agreement entered between the Labs./Instts. and the Security Agency, duly sponsored by DG(R). These rates will be uniformly applicable in all CSIR Labs./Instts.
9. CSIR instructions regarding engagement of licenced contractor as notified vide CSIR letter No. 14/25/90-E.II dated 11-1-1991 may also be followed in these cases.

*Copy of CSIR letter No.14(6)1/86-E.II, dated 20.2.1991*

**(27)**

**Sub: Security arrangements in the Labs/Instts. on contract basis.**

Reference CSIR letter No.I(I)/87-E.II dated 23-7- 1987 with regard to security arrangements, it was notified that :-

"CSIR have communicated Governing Body decision where the Laboratories/Institutes are authorised to entrust their security arrangements either through Director-General (Resettlement), Ministry of Defence or by inviting competitive tenders, as they may deem fit. Therefore, any additional requirement of security staff will have to be taken care of in operating these instructions and by internal adjustments only because it may not be possible for CSIR to sanction additional posts for security any more. "

It was also notified on 9-2-1987 that the areas of high security risk, arrangements should be done either through Director-General(Resettlement) or through a competitive contractor or departmentally. Subsequently, in consultation with Director- General (Resettlement), revised rates for Security Guards/Supervisors/Security Officers deployed through the agencies created by the Director- General (Resettlement) were notified on 20-2-1991.

From the above, it may be seen" that there is hardly a need for creation of the posts of security officer and other security staff in the Labs./Instts. entailing permanent liability on the Labs. With this view point it has been decided that :-

1. Security arrangements may as far as possible be made on contract basis through the agencies created by Director-General (Resettlement).
2. If security is manned departmentally, it should function under the direct control of AO/CO A of the respective Lab./Instt.
3. No position of security officer or security staff may be created on the regular strength of the Institute.
4. If services of a security officer are needed, instead of creating a regular post, an ex-serviceman officers rank may be engaged on lump-sum monthly consolidated amount roughly calculated on the basis of last pay drawn before his retirement minus pension, as is done in the case of engaging a Consultant under GOI orders.
5. If security is needed at an out-post of a Lab./Instt. it may be done as a part of contract awarded for the main building of the Lab./Instt. to an agency of Director-General (Resettlement), as a package deal.
6. In case security at an out-post /Regional Centre is to be manned departmentally, persons may be detailed from the Laboratory preferably on rotation basis to be kept under the charge of a Security Officer engaged on contract from ex- servicemen category as mentioned in Para (2)/(4) above, as the case may be.

In case of any clarification, matter may be referred to CSIR Hqrs. While giving factual details of the situation.

*Copy of CSIR letter No. 14(6)/1/86-E.II ,dated 11.4.1991*

**(28)**

**Sub:-Duty hours of Chowkidars/Malies/Safaiwalas etc. in the Labs./Instts. ~ Clarification thereof.**

In continuation of this office circular letter of even number dated 21st March 1986 on the above noted subject, I am -directed to state that the matter regarding categorisation of the staff including grant of weekly-off and OTA to Chowkidars/Malies/Work-Charged staff etc. has been under consideration for some time past. On the advice of the Deptt. of Personnel & Training, Govt. of India, the Director-General, Scientific & Industrial Research has been pleased



to decide that the following categories of staff shall be treated as "Excluded Category" in CSIR and all National Labs./Instts./Field Centres etc.:-

Chowkidars/Malies/Safaiwalas/Cooks/Guest Room Attendant/ Bearers etc./Work-Charged staff.

The working hours for the above category of staff shall be 48 hours a week and they will be entitled to only one day's off in a week.

As regards grant of OTA the above category of staff shall be governed by the instructions contained in the Ministry of Finance OM No.150/11/2/2/E.II(B)/76 dated 8.5.78 as amended from time to time.

The above instructions may kindly be followed with immediate effect.

Kindly acknowledge receipt.

*Copy of CSIR letter No. 14(21)/81-E.II dated 1.10.1991*

(29)

**Sub:- Regarding Advt. for the Post of Legal Adviser in CSIR Hqrs.**

Advertisement No. 4/92

Applications are invited for the post of Legal Adviser in the Headquarters of the Council of Scientific and Industrial Research, Rafi Marg, New Delhi - 110 001, in the scale of Rs. 3700-125-4700-150-5000 plus usual allowances as per Central Government Rules.

**1. Qualifications and experience for the post:-**

- i. Degree in Law of a recognized University.
- ii. Knowledge of Government Rules and procedures and their application.
- iii. At least 12 years experience in a supervisory capacity in handling legal work pertaining to service matters as well as arbitration cases etc. in Central/State Governments, Autonomous Bodies, Public Sector Undertakings etc. including practice at Bar.

**2. JOB REQUIREMENT:-**

The incumbent will advise the Director General/Joint Secretary (Admn.), CSIR and Directors of National Laboratories/Institutes located all over India on all legal matters including cases before CAT/Arbitration/Industrial Courts and also to undertake drafting of agreements, appearance in Courts etc.

**3. AGE:-40 years as on 1.7.1992. (relaxable by 5 years in case of SC/ST candidates.**

Experience and age may be relaxed in the case of persons otherwise found suitable.

Interested candidates may apply in the prescribed application form obtainable free of cost from the Joint Secretary (Admn.), CSIR, Rafi Marg, New Delhi up to 10th July, 1992". Application form completed in all respect alongwith Postal Order/Demand Draft for Rs. 8/- drawn in favour of the Joint Secretary (Admn.), CSIR and payable at New Delhi -110001 should reach the Joint Secy. (Admn.), CSIR, Rafi Marg,- New De lhi-110001, on or before 20<sup>th</sup> July, 1992, SC/ST candidates are exempted from payment of application fee.

A duly constituted screening committee will decide on the number of candidates to be invited for interview. The decision of the Council in this behalf will be final.

Applications from employees working in Government Deptt., Public Sector Organizations and Govt. funded Research agencies will be considered only if forwarded through proper channel.

Canvassing in any form or bringing in any influence political or otherwise will be treated as disqualification for the post.

Interim enquiries will not be entertained.

#### **TERMS AND CONDITIONS FOR APPOINTMENT OF LEGAL ADVISOR ON CONTRACT BASIS.**

- I. Full time: Appointment as Legal Advisor on contract will be made on full time basis against a regular sanctioned post. The appointee shall be on whole time appointment of CSIR and shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of contract.
- II. Appointing Authority: The Appointing Authority for this contract appointment is Director General, CSIR.
- III. Essential Qualification and Experience: Should possess the following educational qualifications and experience:

LLM / 5-year Integrated LLB(Hons.) degree and 5 years experience of handling service matters and possessing sound knowledge of Govt. Rules, Regulations, Procedures and their application; knowledge of Industrial & Labour Laws;

OR

LLB with 8 years experience of handling service matters and possessing sound knowledge of Govt. Rules, Regulations, Procedures and their application; knowledge of Industrial & Labour Laws;

Candidates having experience of at least two years at Bar; Experience of conducting cases in Civil Court, Labour Court, Tribunal and Arbitrations; Knowledge of drafting Memorandum of Understandings/Agreements etc. will be given preference.

The date of determining the upper age limit/qualification/experience shall be the closing date prescribed for applying online. The prescribed period of experience shall be counted after the date of acquiring the minimum educational qualification prescribed for the post.

- IV. Pay: The person appointed on contract shall be paid a consolidated salary of Rs.80,466/-per month. Also in case of a retired officer it will not be more than the emoluments last drawn before retirement.
- V. Tenure: The contract appointment shall be initially for a period of one year or till regular appointment is made to the post, whichever is earlier. The tenure for contract appointment can be extended for a term to be decided by the Appointing Authority. The total tenure of contract appointment shall not exceed three years or till the age of 65 years whichever is earlier. The contract can be terminated at any time, on either side, by giving one month's time notice or by paying one month's salary, without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment.
- VI. Age limit: The age limit for contract appointment is 62 years.
- VII. Leave: Total leave admissible shall not exceed 30 days for 12 months service
- VIII. DA/CCA/HRA or any other relief is not admissible. The appointee shall not be entitled to Council/ Government accommodation.
- IX. Travel Allowance/Telephone/Conveyance charges and other facilities may be allowed as per rules applicable to any serving officer of equivalent grade.
- X. Person appointed on contract basis can be assigned, in addition to the specific task for which appointed, any other duties by the Director-General, CSIR.
- XI. The appointee shall not be entitled to any benefit like Pension, Gratuity, Medical Attendance Treatment, Seniority, promotion etc. or any other benefits available to the council servant, appointed on regular basis.
- XII. The appointment to the said post will be subject to medical certificate of fitness from the competent medical board and verification of character and antecedents from the concerned authority.
- XIII. Any other condition of service not covered herein will be governed by relevant rules and orders issued by the Government of India from time to time.
- XIV. If any declaration given or information furnished by the appointee proves to be false or if he is found to have willfully suppressed any material information, he/she shall be liable for removal from contract appointment and any other action as deemed fit by CSIR.

*Copy of CSIR Advertisement No. 4/92*

(30)

**Sub:- Security arrangements in Labs./Instts.- Revision of rates thereof.**

In pursuance of clauses 6 and 7 of CSIR circular of even number dated 20-2-1991, the wage structure proposed for payment of ex- servicemen engaged by the agencies sponsored by the DG(R) has been under consideration of CSIR on the request made by DG(R). On the recommendations of the Committee which looked into the matter, DGSIR with the concurrence of FA has been pleased to accord approval to the following revised rates payable to the ex-servicemen engaged by the agencies sponsored by DG(R) for security works as under:-

**Rates:**

	<b>Salary</b>	<b>Statutory charges @ 28.30% &amp; uniform charges @ 09.86%</b>	<b>Total</b>
Security Guard	1107/-	422/-	1529/-
Security Supervisor	1366/-	521/-	1887/-
Security Officer	1876/-	716/-	2592/-

NOTE :1. Percentage of leave relief will also be payable as given in Clause-3.

2. Service Charges @ of 15% will also be payable on the total of column No.3 above plus percentage of leave relief applicable, as given in Note-I above.

2. Statutory charges as per details given below may be admitted for payment by the Labs./Instts. subject to production of supporting documents in token of having discharged these liabilities by the contractor concerned in the previous months/year, as the case may be :-

a. PF/PPS	10.00%
b. EDLI	00.50%
c. Admn. Charges payable to authority	00.66%
d. ESI	04.00%
e. Bonus	08.33%
f. Gratuity	04.81%
<b>Total</b>	<b>28.30%</b>

3. Leave relief will be payable by the Labs./Instts. at the following rates :-

- Leave relief - in case of 7 days a week - 28.98%
- Leave relief - in case of 6 days a week - 08.95%
- Leave relief - in case of 5 days a week - No leave relief.

4. Service charges of the contractor will be subject to maximum of 15% of the total amount of the monthly bill only.

5. The revised rates for engaging ex-serviceman will be effective from the date of issue of these orders. Revision of rates of emoluments will be made after two years, if necessary.
6. In case of any usual/abnormal escalation in the minimum wages, a case for enhancement could, however, be taken up by DG(R) with CSIR Hqrs.
7. The above revised rates will be applicable only where the security work is awarded to an agency sponsored by DG(R) and ex- servicemen are engaged by the agency for actual deployment. The criteria for engaging an agency sponsored by DG(R) for security work will be as under :-
  - i) Where there is high security risk, security and cleanliness should either be done departmentally or through the agency sponsored by DG(R) on the rates given by DG(R) as above subject to the minimum requirement. Wherever work is to be awarded through the agency of DG(R), it should be done with the prior approval of CSIR.
  - ii) Core areas of high security identified by the Labs, should be guarded either by departmental staff or through the agency duly sponsored by the DG(R) on the rates given above by DG(R).Wherever work is to be awarded through the agency of DG(R), it should be done with the prior approval of CSIR.
  - iii) In other cases where staff has not been provided for security work against the sanctioned posts, the work should be awarded after inviting competitive quotations from the agencies engaging ex- servicemen. In such cases, work will be awarded on 'job contract basis' in the enclosed prescribed proforma of agreement.

It may kindly be ensured that:-

- a. Security and cleanliness of area (s) of high security risk/high security should be awarded only to an agency sponsored by DG(R) after obtaining prior approval from CSIR; and
- b. in other cases, security work may be engaged on 'job contract basis' only after inviting competitive quotations from agencies engaging ex- servicemen only in case security staff has not been provided to the Labs./Instts; against the sanctioned posts.

It may be ensured that the CSIR instructions regarding award of work to the Licenced Contractor as per instructions contained in CSIR circular No. 14(25)/90-Estt.-II dated 11-1-91 and deduction of income tax at source under Section 194(c) of the Income tax Act 1961 in accordance with the instructions circulated vide CSIR letter No.17(6)/72-Engg. dated 28-4-1992 are followed scrupulously.

*Copy of CSIR letter No. 14(6)1/86-E.II(Vol. II/Pt. I dated 23.4.1993*

This AGREEMENT made on this \_\_\_\_\_ day of One Thousand Nine Hundred and Ninety Three Between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at Anusandhan Bhawan, Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART

And  
M/S \_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the security/house-keeping and cleaning arrangement at \_\_\_\_\_ (name of the Lab./instt.) which is a constituent unit of CSIR (hereinafter referred to as-the Lab./Instt.) and whereas the contractor has offered to provide the security /house- keeping and cleaning arrangement as on the terms and conditions hereinafter stated.

AND WHEREAS Contractor has represented that he is registered as Contractor under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect.

NOW, THEREFORE, BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed as follows :-

#### **I. Contractor's Obligations**

A.I. That the contractor shall provide the following services:-

a)i) Security at \_\_\_\_\_ points (round the clock) as per Annexure-I (a) to this agreement.

ii) Security at \_\_\_\_\_ points between \_\_\_\_\_ AM to \_\_\_\_\_ PM as per Annexure-I (b) to this agreement.

iii) Security at \_\_\_\_\_ points (between \_\_\_\_\_ PM to \_\_\_\_\_ AM as per Annexure-1 (c) to this agreement.

b. Cleanliness of \_\_\_\_\_ area as per plan annexed as Annexure-II to this Agreement..

c. Maintenance of lawns and garden, flower pots, etc as per details specified in Annexure-III to this Agreement.

2. That for providing satisfactory services as per Para I above under this contract, the Contractor has agreed to deploy a total \_\_\_\_\_ persons on different points, the details of which are given in Annexure-I (a), (b),(c), II and III respectively.

3. That for performing security duties, the Contractor shall deploy persons round the clock in 8 hours shifts only. That the Contractor shall ensure that the persons are punctual and remain alert and vigilant in performance of their duty. It is further agreed that the Contractor shall engage physically fit persons and below the age of 50 years for security duties. Persons so engaged may preferably be ex-servicemen.
4. That the Contractor shall communicate the names, parentage, residential address, age, etc. of the persons deployed at each point.
5. That for purpose of proper identification of these employees of the Contractor deployed at various points, the Labs./Instts. shall issue identity Cards/Identification document of these security guards/cleaners, etc. and they shall be duty bound to display the identity cards at the time of duty.
6. That the Director of the Lab./Instt. or any other person authorised by the Director shall be at liberty to carry out surprise check on the persons so deployed by the Contractor in order to ensure that required number of persons are deployed and that they are doing their duties.
7. That the Contractor shall ensure that the persons so deployed do not allow any property of the CSIR to be taken out of the premises without a Gate Pass signed by the designated official. The Lab./Instt. will intimate to the Contractor the specimen signatures of the officials designated and authorised to sign the Gate Pass. Any change will be intimated in writing. The COA/AO of the Lab./Instt. shall make suitable arrangements to ensure compliance.
8. That it shall be the sole responsibility of the Contractor to ensure security and safety of all the property and assets moveable and immovable of the Lab./Instt. and if there is any loss to the Lab./Instt. on account of dishonesty, connivance and/or due to any cause the Contractor shall make good on demand the loss to the Lab./Instt. the contractor shall report promptly to the Lab./Instt. any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the contractor.
9. That on taking over the responsibility of providing security /house keeping and cleaning arrangements, the Contractor shall formulate the mechanism and duty assignment of Security/House-Keeping and cleaning personnel in consultation with Director of the Lab./Instt. Subsequently, the contractor shall review the Security/ House-Keeping and cleaning-arrangement from time to time and advise the "Director of the Lab. in writing about additional measures for further streamlining their security system. The Contractor shall further be bound by and carry out the directions/instructions given to him by the Director of the Lab./Instt. or the officer designated by the Director in this respect from time to time.

B.1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the work as per Para \_\_\_\_\_ above shall be the employees of the Contractor for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue implicitly or explicitly.

2. That the persons so deployed shall remain under the control and supervision of the Contractor and the Contractor shall be liable for payment of their wages etc. and all other dues which the Contractor is liable to pay under various Labour Regulations and other statutory provisions.
3. That the Contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various Labour laws. The Contractor shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contractor Labour (Regulation and Abolition) Act, 1970.
4. That the Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under Law, namely, under the Minimum Wages Act, P.P. Act, ESI Act, Bonus Act, Maternity Benefit Act, Shops and Establishment Act, etc. as applicable and amended from time to time.
5. That the Contractor shall conform to the provisions of Central/State Act (s) or the Regulations on the subject as well as terms and conditions of this Agreement.
6. That the Contractor shall make the payment of wages etc. to the persons so deployed in the presence of representative of the Lab./Instt. and shall on demand furnish copies of wages register/muster roll etc. to the Lab./Instt. for having paid all the dues to the persons deployed by the Contractor for the work under the Agreement. This obligation is imposed on the Contractor to ensure that the Contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regards to the duties of the CSIR in this respect as per the provisions of Contracts Labour (regulation & Abolition) Act, 1970. The Contractor shall comply with or cause to be complied, with the contractor's Labour Regulations made by CSIR from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wage book, wage slip publications of scale of wages and terms of employment inspection and submission of periodical returns.
7. That the Contractor has represented that he is already registered under the Contract Labour (Regulation & Abolition) Act, 1970, as amended. Any obligations and/or formalities which are required to be fulfilled under the said Act or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc. and the Contractor shall report the compliance thereof to the CSIR. The Contractor shall be solely liable for any violation of provisions of the said Act or any other Act.



8. That the Uniforms supplied by the Contractor at his own cost, to the persons deployed for this work, shall include khaki bush- shirt, army cut pant, anklets, ankle boots, web belt (with baton strap), baton, beret with ceremonial heckle and line yead, whistle, loaded torches, etc. The seasonal equipment such-as Jerseys, great coats in winters and rain-coats in monsoon shall also be provided by the Contractor at his cost and the CSIR shall have no liability whatsoever on this account. The Uniform shall be approved by the Director of the Lab./Instt.
  9. The Contractor to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservations of peace and protection of persons and property of CSIR.
  10. That in case any of the persons so deployed by the Contractor does not come upto the mark or performs his duties properly or indulges in any unlawful riots or disorderly conduct, the Contractor shall take suitable action against such employee on the report of Lab./Instt. and CSIR in this respect.
  11. The Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Instt./CSIR in case of any of the aforesaid act on the part of the person so deployed or otherwise.
  12. That the Contractor shall deploy his persons in such a way that the persons get weekly rest, the working hours/ leave for which the work is taken from them, under relevant provisions of Shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contractor Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filing any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of Lab./Instt., a sum not exceeding Rs. for every default, breach or furnishing, making, submitting, filing such materially incorrect statement and in the event of the Contractor defaulting continuously in this respect, he shall be liable to pay Rs. \_\_\_\_\_ per day for breach of default.
- C. 1. That the Contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees by the contractor at various points. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the prior responsibility of the Contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to CSIR on demand. Further, the Contractor shall ensure that no financial or any other liability comes, on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.

2. The Contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets i.e. moveable and immovable as mentioned in Para A-8 above

3. The CSIR shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments made to the Contractor under this Contract for providing security/cleaning services.

4. That the Contractor shall furnish an indemnity bond from the General Insurance Corporation at its own cost to indemnify CSIR against any claim arising out of or connected with this agreement.

## **II. CSIR Obligations**

1. That in consideration of the- services rendered by the Contractor as stated above, he shall be paid alumpsum of Rs. \_\_\_\_\_on \_\_\_\_\_basis. Such payment shall be made on the basis of the bills raised by the Contractor and duly certified by the officer designated by Lab./Instt. in this regard.
2. That the aforesaid lumpsum amount has been agreed to be paid by CSIR to the Contractor. The Contractor shall not increase any amount on any ground whatsoever during the period of this agreement.

## **III. Commencement and Termination**

1. That this agreement will come into force with effect from and shall remain in force for a period of one year. The agreement may be extended on such terms and conditions as are mutually agreed upon.
2. That this agreement may be terminated on any of the following contingency :-
  - a. On the expiry of the contract period as stated above.
  - b. By giving one month's notice by CSIR on account of
    - i. losses suffered by CSIR due to lapse of security
    - ii. for committing breach by the Contractor of any of the terms & conditions of this agreement;
    - iii. On assigning the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting whole or part of the contract to any third person.
  - c) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption/hindrance/problem of any nature to CSIR.

#### **IV. Arbitration**

1. In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement) the same shall be referred to the sole Arbitration to DG,CSIR or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Director-General, CSIR shall mean and include an acting/officiating Director-General.
4. The Arbitrator may from time to time, with the consent of all the parties enlarge the time for making (and publishing) the award.
5. The Arbitrator may give interim award(s) and/or directions, as may be required.
6. Subject to the aforesaid provisions, the Arbitration Act, 1940 and the rules made hereunder and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
7. The venue of the arbitration shall be Delhi.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of CSIR,  
Rafi Marg New Delhi

For & on behalf of  
The Contractor \_\_\_\_\_

#### **WITNESSES**

1. \_\_\_\_\_
2. \_\_\_\_\_

(31)

**Sub:- Duty hours of Malies/Safaiwalasetc. in CSIR Labs/Instts.**

In partial modification of this office circular letter of even number dated 1st October 1991, I am directed to state that the matter regarding working hours of "excluded categories" of staff has been reviewed.

It has, accordingly, been decided by the DGSIR that all the categories of CSIR employees borne on regular establishment (except the Security Staff) will now observe a 5-day week. However, the Heads of National Labs./Instts. could stagger their working days depending upon the need in the Laboratory in such a manner that they work for 5-days a week.

The Security Staff will continue to remain under the "excluded category" with working hours of 48 hours and only one day's off in a week.

*Copy of CSIR letter No. 14(21)/81-E.II dated 4.4.1994*

(32)

**Sub:-Engaging of contractors on works like security, cleaning etc.**

Reference CSIR letter No.14(25)/90-E-II dated 11-1-91 containing the instructions for engaging of contractors for various type of works or any other contracts by the CSIR Labs./Instts., according to which if CSIR or any of its Labs./Instts., engages 20 or more persons on contract, it has to get registered under the Contract Labour (Regulation and Abolition) Act, 1970 & the award of contract of engagement of labour for various type of works like security, cleaning, typing and other contracts should be given only to the contractors licenced under the Contract Labour (Regulation and Abolition) Act, 1970.

However, it has been observed that the above instructions are not being followed strictly by some of the Labs./Instts. resulting in all kinds of problems including complaints of irregularity in making payments to the labourers engaged by the contractors and action for violations of contract Labour (Regulation & Abolition) Act, 1970 etc. It may further be mentioned that the contravention of any provisions of this Act entails a penal offence and shall be punishable with imprisonment or a fine or with both.

It is, therefore, requested that to avoid such penal consequences in future on this account, instructions issued by the CSIR vide its circular letter dated 11-1-91 referred to above should be Strictly followed. Award-of contract/ engagement of labourers which have not been done in accordance with the above instructions should be reviewed immediately.

*Copy of CSIR letter No.14(25)/90-E.II, dated 12.4.1994*

(33)

**Sub:- Security and Cleanliness arrangements in the Labs./Instts.**

Reference CSIR Circular 14(6)/86-E.II dated 09/02/1987 containing the guidelines regarding security and cleanliness arrangements in the Labs./Instts. and 14(6)1/86-E.II dated 20.2.1991 regarding revision of rates for engagement of Ex- servicemen as Security Guards. With the approval of the Governing Body accorded at its 138th Meeting held on 26/05/1995, it has been decided to authorise the Labs./Instts. to award the work of security and cleanliness to the firms, preferably employing Ex-servicemen on the basis of competitive quotations.

It is requested that the job contracts for security/cleanliness work in your Lab./Instt. in future may kindly be awarded on the basis of the competitive quotations, as per above decision.

*Copy of CSIR Letter No: 14(6) 1/86-E.II, dated: 14.6.1995*

(34)

**Sub:-Requirement to register under contract labour (Regulation and Abolition) Act 1970.**

Reference CSIR letter No.14(25)/90-E-II dt. 12-4-94 regarding the necessity to have yourselves registered under the Contract Labour (Regulation and Abolition) Act, 1970, and to strictly follow the instructions contained in circular letter of even number, dated 11-1-91.

It has been observed that some Labs./Instts. are still not following the instructions strictly, with the result that the problems of the nature mentioned in CSIR circular letter dated 12-4-94 are still being faced.

You are, therefore, requested to kindly take action, if not already taken, to get your Labs/Inst. Registered under the Contract Labour (Regulation and Abolition) Act, 1970 so that the desired effect of registration and award of work only to the licenced contractor, is discernible.

*Copy of CSIR letter No. 14(25)/90-E.II, dated 23.8.1995*

(35)

**Sub:- Security and cleanliness arrangements-Employing Ex-Servicemen only in the Labs/Instts.**

I am directed to invite a reference to this office letter of even number dated 14.6.1995 on the above subject and to state that keeping in view the important nature of activities being carried out by the CSIR Labs/Instts, DG, CSIR, in partial modifications of the guidelines contained therein, has been pleased to approve that, in future, wherever it is considered

necessary to award the job contract for security work, it should be done by inviting competitive quotations exclusively from the agencies employing ex-servicemen only and to scrupulously ensure that only ex-servicemen are engaged for security work, to avoid any security risk.

The above decision may kindly be brought to the notice of all concerned in your lab/instit.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 22.7.1996*

**(36)**

**Sub:- Security arrangements in Labs./Instits. – Clarification thereof.**

I am directed to refer to your letter No. 2(234)/96/Gen./931 dated 17.12.1996 requesting for amending clause II (i) & (2) of the draft agreement circulated vide CSIR letter No. 14(6)/1/86—E. II (Vol. II/I) dated 23.4.1993, so that the amount to be paid to the Contractor could be enhanced to meet, any increase in minimum wages during the contract period and to state that the matter has been considered carefully in consultation with LA and Finance and it has been decided that in the absence of any escalation clause in the agreement the rates cannot be revised during the currency of contract.

To obviate any problem of this kind, it would be advisable to make it clear in the tender notice as well as in the agreement to be executed with the selected agency that no increase will be made in the amount of the contract during the currency of the agreement, on any ground. In addition, while awarding/renewing the contract in future it should be ensured that the rates quoted by the contractor are workable.

You are accordingly requested to take further necessary action in the matter at your end accordingly.

*Copy of CSIR letter No. 14(6)/1/86-E.II(Vol.)/Pt.I dated 8.5.1997*

**(37)**

**Sub:- Regarding engagement of Contractors for work like sweeping, cleaning, dusting & watching of CSIR labs/Instits. buildings.**

I am writing this letter in connection with engagement of Contractors for the works like sweeping, cleaning, dusting & watching of CSIR labs/instits. buildings.

You may perhaps be aware of the fact that Central Government had issued a Notification under Section 10(1) of the Contract Labour (Regulation & Abolition) Act, 1970 as notified vide Notification No. SO-779(E) dtd. 09-12-1976 which prohibits employment of Contract Labour for sweeping, cleaning, dusting & watching of buildings for which the

appropriate authority is Central Government. This Notification, however, does not apply to the outside cleaning and other-maintenance operations of multi-storeyed buildings where such cleaning or maintenance operations cannot be carried out except with specialised experience.

As the above Notification was affecting the system prevailing in CSIR for the above said works, so we approached the Labour Ministry for granting exemption to CSIR. The Labour Ministry in consultation with Law Ministry granted us exemption from the purview of the above said Notification. This clarification was circulated to all the labs/institutes, vide CSIR letter No. 17(97)/77-E.II dtd. 30.6.1977.

As per the above circular of CSIR, there was no difficulty in getting the CSIR labs/institutes, registered under the Contract Labour (Regulation & Abolition) Act, 1970 for getting the works of cleaning, sweeping, dusting and watching of the buildings through the licensed contractors. Recently, we have been receiving letters from various labs, stating therein that Labour Commissioners are not granting/renewing the registration certificates under the Contract Labour (Regulation & Abolition) Act, 1970. The matter was, therefore taken up with Chief Labour Commissioner (Central) for appropriate advice. The Chief Labour Commissioner (Central) has advised that the said Notification dtd. 09-12-1976 has now become applicable to CSIR also in view of the decision of Hon'ble Supreme Court of India in the case of Air India Statutory Corporation-Vs. United Labour Union. The Chief Labour Commissioner (Central) has further informed that the said Judgement is being applied to all the Central Public Sector Corporations, Companies and other Establishment, established under Societies Registration Act after receiving instructions from the Min. of Labour in due consultation with Min. of Law.

I would like to inform you of the operative part of the Supreme Court Judgement in the Air India case.

The Apex Court has practically done away with difference between the expressions under the control or by or under the authority" and held that in respect of Central Public Sector Undertakings whether established by an Act or under any other law or instrument, the Central Govt. will be the appropriate authority.

Note:- Since CSIR is registered under Societies Registration Act, so it would also be registered under this notification, appropriate Government for this being Central Government.

The other aspects of the Air India Judgement are as under :-

Where the contract labour is abolished under Sec. 10 of the Contract Labour regulation & Abolition)-Act by the appropriate govt. the consequences that follow are that the relations between the contract labour and the principal employer are directly established and intermediary stands removed. The principal employer in such situation is required to absorb contract labour. In case he finds that some of them are surplus to his requirement, he can retrench them by paying the last come first go. Their inter-seniority will be as per the date of

their joining the services as contract labour. To this extent, the Supreme Court has overruled its own earlier judgement given in Gujarat Electricity Board case wherein it was held that in case where the contract labour is abolished, the unions or the workmen of the principal employer may raise an industrial dispute for absorption of the contract labour as they have direct or substantial interest in their regularization.

In Dinanath case, Hon. Supreme Court had held that where the principal employer does take a registration certificate or the contractor does not take a licence, the only consequences - that follow are that they can be prosecuted. In the instant case, the Hon. Supreme Court has overruled the ratio decided in the Dinanath case and held that where the principal employer does not take a registration certificate or the contractor does not take a licence, the workmen of the contractor become the workmen of the principal employer.

Accordingly, a notification No. 22(17)/97-LS-III dtd. 08-09-1997 has been issued by the Chief Labour Commissioner (Central) covering CSIR under the said notification based on the Supreme Court Judgement in Air India case, copy of the notification is annexed herewith.

As the matter is of utmost importance," so DGCSIR had constituted a Committee of Senior Officer to review the existing system of engaging Contractors for works like sweeping, cleaning, dusting and watching of various CSIR labs/institts. buildings, the Committee has given its recommendations in the light of the above notification dtd. 08-09-1997, issued by the Chief Labour Commissioner (Central). Based on the recommendation of the Committee, DGCSIR has kindly approved the following actions to be taken by your lab immediately under intimation to CSIR(Hqs.). These instructions will supersede all the earlier instructions issued, on the subject CSIR.

1) Security Arrangements

As security through private contractors is prohibited under the notification you are requested to explore the possibilities by engaging the security personnel through Director General (Resettlement) or through Secretary, State Soldiers' Board for engaging the services of Ex-Servicemen without the involvement of a Contractor or asking C.I.S.F. to provide adequate security coverage. A copy of the procedure adopted by CISF for providing security coverage is appended herewith.

2) Cleaning/sweeping/dusting of the building

As the above notification shall not apply to the outside cleaning and other maintenance operations of multi-storeyed buildings where such cleaning or maintenance operations cannot be carried out except with specialised experience so for this part of cleaning, you can engage contractors in terms of provisions under Contract Labour(Regulation & Abolition) Act 1970 without compromising security aspects. With regard to sweeping, cleaning and dusting of other parts of the laboratories/institutes, you can manage the cleaning/sweeping/dusting through



departmental workers already employed or engaging retired army personnel through DG(Resettlement)/State Soldier's Board.

- 3) You are requested not to renew the existing contracts for security and cleaning. Whenever these existing contracts end, these contracts should be terminated forthwith under intimation to CSIR Headquarters.

I would, therefore, request you kindly to instruct the concerned officers for strict compliance of the above decisions.

With warm personal regards.

*Copy of CSIR letter No. 44(82)Vig. – Law dated 6.10.1997*

**(38)**

**Sub:-Regarding engagement of Contractors for work like sweeping, cleaning, dusting & watching of CSIR labs/Instts. buildings -clarification.**

Please recall the discussion which we had during the Director's Conference at NIO, Goa in connection with engagement of contractors for the works like sweeping, cleaning, dusting and watching of CSIR Labs/instts buildings.

After the Supreme Court Judgement in Air India case, Labour Department vide notification no. 22(17)97-LS.III dt 8-9-97 had prohibited engagement of contractors for cleaning and security requirements and CSIR was also brought within the purview of this notification. Various problems had arisen on account of the above development.

In view of the numerous representations received from State Governments about the difficulties which has arisen on account of the above, the Chief Labour Commissioner, Government of India, vide his letter dated 2-2-98 has put in abeyance instructions contained in their letter dated 8-9-97 on the basis of which these restrictions were imposed on CSIR and others. A copy of the letter of Chief Labour Commissioner is enclosed which is self-explanatory.

*Copy of CSIR letter No. 14(6)/86-E.II dated 4.2.1998*

**(39)**

**Sub:- Providing Security for staff quarters and engagement of Security staff on other duties.**

I am directed to state that the CAG in his report on Manpower Audit of CSIR has inter alia observed that:

- i. Providing the Security for the staff colony of the Labs./Instts. is not the responsibility of the concerned Lab. and as such no expenditure should be incurred on the same.
- ii. the CSIR laboratories were authorised to meet only their additional requirement of security staff through private agencies and that Security Contracts were permissible only to the extent of shortage of manpower after taking into account Security guards on rolls. This was not adhered to and Labs, did not limit the contract staff to the extent of shortage but contracted out entire security work and deployed regular staff on Group duties/or inducted them into technical stream.

In this connection it is informed that while induction may be made against the vacancies available in Group I the practice of deployment of regular security staff for other duties should be avoided.

You are requested kindly to take note the above observations of CAG for information, guidance and necessary action to avoid such observations in future.

*Copy of CSIR letter No. US/LA/CAG/98-E.II dated 18.12.1998*

**(40)**

**Sub:-Career Development of Raj Bhasha Staff - adoption of pay scales as admissible to the staff of Department of Official Language, Ministry of Home Affairs, Govt. of India.**

I am directed to state that the matter regarding adoption of pay scales in respect of Raj Bhasha staff of CSIR at par with that of staff of Department of Official Language Govt. of India, has been under consideration of CSIR for some time. Accordingly, the matter was placed before the GB, CSIR at its 148th meeting held on 2.6.2000.

The Governing Body considered the matter and approved the adoption of the same scales of pay as applicable to the staff of Department of Official Language, Govt. of India, for the CSIR Raj Bhasha staff.

With the above decision it has also been decided that the CSIR Raj Bhasha staff, on their appointment/promotion to the different grades applicable to them with the adoption of Department of official Language, Govt. of India, scales of pay will be designated as under:-

<b>Scales of pay of the DoL, GOI adopted for CSIR Raj Bhasha Staff.</b>	<b>Designation to be given to the Raj Bhasha Staff in the CSIR</b>
Rs. 5000-8000	Jr. Hindi Translator
Rs. 5500-9000	Sr. Hindi Translator
Rs. 6500-10500	Hindi Officer
Rs. 10,000-15200	Sr. Hindi Officer
Rs. 12000-16500	Sr. Hindi Officer (SG)

The concerned Raj Bhasha Staff, whose career progression is governed by the CSIR Scheme for promotion of holders of isolated categories of posts as notified vide CSIR Office Order No. 6 dated 12.1.1981, on their promotion, would be placed, in the immediate next higher scale as mentioned above, subject to their fulfilling other terms & conditions, as stipulated in the CSIR scheme.

With the above decision, existing Hindi Officers, who may have already got promoted from the pre-revised grade of Rs. 2000-3500 (revised scale RS. 6500-10500) to the scale of RS. 2200-4000(pre-revised) (Rs. 8000-13500 Revised) would be placed in the Pay Scale of Rs. 3000-4500 (Pre-Revised) (Revised RS. 10000-15200) notionally w.e.f. the date of their promotion with actual monetary benefit from the date of this notification. However, for promotion to the next higher grade of Rs. 1500-2000 (pre-revised) (Revised 12000-16500), the residency period, as prescribed in the CSIR scheme, will be reckoned from the date of their promotion to the scale of Rs. 2200-4000 (pre-revised) (Revised Rs. 8000-13500). The promotion under this scheme will be permissible only upto the grade Rs. 1500-2000 (pre-revised) Rs. 12000-16500 (Revised).

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.

*Copy of CSIR letter No. 17(92)/8/92-E.II dated 2.8.2000*

**(41)**

**Sub:- Designation of Security staff in CSIR on the appointment promotion.**

I am directed to state that reference has been received by CSIR from the Labs/Instts. regarding the designation to be given to the security staff on their promotion to the next higher grade under CSIR Scheme on career development of the holders of isolated category of posts.

The matter has been considered and the Director-General, CSIR has been pleased to approve that the security staff in CSIR on their appointment on promotion in the different grades may be designated as under:-

Scale of Appointment/Promotion	Designation to be given
1. Rs. 5000-8000	Security Assistant
2. Rs. 5500-9000	Sr. Security Assistant
3. Rs. 6500-10500	Security Officer
4. Rs. 8000-13500	Sr. Security Officer
5. Rs. 10000-15200	Sr. Security Officer (SG)

It is requested that the above decision which will come into force with immediate effect may kindly be brought to the notice of all concerned in your Labs/Instts. for their information, guidance and necessary action.

*Copy of CSIR letter No. 14(HQ)/2000-E.II dated 24.8.2000*

(42)

**Sub:-Designations of Security Staff in CSIR on their appointment/promotion.**

Ref: CSIR O.M. No. 14(HQ)/2000-E.II dated 24.8.2000.

I am directed to refer to this office letter of even number dated 24.8.2000 on the above subject and to state that instances have come to notice where some Labs./Instts. have revised the pay scales of the existing security staff at their level. it is therefore clarified that only the designations of the concerned staff have to be changed and not the pay scale notified categories will continue to remain with their existing designations.

*Copy of CSIR letter No. 14(HQ)/2000-E.II dated 10.11.2000*

(43)

**Sub:-Managing the Security & Cleaning jobs in the labs/Instts.**

Consequent on the issue of notification No. 22(17)/97LS-III dated 8.9.1997 by the Chief Labour Commissioner (Central) covering CSIR under Section 10(1) of the Contract Labour (Regulation & Abolition) Act, 1970 as notified vide Notification No. SO-779(E) dated 9.12.1976 which prohibits employment of Contract Labour for sweeping, cleaning, dusting and watching of buildings etc. for which the appropriate authority is Central Government – Joint Secretary CSIR had issued instructions to all the Labs/Instts. vide letter No. 44(82)/Vig. Law dated 6.10.1997 not to renew the existing contracts for security cleaning and to manage such jobs by engaging ex-servicemen without the involvement of contractors. Since then CSIR has been in the process of working out some alternative arrangements for managing these jobs in the Labs/Instts. smoothly which at the same time would not violate the provision of the GoI Notification on the subject. CSIR finally had come out with a proposal for contracting out these jobs in the Labs./Instts. to an agency having their own permanent personnel, but the Ministry of Labour has advised that unless CSIR gets exemption from operation of Notification No.S0779(E) dated 9.12.1976 as applied for by CSIR, such jobs cannot be contracted out to any agency. Consequently, the proposal to identify the agency for contracting out these jobs can be processed further only after receiving the required exemption from the Ministry of Labour.

In the meanwhile CSIR has received certain audit objections based on the Manpower Audit of CSIR by CAG wherein they have raised serious objections on engagement of workers in a large scale in the Labs-/Instts. For regular nature of jobs through contractors or otherwise. Besides, a large number of such casual/contract worker have moved to court claiming regularization and the courts are issuing directions to CSIR and its Labs./Instts. either to continue such workers till they are regularized/absorbed or to formulate schemes for their regularization /absorption.

The matter has been considered by CSIR taking all the factors into consideration, and the DG CSIR has approved the following course of action to be taken by all the Labs./Instts. urgently:

1. The Labs./Instts. should neither invite fresh tenders nor renew the existing contracts of any working contractors for the jobs of security, cleaning etc., as managing these works through contractors in any manner is not permitted;

The work of security and cleaning in the Labs./Instts. should be managed by engaging the persons directly (only ex-servicemen for security jobs) restricting their number to the extent of short fall against the sanctioned strength in their respective categories.

These instructions will supersede all the earlier instructions issued on the subject by CSIR. You are requested kindly to take further necessary action in the matter accordingly and also bring this to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 4.12.2000*

**(44)**

**Sub:- Managing the Security & Cleaning jobs in the Labs./Instts.**

I am directed to invite your kind attention to CSIR Circular letter of even number dated 4.12.2000 on the above subject and to state that on receiving references from some of the Labs/Instts. expressing their difficulties, the matter has been reconsidered and in partial modification of the earlier instructions, the DG, CSIR has approved as under:

1. The Labs./Instts. may be allowed to extend the existing contracts, if any expiring in the near future upto 31.3.2001 on the existing terms and conditions and also simultaneously to initiate action for direct engagement of persons for these jobs. For security jobs, the names of Ex-servicemen should be obtained from DG (Resettlement), Sanik Boards etc.
2. The engagement of the persons as such shall be done on yearly basis with prior approval of the CSIR. For this purpose, a self-contained proposal indicating the optimum requirement of security/cleaning persons should be forwarded to CSIR alongwith all supporting documents such as sanctioned strength, vacancies, workers presently engaged through the contractors and the places/points where the persons engaged will be deployed and any other necessary relevant information. The requirements may be bifurcated in two parts i.e. (i) for managing, the jobs which are not permitted to be managed through the Contractors under the Notification No-SO.779(E) dated 9.12.1976 i.e. sweeping, cleaning, dusting and watching of buildings owned or occupied by Labs. /

Instts. and (ii) managing the services in the areas, other than falling under the prohibited category mentioned in part (i) here above.

You are requested to take further necessary action accordingly and also to forward the required details/information as above to CSIR so as to reach here latest by 15.1.2001 positively.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 27.12.2000*

**(45)**

**Sub:-Weightage of Night Duty Allowance - revision of the effective date of implementation of the Government of India orders with retrospective effect.**

I am directed to Invite your kind attention to this office letter of even number dated 8.7.1996 adopting the DoPT, Government of India O.M. No. 12012/4/86-Estt (Allowance) dated 4.10.1989 regarding weightage for night duty allowance, for implementation in CSIR w.e.f 8.10.1991.

As the weightage of night duty under the above cited Government of India orders was payable to the eligible employees from retrospective effect of 1.1.1986, in a case filed before the Hon'ble Central Administrative Tribunal, it directed CSIR to consider to adopt the Government of India O.M. under reference w.e.f 1.1.1986. The matter was accordingly placed before the Governing Body at its 149<sup>th</sup> meeting held on 27.2.2000. The Governing Body considered the matter and approved the revision of the effective date of implementation of the orders in CSIR regarding weightage of night duty allowance in terms of GOI, DoPT O.M. dated 4.10.1989 cited above, with retrospective effect from 1.1.1986 instead of 8.10.1991 subject to the condition that no interest will be payable on any arrears becoming payable on this account.

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.

*Copy of CSIR letter No. 4(212)/94-E.II dated 14.2.2001*

**(46)**

**Sub:- Managing the security and cleaning jobs in Labs/Instts.**

I am directed to state that on examination of the information furnished by the Labs./Instts. in response to this office circular letter of even number dated 27.12.2000 on the above subject, It is noted that in many of the Labs/Instts. while on the one hand the regular security and cleaning staff have been deployed elsewhere, on the other a large number of persons have been engaged through contractors for managing these jobs. The same large number of persons are now proposed to be engaged directly. \_

With a view to ensure that there is no undue increase in the number of such directly engaged persons and at the same time the minimum required number is also allowed to the Labs./Instts. for managing these services, the number of persons to be engaged directly has to be fixed after very careful consideration of the requirements projected. This exercise may take same time.

The competent authority has, therefore, desired .that the COA/AO of the Lab./Instt. should be deputed to CSIR Hqrs. on any mutually convenient date upto 20.5.2001 with all required details with regard to ail the jobs which are presently being managed either by direct-engagement or through contractors such as security, cleaning, horticulture, maintenance etc.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 3.4.2001*

**(47)**

**Sub:-Categorization of the Security Staff for the purpose of duty hours.**

I am directed to invite your kind reference to this office circulars of even number dated 1.10.1991 & 4.4.1994 (Copies enclosed for ready reference) on the above subject and to state that CSIR has been receiving queries from various Labs./Instts. seeking clarification whether the Security Officers also fall under the "Excluded" Category in terms of the para 3 of CSIR Circular dated 4.4.1994 cited here above.

The matter has been considered in consultation with DoPT and it is clarified that all the Security Staff, i.e. Security Guards, Chowkidars, Security Assistants, ' Security Officers Senior Security Officers are to be included in 'Excluded Category'.

It is requested that the above clarification may kindly be brought to the notice of all concerned in your Lab./Instt. for their information, guidance and necessary action.

*Copy of CSIR letter No. 14/21/81-E.II dated 31.10.2001*

**(48)**

**Sub:- Managing the security and cleaning jobs in the Labs/Instts.**

I am directed to invite your kind attention to this office letter of even number dated 4.12.2000 and 27.12.2000 on the above subject and to state that with the recent judgement of the Hon'ble Supreme Court in the case of Steel Authority of India Ltd. and others (quashing the GoI notification dated 9.12.1976 relating to the prohibition of engagement of Contract Labour for watching, dusting, cleaning, sweeping and gardening and reversing its judgement in the case of Air India), the matter has been reviewed in consultation with Legal Adviser, CSIR.

The competent authority has approved that the CSIR Labs./Instts. may now be allowed to contract out the security and cleaning jobs on the following condition's :-

1. The contract should be awarded only to the registered contractors holding valid licence under the Contract Labour (Regulation & Abolition) Act and the Labs./Instts. should also be registered under the provision of the said Act.
2. Number of persons to be engaged through contractors for these jobs should be; restricted to the number fixed by CSIR Hqrs. for each Lab./Instt.
3. For security work, only ex-servicemen or the persons properly trained in this field should be engaged.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 27.11.2001*

**(49)**

**Sub:- Career development of isolated category of staff.**

You may be aware that DG, CSIR has constituted a committee to review the scheme of career development of isolated category of staff. The committee has yet to submit its recommendations to the competent authority. In the meantime, it has been decided that instructions may be issued to the Laboratories not to process the promotion cases of isolated category of staff till further orders.

*Copy of CSIR letter No. 17(12)/8/2002-E.II dated 5.4.2002*

**(50)**

**Sub:- Security arrangement in Labs/Instts.**

I am directed to state that the Hon'ble Minister for Science & Technology has desired to plan the security arrangements in the Laboratories./Institutes under the Ministry of Science & Technology and Ocean Development in view of the threat perceptions from various militant groups. In this connection, a meeting was held under the chairmanship of DG, CSIR on 26<sup>th</sup> March, 2002 to review the progress made in this regard.

The committee has desired that keeping in view the diverse nature of the R&D activities being undertaken by the various Laboratories/Institutes, it may not be proper to have a uniform security system. Therefore, each department may evolve its own security system depending upon the categorization of the Institute as to whether the Institute is to be put under the category of highly sensitive, sensitive or non-sensitive. While categorizing the Institute, the advice of the Intelligence Bureau, if any received, may also be kept in view.



You are requested to take immediate action and send your suggestion with regard to categorization of your Laboratory/Institute by 19.4.2002 positively.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 9.4.2002*

**(51)**

**Sub:-Security & Cleaning of CSIR Colonies.**

I am directed to state that references are being received from various Labs./instts. for sanction of manpower for security and cleaning of the colonies of CSIR Labs./Instts. The matter has been considered with reference to various audit objections received by the CSIR from time to time.

The CAG of India in his report on Manpower-Audit of CSIR had, inter-alia, observed that providing security for the staff colony of the Labs./Instts. was not the responsibility of the concerned Labs./Instts. Accordingly, CSIR had issued Instructions vide circular dated 18.12.1998 to all the Labs/Instts. that no expenditure should be incurred on the security of their staff quarters. In its report on Scientific Departments for the year ended March 1999-2000, the CAG had again objected to providing security arrangements for the staff quarters.

In view of the above observations of CAG, security cannot be provided to the staff colonies at the expenses of CSIR. The security arrangements for the colonies wherever required, therefore, be made through the aegis of the Resident Welfare Associations which may recover charges from the residents directly for the purpose at the rates fixed through mutual consent.

As regards cleanliness, it has been decided that since CSIR Labs./Instts. pay Municipal taxes/Property Tax to the local municipal authority, they may be approached for doing this job. For this purpose Labs./Instts. should take up the matter with the local authorities.

In view of the above, it should be ensured that no expenditure on security, cleaning of colonies is met from the budgetary allocations made to the Labs./Intts. Any failure to comply with these instructions, the Director, COA/AO and Sr. F&AO of the Lab./Instt. shall be held jointly responsible.

*Copy of CSIR letter No. 14(6)1/86-E.II dated 2.9.2002*

**(52)**

**Sub:- Career development of isolated category of staff.**

I am directed to refer to this office letter of even number dated 5.4.2002 regarding processing of cases of incumbents holding isolated category of posts for promotion to the next

higher grade and to state that the whole scheme has been reviewed by a Committee constituted for the propose. The Committee has since submitted its recommendations which are being processed for further necessary action. Meanwhile, the DGCSIR has decided that the cases of employees who have become due for promotion to the next higher grade after completion of 11 years may be processed as per the existing provisions. However, no fresh recruitment may be made in this category till final decision is taken on the recommendations of the Committee.

*Copy of CSIR letter No. 17(12)/8/2002-E.II dated 16.10.2002*

(53)

**Sub:-Managing the Security and Cleaning jobs in the Labs./Instts.**

I am directed to refer to this office circular of even number dated 27.11.2001 on the above subject allowing the Labs/Instts. to contract out the security and cleaning jobs with certain conditions including that the number of persons to be engaged through the contractor for these jobs should be restricted to the number fixed by CSIR for each Labs/Instts.

CSIR Labs/Instts. have been requesting for additional manpower to be engaged through contractor for security & cleaning jobs. The DG, CSIR in consultation with JS(A) and FA, CSIR has been pleased to decide that Labs/Instts. may be permitted to award "job contracts" relating to 'security' and 'cleaning' of the Labs/Instts. without specifying the number of persons to be deployed by the contractor subject to the following conditions:-

1. Contract should be awarded after obtaining offers from the registered contractors holding valid licence under Contract Labour (Regulation and Abolition) Act and the Labs./Instts. should also be registered under the said Act with the State Govt. being the appropriate Govt. The Security Contractor should also be registered with the DG(Resettlement) and must deploy ex-servicemen for the security, work.
2. Overall expenditure on security and cleaning of the Lab./Instt. should not exceed more "than 5%" of their existing expenditure.
3. No expenditure on this account should be made out of the Lab. Reserve Fund.
4. While awarding the contract, agreement should be entered into with the contractor, as per the enclosed agreements.  
Hindi version will follow.

**AGREEMENT FOR HOUSE KEEPING AND CLEANING**

This AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_  
between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the

Societies Registration Act- and having its office at "Anusandhan Bhawan", Rafi Marg, New Delhi (hereinafter referred to as CSIR) of the ONE PART.

And

M/s\_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for providing the house-keeping and cleaning arrangement at \_\_\_\_\_(Name of the lab./Instt)\_which is a constituent unit of CSIR (hereinafter referred to as Lab/Instt) and whereas the Contractor has offered to provide the house-keeping and cleaning, arrangement on the terms and conditions hereinafter stated.

WHEREAS Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc and the contractor shall report the compliance thereof to the CSIR. The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS CSIR has agreed to award the contract of work of house keeping and cleaning arrangement of the properties mentioned at Annexure A.

AND WHEREAS the contractor has agreed to furnish to the Lab./Instt. a security deposit of Rs ..... by way of Bank Guarantee Or Fixed Deposit Receipt.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under-A.

A. GENERAL CONDITIONS

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.

2. That on taking over the responsibility of providing-house keeping and cleaning arrangements, the contractor shall formulate the mechanism and duty/ assignment of House keeping and cleaning personnel in consultation with Director of the Lab./Instt or his nominee. Subsequently, the contractor shall review the house keeping and cleaning arrangement from time to time and advise the Director of the Lab./Instt. for further streamlining their system. The contractor shall further be bound by and carry out the directions/Instructions given to him by the Director of the Lab./Instt or the officer designated by the Director in this respect from time to time.
3. That the Director of the Lab./Instt. or any other person authorized by the Director shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case any of the persons so deployed by the contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Lab./Instt/CSIR in this respect Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Instt./CSIR in case of any of the aforesaid acts on the part of the said person.

#### **B.CONTRACTOR'S OBLIGATIONS**

1. That the contractor shall provide house-keeping and cleaning arrangement of the Buildings/premises mentioned at Annexure.-A as deemed fit by him in consultation with the Lab.
2. That for performing house keeping duties, the contractor shall deploy persons in eight hours shifts and as per the requirement of the job. The contractor shall ensure that the persons are punctual and disciplined in performance of their duty. It is further agreed that the Contractor shall engage medically and physically fit persons preferably below the age of 50 years.
3. That the contractor shall submit details such as, names, parentage, residential address, age, etc. of the persons deployed by him in . the premises of the Lab./Instt./CSIR for the purpose of proper identification of the employees of the contractor deployed at various points, he shall issue identity cards bearing their photographs/Identification, etc. and such employees shall ; display their identity cards at the time of duty.
4. That the contractor shall at their own cost, if required take necessary . insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act,1923;Payment of Wages Act,1936; The

Employees Provident Fund (and Miscellaneous Provisions) Act 1952; The Payment of Bonus" Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims demands, loss or injury from the contractor's monthly payments.

5. That the contractor shall submit the proof of having deposited that amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at CSIR Lab/Instt. buildings in their respective names before submitting the bill for the subsequent, month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.
6. That the contractor shall particularly abide by the provisions of Minimum Wages Act 1948 with Rules 1950 framed there-under, as amended from time to time on the rates, terms and conditions etc.
7. That the contractor shall be required to-maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of CSIR/Lab./Instt.
8. That the contractor shall make, the payment of wages, etc. to the persons so deployed in the presence of representative of the Lab./Instt./CSIR and shall on demand furnish copies of wages register/muster roll, etc. to the Lab./Instt. for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that, he is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of CSIR in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or caused to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages book, wage slip, Publications of scale of wages and terms of employment, inspection and submission of Periodical returns.
9. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of CSIR.
10. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the

persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the Lab./Instt. a sum as may be claimed by Lab./Instt./CSIR

#### C. CSIR'S OBLIGATIONS

1. That in consideration of the services rendered by the contractor as stated above, he shall be paid a lump sum of Rs.....on..... basis. Such payment shall be made by the 10<sup>th</sup> day of the month on the basis of the bills raised by the contractor and duly certified by the officer designated by Lab./instt. in this regard.
2. That the aforesaid lump sum amount has been agreed to be paid by CSIR to the contractor.
3. That payment on account of enhancement/escalation charges on account of revision in wages by the appropriate Govt. (Govt. of India) from time to time shall be payable by the CSIR to the contractor.
4. That the CSIR/Lab./Instt. shall reimburse the amount of service tax, if any, paid by the contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by the contractor.

#### D. IDENTIFICATION

1. That the contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever/ it will be the primary responsibility of the contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel, fee and other expenses which shall be paid in advance by the contractor to CSIR on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.
2. The contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust, and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

#### E. PENALTIES/LIABILITIES

1. That the contractor shall be responsible for faithful compliance of the terms \_and conditions of this agreement. In the event of any breach of the agreement, the -same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
2. That if the contractor violates any of the terms and conditions of this agreement, or commits any fault or their services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

#### F. COMMENCEMENT AND TERMINATION

1. That this agreement shall come into force w.e.f..... and shall remain inforce for a period of one year. This agreement may be extended on such terms and conditions-as-are mutually agreed upon.
2. That this agreement may be terminated on any of the following contingencies:-
  - a. On the expiry of the contract period as stated above
  - b. By giving one month's notice by CSIR on account of:
    - i. for committing breach by the contractor of any of the terms and conditions of this agreement.
    - ii. On assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the Lab./Instt.
  - c. On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the contractor to remove, all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no Person creates any disruption/hindrance/problem of any nature for Lab./Instt/CSIR.

#### G. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to DGCSIR or his nominee.

2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. .
3. The expression Director-General CSIR shall mean and include and acting/officiating Director-General.
4. The Arbitrator may give interim award(s) and/or directions, as may be required.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of  
Council of Scientific & Industrial Research  
Anusandhan Bhawan,  
Rafi Marg, New Delhi – 110001

For and on behalf of  
The contractor \_\_\_\_\_

WITNESS :

1. \_\_\_\_\_
2. \_\_\_\_\_

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 13.1.2003*

**(54)**

**Sub:-Career development of staff belonging to isolated categories of posts regarding.**

I am directed to state that based on the recommendations of the Committee constituted by the DG, CSIR to review the entire scheme for career development of staff belonging to isolated category, the Governing Body at its 155th meeting held on 19.12.2002 has approved categorization of isolated categories of posts in the following three Groups with different scales of pay in each Group for recruitment and career progression of the staff within the same Group. The specific entry level qualifications for different Groups have also been prescribed to ensure uniformity in qualifications and experience. It has further been decided that fresh appointment in different Groups will be made only at the entry level scale:



### 1. Group-C posts

Name of the post	Scale	Qualifications	Age*
Driver	1. Rs.3050-4590 2. Rs.4000- 6000 3. RS.4500-70Q0 4. Rs.5000-8000	10 <sup>th</sup> Class pass or equivalent with 5 years driving experience in LMV/HMV	28 years

### 2. Group-C posts

Name of the post	Scale	Qualifications	Age*
Jr. Cost Accountant	1. Rs.5000-8000 2. Rs.5500-9000 3. Rs.6500-10000 4. Rs.8000-13500	ICWA	28 years

### Group-C posts

Name of the post	Scale	Qualifications	Age*
Receptionist	1. Rs.5000-8000 2. Rs.5500-9000 3. Rs.6500-10000 4. Rs.8000-13500	Graduate with two years relevant experience as Receptionist in a Govt./Autonomous Body/Public Undertaking	28 years
Security Assistant/Watch & Ward Assistant	1. Rs.5000-8000 2. Rs.5500-9000 3. Rs.6500-10000 4. Rs.8000-13500	JCO in Army OR other Paramilitary Forces with five years experience in the work of security.	28 years

### 3. Group-B posts

Name of the post	Scale	Qualifications	Age*
Law Officer	Rs.6500-10500 Rs.8000-13500 Rs. 10000-15200	LLB with 8 years experience in handling legal matters.	35 years
Security Officer	Rs.6500-10500 Rs.8000-13500 Rs. 10000-15200	Ex-servicemen; JCO (Subedar or higher rank) OR equivalent rank in other Paramilitary forces with 10 years experience in security.	35 years

Relaxation in age limit for Ex-servicemen/SC/ST/OBC candidates, prescribed by the GOI from time to time will continue to be operative.

As per the existing provisions incumbents in the pre-revised scale of Rs. 1500-2000 may be considered for next higher grade of Rs.2000-2250(pre-revised) after they have been held up for one year at the maximum of the grade.

In view of revision of pay scales, the G.B. has approved promotion of incumbents belonging to isolated category of posts in the pay scale of Rs. 12000-16500(pre-revised)Rs. 1500-2000 on completion of 8 years of service, or after having been held up for one year at the maximum of the grade whichever is earlier, on merit, passed on the recommendations of the DPC, which shall invite the candidates for personal discussions and with the approval of Member (Finance). However, for other categories of staff the existing system of 11 years residency period will continue.

With the rationalization of the entry level scales and qualifications under differed categories, on vacation of post(s) by incumbent(s) at the higher level on retirement/resignation etc. the post(s) would revert to the new/revised scale of pay and not in the scale in which the incumbent(s) vacating the post(s) was/were recruited. It may, therefore, be ensured that in a situation where the existing post happens to be in lower/higher scales than the revised scales mentioned above the matter may be referred to CSIR with full details before filling up the post. The existing employees; holding lower grades other than the approved grades will continue to hold the same as personal to them and may be considered for placement in the next approved grade in the relevant groups only on completion of prescribed residency period.

The above decisions will be effective from the date of modification. You are requested to kindly take further action for recruitment and promotion of incumbents holding isolated categories of posts accordingly.

*Copy of CSIR letter No. 17/92/8/2000-EII dated 30.1.2003*

(55)

**Sub:-Career development of CSIR Raj Bhasha staff.**

I am directed to invite a reference to this office letter of even number dated 2.8.2000 conveying approval of Governing Body, CSIR for adoption of pay scales as admissible to the staff of Department of Official Language, Ministry of Home Affairs, Govt, of India for CSIR Raj Bhasha staff. The Governing Body at its 155th meeting held on 19.12.2002 reconsidered its decision, keeping in view the fact that under the Central Secretariat Official Language Service promotions are vacancy based, whereas "CSIR Raj Bhasha Staff" are covered under isolated category and promotion is assured on completion of prescribed number of years of service. Accordingly

Governing Body has approved the following scales of pay for 'CSIR Raj Bhasha Staff' covered under isolated category:-

1.	Jr. Hindi Tarnslator	-	Rs. 5000-8000
2.	Sr. Hindi Tarnslator	-	Rs.5500-9000
3.	Hindi Officer	-	Rs.6500-10,500
4.	Sr. Hindi Officer	-	Rs.8000-13,500
5.	Sr. Hindi Officer(SG)	-	Rs.10,000-15,200

The existing Hindi Officers who have been promoted to the scale of Rs.10,000-15,200, will continue to remain in that scale.

It has also been decided that in future recruitment of CSIR Raj Bhasha staff will be made at two levels i.e. Jr. Hindi Translator at the scale of Rs.5000-8000 and Hindi Officer in the scale of Rs.6,500-10,500 depending upon availability of posts. The qualifications for recruitment to the post of Jr. Hindi Translator and Hindi Officer are given in Annexure.

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

*Copy of CSIR letter No. 17/92/8/2000-E.III dated 30.1.2003*

#### **Annexure**

##### **Junior Hindi Translator (Rs.5000-8000)**

Master's degree of a recognised University in Hindi/English with English/Hindi as a main subject at the degree level;

Master's degree of a recognised University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level;

Bachelor's degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognised Diploma/Certificate Course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Govt, of India Undertakings.

##### **Hindi Officer (Rs.6500-10500)**

Master's degree of a recognized University or equivalent in Hindi with English as subject at the degree level

OR

Master's degree of a recognised University or equivalent in English with Hindi as subject at the degree level

OR

Master's degree of a recognised University or equivalent in any subject with Hindi and English as subject at the degree level

OR

Master's degree of a recognised University or equivalent in any subject with Hindi Medium and English as a subject at the Degree Level

OR

Master's degree of a recognised University or equivalent in any subject with English medium and Hindi as a subject at the degree level.

OR

With 5 years' experience of terminological work in Hindi and/or translation work from English or vice-versa, preferably of technical or scientific literature

OR

5 years' experience of teaching, research, writing or journalism in Hindi

**Desirable:**

- i. Knowledge of Sanskrit and/or a modern Indian Language.
- ii. Administrative experience.
- iii. Experience of organising Hindi classes or Workshops for noting and drafting.

(56)

**Sub:- Managing the Security and Cleaning jobs in the Labs/Instts.**

I am directed to refer to this office circular of even number dated 13.1.2003 on the above subject. One of the conditions for award of job contract for security was that the contractor should be registered with DG (Resettlement). A number of references have been received from different Labs./Instts. expressing their difficulties in getting security contractor registered with DG(Resettlement) and apprehended that such agencies may charge rates as per the rates fixed by DG(Resettlement). The matter has been examined and it has been decided with the approval of the Competent Authority that for a Security Agency the condition of registration with DG(Resettlement) may not be considered as a mandatory condition, other agencies who fulfill the other conditions stipulated in CSIR circular letter dated 13.1.2003 may also be considered for award of security contract. Secondly, since the Labs, are not required to approach DG(Resettlement) to sponsor the Security Agency, payment of wages as per the rates fixed by DG(Resettlement) is not necessary. The security agencies may be selected on the basis of competitive rates submitted by them however, the condition of payment of minimum wages as per the Minimum Wages Act, and fulfillment of other conditions stipulated in the circular dated 13.1.2003 and contract agreement may be ensured, while awarding the job contract.

Hindi version will follow.

*Copy of CSIR letter No. 14(6)/1/86-E.II dated 3.10.2003*

(57)

**Sub:- Out-sourcing of certain jobs by CSIR and its Labs/Instts. – Guidelines thereof- reg.**

I am directed to state that the Committee constituted to review the S&T staff strength while recommending reduction in the staff strength in Groups-I and II had suggested 'Out-sourcing of certain jobs'. Accordingly, DG, CSIR had constituted a separate Committee to make its recommendations on out-sourcing of certain jobs in CSIR and its National Labs./Instts. Based on the recommendations of the Committee, DG, CSIR, in consultation with Legal Adviser, CSIR and with the concurrence of Financial Adviser, CSIR had approved the out-sourcing of the following jobs :-

(A) Jobs/activities-for which job/contracts can be awarded by the Labs./Instts.

- i. Security
- ii. Cleaning
- iii. Horticulture
- iv. Research Farm Operation
- v. Providing skilled., semiskilled, unskilled manpower for specific defined jobs/activities related to external projects subject to optimal utilization of existing staff strength and expenditure met out of-project head only
- vi. Maintenance/operation of Guest House/Canteen in case, adequate staff is not available.

(B) Jobs/activities which can be given on Annual Maintenance Contract(AMC).

1. Operation/Maintenance of Generating Sets.
2. Operation/Maintenance of AC Plants/Cold Storage Rooms.
3. Operation/Maintenance of Pump Houses.
4. Operation/Maintenance of Lifts.
5. Maintenance of Electrical and Civil Works for residential complex. Maintenance of Electrical and Civil Works of the Laboratory Building may be done through regular employees.

*Copy of CSIR letter No. 4-14(24)/2003-E.II dated 25.4.2005*

(58)

**Sub:- Career development of staff belonging to isolated categories of posts – reg.**

Reference is invited 'to this office letter of even number dated 30.01.2003.

2. It has come to the notice that, the pay scale of Jr. Cost Accountant, Receptionist & Security Assistant/Watch & Ward Assistant has been mentioned as Rs. 6,500-10,000. It is hereby clarified that the pay scale mentioned as Rs. 6,500-10,000 inadvertently, may be read as Rs. 6,500-10,500.

*Copy of CSIR letter No. 17/92/8/2000-E.II dated 27.4.2007*

**Sub:-Constitution of Selection Committee/Departmental Promotion Committee for isolated posts.**

I am directed to state that a number of references are being received seeking advice for constitution of Selection Committee/DPC for considering cases under isolated category. The DG, CSIR has been pleased to decide that Selection Committee/Departmental Promotion Committee for appointment/promotion of all Gr. 'A','B' & 'C's category posts under isolated category., may be as under;-

**CATEGORY 'A' & 'B'**

(Constitution of Selection Committee/Departmental Promotion Committee for Sr. Hindi Officer, Sr. Hindi Officer (SG) Receptionist, Security/Watch & Ward Assistant, Security Officer to be considered for promotion in the scale of Rs.8000-13500 & 10000-15200 and Sr. Hindi Translator, Hindi Officer, Receptionist, Security/Watch & Ward Assistant, Law Officer and Security Officer to be considered for selection/promotion in the scale of Rs.5500-8000 & 6500-13500.

1.	Director or his nominee {not below the rank of Sci. IV(5)} in case of CSIR Hqrs. Joint Secretary (Admn.)	Chairman
2.	Sr. Dy. Secretary/Sr. COA/Dy. Secretary/COA from CSIR Hqs/Sister Lab./Instt.	Member
3.	Sr. Controller of Administration/COA of Lab/Instt.** In CSIR Hqrs., Deputy Secretary (Central Office)	Member (Ex-Officio)
4.	Sr. Controller of Finance & Accounts/CoFA of Lab./Instt.** In CSIR Hqrs. Deputy Finance Advisor (Audit)	Member (Ex-Officio)
5.	Outside Local Experts from Central/State Govt./Organization/Autonomous Body/PSU	Member
6.	One SC/ST/Minority community representative. (in case post is reserved for SC/ST or candidate belonging to minority community is being considered)	Member

\*\*In case Sr. COA/COA or Sr.Dy. FA/Dy.FA is not posted in the same Lab/Instt., Sr. COA/COA or Sr. Dy. FA/Dy. FA from sister Lab./Instt. may be nominated.

**CATEGORY 'C'**

(Constitution of Selection Committee/Departmental Promotion Committee for Jr.Hindi Translator, Drivers, Receptionist and Security/Watch and Ward Assistant to be considered for selection/promotion In the scale of Rs.3050-4590, 4000-6000, 4500- 7000, 5000-8000).

1.	Director or his nominee {not below the rank of Sci. IV(3)} in case of CSIR Hqrs. Joint Secretary (Admn.) or his nominee	Chairman
2.	Sr. Dy. Secretary/Under Secretary from CSIR Hqs or	Member

	COA/AO of Sister Lab./Instt.	
3.	Controller of Finance & Accounts/F&AO of Lab./Instt.** In CSIR Hqrs. Deputy Finance Advisor (Audit)	Member (Ex-Officio)
4.	Sr. COA/COA/AO of sister Lab./Instt. In CSIR Hqrs., Deputy Secretary (Central Office)	Member (Ex-Officio)
5.	Outside Local Experts from Central/State Govt./Organization/Autonomous Body/PSU	Member
6.	One SC/ST/Minority community representative. (in case post is reserved for SC/ST or candidate belonging to minority community is being considered)	Member

Accordingly, In future, Selection Committee/DPC for isolated category posts may be constituted in accordance with the above provision, it may be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

*Copy of CSIR letter No. 17(92)/8/2000-EII (PPS) dated 25.7.2007*

(60)

**Sub:- Implementation of Sixth Central Pay Commission— regarding corresponding pay rules.**

I am directed to state that the Government of India, Ministry of Finance vide OM No. 7/23/2008-E-III (A) dated 30th September, 2008 has communicated the approval to implement the Sixth Central Pay Commission recommendations to autonomous bodies. DG, CSIR in consultation with FA, CSIR has been pleased to approve the recommendations of Dr. Vikram Kumar Committee for implementation of the Sixth Central Pay Commission recommendations in respect of CSIR employees (including regular Canteen employees), except the benefit of non-functional scale to Section Officer (G/F&A/S&P) and Private Secretary notionally w.e.f. 1.1.1996. In the case of Private Secretary, non-functional scale of Rs.8000-275-13500 may be extended w.e.f. 3.10.2003 as has been extended in the case of Section Officer (G/F&A/S&P). In the case of Rajbhasha staff it has been decided to implement the scales as per the Government of India, Central Secretariat Official Languages Services, w.e.f. 1.1.2006. Accordingly, the corresponding revised pay scales based on Sixth Central Pay Commission for the existing CSIR employees belonging to different cadres is given in Annexure I.

In the case of Scientist Gr. IV and Directors covered under PB-3 and PB-4, DG, CSIR has decided to withhold implementation of Sixth Central Pay Commission recommendations for the present. They may be paid an interim amount of Rs. 50,000/- (Rupees fifty thousand only) each after taking an undertaking for adjustment of this amount from the arrears payable after fixation of pay.

The fixation of pay and payment of arrears to CSIR employees, may be regulated as per Central Civil Services (Revised Pay) Rules, 2008, notified vide G.S.R. No. 622(E) dated 29th

August, 2008 w.e.f. 1.1.2006 and the instructions contained in Ministry of Finance OM No. 1/1/2008-IC dated 30th August, 2008 (copies enclosed).

The 10% of the additional expenditure on account of revised pay structure based CCS(RP), Rules 2008 to be met out of Laboratory Reserve Fund.

Post/Grade Pre-Revised Pay Scale		Revised Pay Structure in CSIR		
		Name of Pay Band/Scale	Corresponding Pay Bands/Scales	Corresponding Grade Pay
Gr.III(1)	4500-125-7000	PB-2	9300-34800	4200
	Note: To be placed in Rs. 5000-8000 w.e.f. 1.1.2006 and the pay may be fixed as per Note 2B below Rule 7 of CCS (RP) Rules 2008			
Gr.III(2)	5500-200-9000	PB-2	9300-34800	4200
Gr.III(3)	6500-200-10500 To be placed in 7450-225-13500	PB-2	9300-34800	4600
Gr.III(4)	8000-275-13500	PB-3	15600-39100	5400
Gr.III(5)	10000-375-15200	PB-3	15600-39100	6600
Gr.III(6)	12000-375-16500	PB-3	15600-39100	7600
Gr.III(7)	14300-400-18300	PB-4	37400-67000	8700
Gr. II(1)	3050-75-3950-80-4590	PB-1	5200-20200	1900
Gr. II(2)	4500-125-7000	PB-1	5200-20200	2800
Gr. II(3)	5500-175-9000	PB-2	9300-34800	4200
Gr. II(4)	6500-200-10500 To be placed in 7450-225-11500	PB-2	9300-34800	4600
Gr. I(1)	2550-55-2660-60-3200	PB-1	5200-20200	1800
	Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008 in PB-1 with Grade Pay of Rs. 1800			
Gr. I(2)	2650-65-3300-70-4000	PB-1	5200-20200	1900
	Note:- To be places as per Note 1 below Rule 7 of CCS (RP) Rules 2008			
Gr. I(3)	3050-75-3950-80-4590 To be placed in 4000-100-6000 w.e.f. 1.1.2006	PB-1	5200-20200	2400
Gr. I(4)	4500-125-7000	PB-1	5200-20200	2800
	2550-55-2660-60-3200	-1S/PB-1	4440-7440/5200-20200	1300/1800



Gr. D (Non-Tech.) and Safaiwala/Washboy (Canteen)*	<p>Note: (1) To be placed as per Note 1 below Rule 7 of CCS (RP) Rules 2008 in PB-1 with Grade Pay of Rs. 180</p> <p>(2)* All the post of Canteen staff in Gr. D will be placed in the revised pay band PB-1 along with grade pay of Rs. 1800 once the staff occupying these pos is suitably retrained and made multi skilled.</p>			
Gr. Bearer, Tea/Coffee Maker (Canteen)	2610-3540	-1S/PB-1	4440-7440/5200-20200	1400/1800
	Note: All the post of Canteen staff in Gr. D will be placed in the revised pay band PB-1 along with grade pay of Rs. 1800 once the staff occupying these pos is suitably retrained and made multi skilled.			
Gr. D (Non-Tech.)	2650-65-3300-70-4000	-1S/PB-1	4440-7440/5200-20200	1650/1900
	Note:- To be placed as per Note 1 below Rule 7 of CCS (RP) Rules 2008			

Assistant Gr.III (G/F&A/S&P); Gr. D prom.post and Asstt. Halwai-cum-Cook/ Clerk (Canteen)	3050-75-3950-80-4590	PB-1	5200-20200	1900
Assistant Gr. 11 (G/F&A/S&P) and Jr. Stenographer and Asstt Manager-cum-Store-keeper (Canteen)	4000-100-6000	PB-1	5200-20200	2400
Assistant Gr. 1 (G/F&A/S&P) and Sr. Stenographer	5500-175-9000	PB-2	9300-34800	4200
	Note:- To be placed in the pre-revised scale of Rs. 6500-10500 wef. 15 <sup>th</sup> September, 2006 in accordance with DoPT OM dated 25 <sup>th</sup> September, 2006.			
Section Officer (G/F&A/S&P) and Private Secretary	6500-200-10500 To be placed in 7500-250-12000	PB-2	9300-34800	4800
Section Officer (G/F&A/S&P) and Private Secretary {NFS}	8000-275-13500	PB-3	15600-39100	5400
	Note:- Private Secretary with four years approved service in the grade of Rs. 6500-200-10500 may be granted NFS in pay scale of Rs. 8000-275-13500 wef. 3.10.2003, on the lines extended in the case of Section Officers (G/F&A/S&P).			
Under Secretary/ F & A O/S & P O	10000-325-15200	PB-3	15600-39100	6600
Deputy Secretary/ Dy. FA/CoS&P or equivalent	12000-375-16500	PB-3	15600-39100	7600
Sr.Dy. Secretary/ Sr. Dy. F.A/ CoS&P(SG) or equivalent	14300-400-18300	PB-4	37400-67000	8700
Jr Hindi Translator (Isolated Post)	5000-150-8000 To be placed in 6500-10500 w.e.f. 1.1.2006	PB-2	9300-34800	4200
Sr. Hindi Translator (Isolated Post)	5500-175-9000 To be placed in 7450-225-11500 w.e.f. 1.1.2006	PB-2	9300-34800	4600

Hindi Officer (Isolated Post)	6500-200-10500 To be placed in 8000-275-13500 w.e.f. 1.1.2006	PB-3	15600-39100	5400
Hindi Officer (Isolated Post)	8000-275-13500 To be placed in 10000-325-15200 w.e.f. 1.1.2006	PB-3	15600-39100	6600
Sr. Hindi Officer(SG)* (Isolated Post)	10000-325-15200	PB-3	15600-39100	6600
	*Note to be considered for promotion under ACP in grade pay of Rs.7600 on completion of required service in the grade.			
Driver (Isolated Post)	3050-75-3950-80-4590	PB-1	5200-20200	1900
Driver (Isolated Post)	4000-100-6000	PB-1	5200-20200	2400
Driver (Isolated Post)	4500-125-7000	PB-1	5200-20200	2800
Driver (Isolated Post)	5000-150-8000	PB-2	9300-34800	4200
Jr. Cost Accountant (Isolated Post)	5000-150-8000 To be placed in 6500-10500 w.e.f. 1.1.2006 and merged with F&A Cadre	PB-2	9300-34800	4200
Security Assistant/Watch and Ward Assistant (Isolated Post)	5000-150-8000 & 5500-175-9000 To be placed in 6500-200-10500	PB-2	9300-34800	4200
Security Assistant/Watch and Ward Assistant (Isolated Post)	6500-200-10500 To be placed in 7450-225-11500	PB-2	9300-34800	4600
Security Assistant/Watch and Ward Assistant (Isolated Post)	8000-275-13500	PB-3	15600-39100	5400
Law Officer (Isolated Post)	6500-200-10500 To be placed in 7450-225-11500	PB-2	9300-34800	4200
Law Officer (Isolated Post)	8000-275-13500	PB-3	15600-39100	5400
Law Officer (Isolated Post)	10000-325-15200	PB-3	15600-39100	6600
Security Officer (Isolated Post)	6500-200-10500 Will be placed in 7450-225-11500	PB-2	9300-34800	4600
Security officer (Isolated Post)	8000-275-13500	PB-3	15600-39100	5400

Security officer (Isolated Post)	10000-325-15200	PB-3	15600-39100	6600
Safaiwala (Canteen)	2550-3200	-1S	4440-7440	1300
Manager-cum-Accountant/ Manager <u>Gr.II/</u> (Canteen)	5000-150-8000	PB-2	9300-34800	4200

*Copy of letter No. 5-1(3)/2008-PD dated 4.10.2008*

**(61)**

**Sub:- Compliance of the Official Languages Act, 1963 Section 3(3).**

Under Section 3(3) of the Official Language Act, 1963 all documents (General Orders, Notifications, Press Communiqué, Contracts, Agreements, Licenses, Permits, Forms of Tender, Tender Notices, Resolutions, Rules, Administrative & Other Reports, and Official papers to be laid before a house or houses of Parliament) are invariably be issued bilingually. All concerned have been requested (Please refer to the enclosed CSIR circular letter of even number dated 7.7.2008) from time to time for the compliance of the Section 3(3). But it has been observed that the Annual Report of the Labs./Instts. are still being issued in English only, thus, violating the Official Languages Act. It has been taken very seriously by the Second Sub-Committee of the Committee of Parliament on Official Language at the time of the Inspection of NGRI, Hyderabad on 4.10.2008 and the Committee has directed for the Compliance of the OL Act. Therefore, all concerned are again requested that it is the responsibility of the Officer signing such documents to ensure that these documents are being issued in bilingual form. While sending any of the above documents to the CSIR Hqrs. in future, it should be ensured that the same is sent simultaneously in bilingual form.

*Copy of CSIR letter No. 20-8(5)/2007-Raj Bhasha dated 20.10.2008*

**(62)**

**Sub:-Implementation of 6<sup>th</sup>CPC recommendations in CSIR.**

**Ref. No. 5-1(3)/2008-PD dated 4th October, 2008.**

The following changes in the above circular may please be brought to the notice of all concerned:-

- The designation of 'Hindi Officer' in PB-3 in the scale of Rs. 15600-39100 with Grade Pay of Rs. 6600 may be read as 'Sr. Hindi Officer' instead of Hindi Officer.
- The word(s) 'under ACP' appearing in the Note against Sr. Hindi Officer(SG) may be deleted.

- iii. The Grade Pay of Rs. 4200/- shown against Law Officer in PB-2 in the scale of Rs. 9300-34800 may be read as Rs. 4600/- instead of Rs. 4200/-.

*Copy of CSIR letter No. 5-1(3)/2008-PD dated 8.4.2010*

**(63)**

**Sub:- Instructions related to outsourcing of certain jobs by CSIR Labs/Instts. – compliance of the provisions of Contract Labour (Regulation & Abolition) Act, 1971 and other related labour laws etc.**

I am directed to invite a reference to CSIR Circular No. 4-14(24)/2003-E.II dated 25/26 April 2005 on the subject cited above and to state that the guidelines/instructions contained in CSIR Circulars No. 14(6)/1/86-E.II dated 13-1-2003 and 3-10-2003 relating to managing the security and house keeping jobs in the Labs./Instts., may please be strictly followed and it should be ensured that proper Agreement is executed by the Contractor, as per the draft Agreement circulated by CSIR and all the requirements under Contract Labour (Regulation & Abolition) Act, 1971 and other labour laws are strictly complied with by the Contractor and the Lab./instt.

It is, therefore, once again requested that while awarding any job contract Including AMC in the Lab./instt., the instructions issued from time to time by CSIR including Contract Labour (Regulation & Abolition) Act, 1971 and other labour laws, may please be followed scrupulously, to avoid any legal complication at a later stage.

*Copy of CSIR letter No. 14(6)1/86-E.II(PD) dated 22.4.2010*

**(64)**

**Sub:-Advt. for the Post of Jr. Hindi Translator in CSIR Hqrs.**

Advertisement No. 1/2011

Applications are invited for the posts of Jr. Hindi Translator in CSIR Hqrs., New Delhi as per details given below:

S.No.	Name of the Post	No. of Post and Reservation Status	Scale of Pay (Pay Band + Grade Pay)	Age Limit
1.	Jr. Hindi Translator	02 (Two) Posts:- 01 – Unreserved 01 – Reserved for Other Backward Classes (OBC)	#Rs. 9300-34800 + Rs. 4200 (PB-2)	28 yrs.

# Plus allowances as admissible to Central Govt. employees.

In addition to pay, other benefits such as LTC, Leave, Leave Encashment and Medical Facilities are also admissible as per Rules.

**Essential Qualifications and Experience:** Master's Degree of a recognized University in Hindi/English, with English/Hindi as a main subject at degree level; OR Master's Degree of a recognized University in any subject with Hindi as the medium of instruction and examination - with English as a compulsory subject at degree level; OR

Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma/Certificate course in translation from Hindi to English and Vice-versa or two years experience of translation work from Hindi to English and Vice-versa in Central/State Government offices, including Govt, of India Undertakings.

### **HOW TO APPLY:**

Application forms can be downloaded from <http://csir.res.in> OR can be obtained from CSIR, 2, Anusandhan Bhawan, Rafi Marg, New Delhi — 110001 in person or by sending a request alongwith a self-addressed envelope of the size of 23x11 cms affixed with postage stamps of Rs.10/-. Requests for issue of application forms by post received after 01.03.2011 will not be entertained.

Applications completed in all respects, in the prescribed form along with application fee in the form of DD (issued by State Bank of India only) for Rs.100/- (Non-refundable) for-General and OBC category candidates valid for at least 6 months, drawn in favour of the "Joint Secretary (Admn.), CSIR" payable at State Bank of India, Main Branch, New Delhi, should be sent to the Joint Secretary (Admn.), Council of Scientific and Industrial Research, Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001 so as to reach on or before 10.03.2011. No other mode of payment of fee will be accepted. DD issued by any other bank will not be accepted. Applications received after the closing date shall not be entertained. CSIR will not be responsible for any postal delay.

### **General Conditions**

1. These posts are under CSIR, which is an Autonomous Body.
2. Presently, these posts are for CSIR H'qrs, New Delhi. However, the selected candidates can be posted in any of the CSIR Laboratories/Institute in India.
3. All New Entrants will be governed by the "New Pension Scheme" based on defined Contributions for New entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/Public Sector Undertakings/Central Universities, etc. working prior to 01.01.2004 & having Pensions

Scheme on GOI pattern, will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.

4. The period of experience for the post, wherever prescribed, shall be counted from the date of acquiring the minimum educational qualification prescribed for the post.
5. The date of determining the upper age limit/qualification/experience shall be the closing date prescribed for receipt of applications.
6. Relaxation in upper age limit will be as per GOI orders.
7. Relaxation of 5 years in age will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
8. Applications from employees of Government Departments/PSUs/Autonomous Bodies/Central Universities, etc. should be forwarded through proper channel with a certificate from the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected.
9. Candidates called for test/interview will be paid single second class to and fro rail fare by the shortest route from the place of their residence/actual departing station, whichever is nearer to Delhi.
10. Merely fulfilling of essential educational qualifications and/or experience does not entitle a candidate to be called for interview. A duly constituted Screening Committee shall lay down the criteria to shortlist the candidates for test/interview. The decision of the Council shall be final.
11. The candidates should write his name, address and name of post in capital letters on the back of Demand Draft.
12. Canvassing in any form or bringing in any influence, political or otherwise, will be treated as disqualification.
13. Photocopies of certificates in support of Date of Birth, Educational Qualifications; Experience and Other Backward Class (OBC) etc. must be sent along with the application. OBC certificate should be in the format prescribed by Govt, of India for employment under Central Govt.
14. Incomplete applications in any respect or applications not in the prescribed form will be summarily rejected.

*Copy of CSIR Advertisement No. 1/2011*

**(65)**

**Sub:-Advt. for the Post of Legal Adviser in CSIR Hqrs.**

Advertisement No. 2/2011

Applications are invited for the post of Legal Adviser in the Headquarters of Council of Scientific and Industrial Research, Rafi Marg, New Delhi - 110 001, in the Pay Band of Rs. 15600-39100 with Grade Pay of Rs.7600 plus allowances as per Central Government Rules.

## **1. QUALIFICATIONS AND EXPERIENCE FOR THE POST:**

- i) Degree in Law of a recognized University.
- ii) Knowledge of Government Rules and procedures and their application.
- iii) At least 12 years experience in a supervisory capacity in handling legal work pertaining to service matters as well as arbitration cases etc. in Central/State Governments, Autonomous Bodies, Public Sector Undertakings etc. including practice at Bar.

## **2. JOB REQUIREMENTS**

The incumbent will advise the Director General/Joint Secretary (Admn.), CSIR and Directors of National Laboratories/Institutes located all over India on all legal matters including cases before CAT/Arbitration/Industrial Courts and also to undertake drafting of agreements, appearance in Courts etc.

## **3. AGE:**

40 years as on 1.8.2011.

Experience and age may be relaxed in the case of persons otherwise found suitable.

## **HOW TO APPLY:**

Application forms can be downloaded from <http://csir.res.in> OR can be obtained from CSIR, Anusandhan Bhawan, 2 Rafi Marg, New Delhi - 110001 in person or by sending a request along with a self-addressed envelope of the size of 23x11 cms affixed with postage stamps of Rs.10/-. Requests for issue of application forms by post received after.....will not be entertained.

Applications completed in all respects, in the prescribed form along with application fee in the form of DD (issued by State Bank of India only) for Rs.100/-(Non-refundable) drawn in favour of the "Joint Secretary (Admn.), CSIR" payable at State Bank of India, Main Branch, New Delhi, should be sent to the Joint Secretary (Admn.), Council of Scientific and Industrial Research, Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001 so as to reach on or before..... No other mode of payment of fee will be accepted. DD issued by any other bank will not be accepted. Candidates belonging to SC/ST category and persons with disabilities are exempted from payment of application fee. Applications received after the closing date shall not be entertained. CSIR will not be responsible for any postal delay.

## **General Conditions:**

1. The post is under CSIR, which is an Autonomous Body.
2. All New Entrants will be governed by the "New Pension Scheme based on defined Contributions for New entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/Public Sector

Undertakings/Central Universities, etc. working prior to 01.01.2004 & having Pensions Scheme on GOI pattern, will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.

3. The period of experience for the post, wherever prescribed, shall be counted from the date of acquiring the minimum educational qualification prescribed for the post.
4. The date of determining the upper age limit/qualification/experience shall be the closing date prescribed for receipt of applications.
5. Relaxation in upper age limit will be as per GOI orders.
6. Relaxation of 5 years in age will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
7. Applications from employees of Government Departments/PSUs/Autonomous Bodies/Central Universities, etc. should be forwarded through proper channel with a certificate from the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected.
8. Candidates called for test interview will be paid single second class to and fro rail fare by the shortest route from the place of their residence/actual departing station, whichever is nearer to Delhi.
9. Merely fulfilling of essential educational qualifications and/or experience does not entitle a candidate to be called for interview. A duly constituted Screening Committee shall lay down the criteria to shortlist the candidates for test/Interview. The decision of the Council shall be final.
10. The candidates should write his name, address and name of post in capital letters on the back of Demand Draft.
11. Photocopies of certificates in support of Date of Birth, Educational Qualifications, Experience and Other Backward Class (OBC) etc. must be sent along with the application. OBC certificate should be in the format prescribed by Govt, of India for employment under Central Govt.
12. Incomplete applications in any respect or applications not in the prescribed form will be summarily rejected.
13. Canvassing in any form or bringing in any influence, political or otherwise, will be treated as disqualification.

Interim enquiries will not be entertained.

*Copy of CSIR Advertisement No. 2/2011*



**Sub:-Advt. for the Post of Legal Adviser in CSIR Hqrs. -- CSIR Service Rules, 2012.**

**CSIR SERVICE RULES, 2012 FOR RECRUITMENT TO THE POST OF LEGAL ADVISER**

1. Short Title and Commencement:-

These rules shall be called 'CSIR Service Rules, 2012 for Recruitment to the post of Legal Adviser and shall come into force with effect from the date of notification.

The existing vacant post shall be filled up as per provisions of these rules.

2. Scope of the rules – These rules shall govern recruitment and promotion of Legal Adviser in CSIR.

- 3. The Grades/Scales of Pay – PB-3; GP-7600
- 4. Classification/category of post – Administrative Group 'A' Isolated category.
- 5. Career progression – As applicable to Isolated posts in CSIR
- 6. Appointing authority --Director-General, CSIR

7. Mode of recruitment	Through open advertisement. On the recommendation of a Selection Committee constituted by the appointing authority in accordance with these rules. The selected candidate may be considered for appointment on regular/contract/deputation basis.
8. Qualification & Experience	LLM / 5-year Integrated LLB(Hons.) degree and 5 years experience of handling service matters; OR LLB with 8 years experience of handling service matters.  Desirable – Experience of at least two years at Bar
9. Age	37 years on the last date of receipt of applications for the post. No age-limit for CSIR employees.
10. Power to relax	The appointing authority (DG, CSIR) can relax the age limit, and/or experience in the case of an exceptionally meritorious candidate.
11. Constitution of Selection & Screening Committees	The Selection Committee for the post shall be constituted with approval of the appointing

	<p>authority, as follows:</p> <ol style="list-style-type: none"> <li>Chairman -- DG, CSIR or his nominee</li> <li>JS(A), CSIR</li> <li>FA, CSIR</li> <li>One Director of a national Lab/Institute of CSIR.</li> <li>Jt. Secretary/Addl. Secretary level officer from Ministry of Law &amp; Justice (preferably from Deptt. Of Legal Affairs)</li> </ol> <p>The Screening Committee shall be constituted from amongst the members of the Selection Committee.</p>
12. Method of Recruitment & Selection	<p>The post of Legal Adviser shall be given wide publicity. The applications received in response to the advertisement shall be considered by a duly constituted Screening Committee.</p> <p>The candidates short-listed by the Screening Committee shall be interviewed by the Selection Committee.</p> <p>The recommendations of the Selection Committee shall be submitted to the appointing authority.</p>
13. Probation	<p>The selected candidate shall be on probation for a period of one year which may be extended or curtailed at the discretion of the appointing authority.</p>
14. Pay	<ol style="list-style-type: none"> <li>Pay of the selected candidate shall be fixed as per rules and instructions of CSIR.</li> <li>Advance increments, upto five, can be granted on the recommendation of Selection Committee and with the approval of the appointing authority, in the case of an exceptionally meritorious candidate.</li> </ol>
15. Interpretation	<p>Any question relating to interpretation of these rules shall be decided by DG, CSIR.</p>
16. Repeal & saving	<p>These rules supersede any existing rule and/or instructions insofar as they relate to recruitment to the post of Legal Adviser in CSIR to the extent they are inconsistent with these rules.</p>

*Copy of CSIR recruitment Rules, Legal Adviser, 2012*

(67)

**Sub:-Advt. for the Post of Legal Adviser in CSIR Hqrs.**

**CSIR invites bright and young legal professionals for the positions of Legal Adviser and Law Officer.**

Advt. No. 01/2012-HR

Council of Scientific and Industrial Research (CSIR) established in 1942, is an autonomous body under Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India. It is one of the foremost and largest publicly funded scientific and industrial research organizations in the country having 37 constituent national laboratories/institutes located all over India.

CSIR is looking for bright, young and professionally qualified persons for the following positions at its Headquarters in New Delhi.

**1. Legal Adviser:**

The post is in Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 7600 plus allowances as per Central Govt. rules.

The position of Legal Adviser is one of the key positions in the organizational matrix of CSIR. The incumbent of the position plays important role of advising the Director-General, Directors of national laboratories/institutes and Joint Secretary (Adm.), CSIR on matters pertaining to interpretation of rules, procedures, service matters of employees and other legal matters relating to the affairs of CSIR including drafting of contracts/agreements, MOUs; arbitrations, court cases, labour laws etc.

The candidate for the post should meet the following age, qualification and experience requirement:

Age-limit: 37 yrs as on 10<sup>th</sup> September, 2012

Qualification & experience: LLM/5 year Integrated LLB(Hons/) degree and 5 years experience of handling service matters; OR  
LLB with 8 year experience of handling service matters.

Desirable : Experience of at least two years at Bar

**2. Law Officer:**

The post is in Pay Band-3 (Rs. 15600-39100), Grade Pay of Rs. 5400 plus allowance as per Central Govt. rules.

The candidate for the post should meet the following age, qualification and experience requirement:

Age-limit : 28 yrs. as on 10<sup>th</sup> September, 2012

Qualification & Experience: 5-yrs Integrated LLB(Hons.) degree from a reputed Law University; OR LLM; OR

LLM degree and one year experience of handling service matters.

Relaxation: Age-limit is relaxable for SC/ST/OBC and certain other categories, as per GOI instructions on the subject. No age limit for departmental candidates.

**Selection process:** The candidates short-listed by a duly constituted Screening Committee shall be interviewed by a Selection Committee. Merely possession of prescribed qualification and experience shall not entitle a candidate to be called for interview. For this purpose, the Screening Committee may adopt a higher criteria; such a decision of the Committee shall be final. The short-listed candidates shall be informed of the date, time and venue of interview by e-mail.

The appointment may be made on regular basis/deputation/contract.

**How to apply :** Interested candidates (Indian citizens) may apply 'on-line' at [www.csir.res.in](http://www.csir.res.in)

A print-out of this on-line application may be taken and the same may be sent to the Jt. Secretary (Adm.), CSIR, Anusandhan Bhawan, Rafi Marg, New Delhi-110001 along with self-attested copies of certificates. Those working in Govt, departments, PSUs and autonomous bodies should send the print-out of their applications through proper channel.

**Last date :** The last date for receipt of completed applications is 10th September, 2012.

*Copy of CSIR Advertisement No. 01/2012-HR*

(68)

**Sub: Recruitment for the post of Law Officer in CSIR Hqrs.**

Advt. No. CO/02/2014

Council of Scientific and Industrial Research (CSIR) established in 1942, is an autonomous body under Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt, of India. It is one of the foremost and largest public funded Scientific and Industrial Research Organizations in the country having 37 constituent national laboratories/institutes located all over India.

CSIR intends to fill up the following position at its Headquarters in New Delhi.

Name of the Post	<b>Law Officer</b>
Number of vacancies	01 (Unreserved)
Essential Qualification and Experience	LLB with 08 years experience in handling legal matters
Upper Age limit	35 years as on 31.07.2014
Pay Band and Grade Pay	Rs. 9300-34800 (PB-2) plus grade pay of Rs. 4600/- plus allowances as per central Govt. Rule

Selection process: The candidates short-listed by a duly constituted Screening Committee shall be interviewed by a Selection Committee. Mere possession of prescribed qualification and experience shall not entitle a candidate to be called for interview. For this purpose, the Screening Committee may adopt a higher criteria; such a decision of the Committee shall be final. The short-listed candidates shall be informed of the date, time and venue of interview by e-mail and web notification on CSIR web site ([www.csir.res.in](http://www.csir.res.in)).

**How to apply:**

1. Eligible candidates are required to apply Online through CSIR website <http://www.csir.res.in> no other form of application will be accepted.
2. Candidates should keep a print-out of the online application for their record.
3. This duly signed print-out of the computer generated application form (hard copy) accompanied by DD for Rs. 100/- drawn on State Bank of India in favour of 'Joint Secretary(Admn.) CSIR, New Delhi' along with self- attested copies of certificates, mark-sheets, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable, should be sent in an envelope superscribed "Application for the post of "Law Officer" by post so as to reach The Joint Secretary(Admn.), Council of Scientific & Industrial Research, Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110001 within 15 days from the last date of online application. The candidates should write his name, address and name of the post in capital letters on the back of Demand Draft

4. No application fee for Women, SC, ST, Persons with Disabilities and CSIR candidates.  
Last date: The last date for receipt of online applications is 31.07. 2014.

#### **General Conditions**

1. These posts are under CSIR, which is an Autonomous Body.
2. Presently, these posts are for CSIR H'qrs, New Delhi. However, the selected candidates can be posted in any of the CSIR Laboratories/Institute in India.
3. All New Entrants will be governed by the "New Pension Scheme" based on defined Contributions for New entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/Public Sector Undertakings/Central Universities, etc. working prior to 01.01.2004 & having Pensions Scheme on GOI pattern, will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.
4. The period of experience for the post, wherever prescribed, shall be counted from the date of acquiring the minimum educational qualification prescribed for the post.
5. The date of determining the upper age limit/qualification/experience shall be the closing date prescribed for receipt of applications.
6. Relaxation in upper age limit will be as per GOI orders.
7. Relaxation of 5 years in age will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
8. Applications from employees of Government Departments/PSUs/Autonomous Bodies/Central Universities, etc. should be forwarded through proper channel with a certificate from the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected.
9. Candidates called for test/interview will be paid single second class to and fro rail fare by the shortest route from the place of their residence/actual departing station, whichever is nearer to Delhi.
10. Merely fulfilling of essential educational qualifications and/or experience does not entitle a candidate to be called for interview. A duly constituted Screening Committee shall lay down the criteria to shortlist the candidates for test/interview. The decision of the Council shall be final.
11. Canvassing in any form or bringing in any influence, political or otherwise, will be treated as disqualification.
12. Photocopies of certificates in support of Date of Birth, Educational Qualifications; Experience and Other Backward Class (OBC) etc. must be sent along with the application. OBC certificate should be in the format prescribed by Govt, of India for employment under Central Govt.
13. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppress material information he/she will be disqualified and if appointed, shall be liable for termination from CSIR's service without and or assigning any reasons whatsoever.

14. Incomplete applications in any respect or applications not in the prescribed form will be summarily rejected.

*Copy of CSIR Advertisement No.CO/02/2014*

**(69)**

**Sub:- Clarification on designation of Security Officer on promotion-reg.**

I am directed to refer to CSIR-CGCRI letter No. 3-GC(1461)/2000-E.I dated 18.03.2014 forwarding the request of Shri. Bidhan Biswas, Security Officer for change of designation to Sr. Security Officer on account of his promotion from the Pay Band of Rs. 9300-34800 (PB-2) with Grade Pay of Rs. 4600/- to the Pay Band of Rs. 15600-39100 (PB-3) with a Grade Pay of Rs. 5400/- w.e.f. from 31.10.2011. The same was examined in the light of CSIR circular letter No. 17/92/8/2000-E.II dated 30.01.2003 notifying the decision of the Governing Body in its 155th meeting held on 19.12.2000.

The aforesaid decision of the Governing Body notified vide CSIR circular letter dated 30.01.2003 provides for the designation of Security Officer only, along with the hierarchy of pay scales. Therefore, the request of Shri Bidhan Biswas to grant him the designation of Sr. Security Officer consequent upon his promotion to Grade Pay of Rs. 5400 in PB-3 cannot be acceded to.

*Copy of CSIR letter No. 5-1(12)/2008-PD dated 19.5.2014*

**(70)**

**Sub:- Enhancement of Educational Qualifications for the post of Jr. Hindi Translator and revision of eligibility criteria in respect of" Jr. Hindi Translator and Hindi Officer of CSIR Raj Bhasha stall-reg.**

I am directed to state that the Governing Body in its 185<sup>th</sup> meeting held on 26.03.2014 has approved the following:

1. For the post of Sr. Hindi Translator.

<b>Existing Educational Qualifications</b>	<b>* Revised Educational Qualifications ,</b>
Master's degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level;	(1) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;
Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level;	OR

<p>Bachelor's degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognized Diploma Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work, from Hindi to English and vice versa in Central/State Government Offices, including Govt. of India Undertakings.</p>	<p>Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or 'Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University or equivalent, in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>(2) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central of State government offices, including Government of India undertaking.</p>
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Existing Educational Qualifications	* Revised Educational Qualifications ,
	<p><b>Desirable:</b></p> <p>(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.</p> <p><b>Age limit:</b> Not exceeding 30 years.</p> <p>Relaxation in Age Limit upto 5 years to Council /Government/ Autonomous Bodies Public Sector Undertaking employees in accordance with the instructions and orders issued by the Government of India from time to time in this</p>



	<p>regard.</p> <p>In addition, relaxation for SCs/ STs/ OBCs and certain other categories as provided by the Government of India from time to time will continue.</p> <p>Note: *Any future amendment made to the educational qualification including age limit and relaxation in age limit for the post of Jr. Translator in Central Secretariat Official Language Service (CSOLS) will be applicable to the post of Jr. Hindi Translator in CSIR.</p>
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2). **For the post of Hindi Officer:**

**Age limit:** Not exceeding 35 years.

**Relaxation in Age Limit** upto 5 years to Council /Government/ Autonomous Bodies / Public Sector Undertaking employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

In addition, relaxation for SCs/ STs/ OBCs and certain other categories as provided by the Government of India from time to time will continue.

3). Any future amendments made to the educational qualification, upper age limit and relaxation in age limit to the post of Assistant. Director (OL) in CSOLS will be applicable to the post of Hindi Officer of CSIR Raj Bhasha.

It is requested that the above amendments may kindly be brought to the notice of all concerned for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(11)/2008-PD dated 27.5.2014*

**(71)**

**Sub: Order dated 30.09.2014 passed by the Hon'ble High Court on WP No. 6771/2014 and Order dated 27.11.2013 passed by the Hon'ble CAT, Principal Bench, New Delhi In the case of Dr. Anang Pal &Ors - Compliance thereof.**

I am directed to forward herewith a copy each of the Orders dated 27.11.2013 of the Hon'ble CAT, Principal Bench New Delhi and dated 30.09.2014 passed by the Hon'ble High Court of Delhi relating on the above subject for compliance and necessary action. However, these orders shall be applicable in the case of only those Sr. Hindi Officers who were promoted

after 30.01.2003 but before 31.12.2005 and were given the pre-revised pay scale of Rs. 8000-13500.

*Copy of CSIR letter No. 5-1(11)/2008-PD dated 22.12.2014*

WP No. 6771/2014 dated 30.9.2014

The Council of Scientific & Industrial Research & Ors. have preferred the present writ petition under Article 226 of the Constitution of India to assail the order dated 27.11.2013 passed by the Central Administrative Tribunal (for short, the Tribunal) in OA No. 2201/2011 whereby the Tribunal has allowed the said original application and quashed the order dated 30.1.2003 by which the pay scale of Senior Hindi Officers had been reduced from Rs. 10000-15200 to Rs. 8000-13500. The Tribunal directed that Senior Hindi Officer would continue to draw higher pay scale of Rs. 10000-15200 and held that there was no question of making recovery of any excess amount from the respondent – applicants was directed that in case recovery had been made, the same shall be paid back to the respondents.

2. Senior Hindi Officer were earlier getting the pay scale of Rs. 8000-13500. On 2.8.2000, in 148th meeting of the Governing Body of the CSIR, a proposal for increasing the pay scale to Rs. 10000-15200 was approved so as to bring, the same at par with Central Secretariat Official Language Service (CSOLS). However, on 30.1.2013, the Governing Body reviewed the position again, and decided to reduce the pay scale of Senior Hindi Officers to Rs. 8000-13500 and ordered recovery of excess amounts paid to the respondents. Thereafter, on the recommendations of the Sixth Central Pay commission, the pay scale was again increased to Rs. 10000-15200 with effect from 1.1.2006. Consequently, only those Senior Hindi Officers who had been promoted, as such, between the period 30.1.2003 to 31.12.2005 were given the scale of Rs, 8000-13500 while those promoted to the said post before and after this period got the benefit of the higher pay scale of Rs. 10000-15200. All the respondents-applicants were promoted on dates falling in the aforesaid period i.e. 30.1.2003 to 31.12.2005. The respondents represented against denial of higher pay scale of Rs. 10000-15200. They also placed reliance on the Sixth Central Pay Commission report which has granted parity to them with the staff of Raj Bhasha Vibhag, as also the decision of the CSIR in its 148th meeting wherein the CSIR accepted the pay parity. Since the representations of the respondents-applicants did not bear fruit, they preferred the aforesaid original application.
3. The petitioner contested the aforesaid original application, primarily on two grounds. Firstly, it was contended that the original application was barred, by limitation inasmuch, as the respondents-applicants were seeking to challenge a policy decision taken on 30.01.2003, which had been acted upon in the same year. Secondly, the petitioner contended that while in the 148th meeting of the Governing body of CSIR it had been decided to give the pay scale of Rs. 10000-15200 to Senior Hindi Officers, there were other similar cadres which had not been given, this benefit-leading to an anomalous situation. Consequently, the petitioner constituted a Committee of Dr. Kishan Lal to review the existing scheme and examine the anomaly in

the pay scales. The Committee considered the pay scale given to Raj Bhasha Staff in the CSIR as compared to the Department of Official Language in Government of India, and found that in the Government of India, the official language cadre is an organized one and the promotions in that cadre are vacancy based, whereas the Raj Bhasha cadre in CSIR is an isolated one and there is no similarity amongst the two cadres. The Committee also considered the financial difficulties created by this upgradation of pay scale as other cadres, such as security officers were aggrieved by the same. Consequently, the earlier decision was recalled by the governing body in its 155th meeting held on 19.12.2002 and a memorandum dated 30.1.2003 was issued retaining the pay scale of Rs. 8000-13500 for Senior Hindi Officers with the rider that those promoted between the period 2.8.2000 to 30.1.2003 as Senior Hindi Officers, will continue to draw pay in the scale of Rs. 10000-15200.

4. The Tribunal rejected the petitioner's objection with regard, to limitation by placing reliance on the decision of the Supreme Court in MR. Gupta Vs. Union of India (1995) 5 SCC 628. The Tribunal took note of the fact that the respondents had been promoted as Senior Hindi officers only in the year 2006 - with retrospective effect and, therefore, they could not have come to the Tribunal before their promotion. Secondly, the grant of pay is a recurring cause of action and, therefore, the original application could not be said to be barred by limitation. Thirdly, the grievance of the respondents arose when the impugned order of recovery was made on 25.01.2011. The original application has been filed on 03.06.2011. Consequently; there was no delay. On merit, the Tribunal observed that Senior Hindi Officers promoted between 30.1.2003 and 31.12.2005 had been granted lower pay scales, when compared to those promoted before or after the intervening period as aforesaid. Thus, the petitioner had sought to make distinction on the basis of dates of promotion, and different class of Senior Hindi Officers were created without any rationale. The classification had no nexus with the objects sought to be achieved. The Tribunal held that the cut-off date of 30.1.2003 itself was arbitrary, based on the fortuitous circumstances of the Governing Body meeting being held just prior to the date. The Tribunal held:

“While the CSIR were well within their rights to decide whether to grant a particular pay scale to the applicants or not, their action in dividing the Senior Hindi Officer into two classes by allowing those promoted before 30.1.2003 to continue to enjoy the higher pay scale of Rs. 10000-15200 is unsustainable.”

5. The Tribunal also held that the petitioner could not have effected recovery, by placing reliance on the judgement of the Supreme Court in Chandi Prasad Uniyal and Ors. Vs. State of Uttarakhand and others (Civil Appeal No. 5899/2012 decided on 17.8.2012) wherein the Supreme Court has held that recovery could not be effected in cases where such recovery would cause extreme hardship. Since the Tribunal held the action of the petitioner- in lowering the pay scale of the- respondents to Rs.8000-13500 as unsustainable, obviously recovery could not be made.

6. The submission of learned counsel for the petitioner before us is once again on the same lines as advanced before the 'tribunal. Mr. Sikri submits that the original application was barred by limitation since the decision of the governing body to restore the pay scale of Rs.8000-13500 was taken on 30.1.2003 whereas the original application had been preferred only in June, 2011. On merits, he submits that grant of the higher pay scale of Rs. 10000-15200 to the respondents, who were appointed between 30.1.2003 and 31.12.2005 would cause financial burden on the petitioner.
7. Having heard learned counsel for the petitioner and perused the impugned order, we are of the view that there is no merit in this petition since there is no error in the impugned order calling for interference by this court in exercise of its jurisdiction of judicial review. The Tribunal has adequately dealt with the defense of limitation raised by the petitioner. The respondents had been promoted, retrospectively only in the year 2006. Obviously, there was no question of their assailing the decision of the governing body taken in its meeting held on 30.1.2003 soon after the said decision was made and implemented vide memorandum dated 30.1.2003. Secondly, the recovery was sought to be made only by the order dated 25.1.2011. The cause of action arose in favour of the respondents on the said date and the original application was preferred within five months thereof. Thirdly, as held in M.R. Gupta's case (supra), a 'fresh cause of action arises every month when he is paid his monthly salary on the basis of a wrong computation made contrary to rules. It is no doubt true that if the appellant's claim is found correct on merits, he would be entitled to be paid according to the properly fixed pay scale in the future and the question of limitation would arise for recovery of the arrears for the past period. We, therefore, find no merit in the submission of Mr. Sikri that the original application was barred by limitation.
8. On merits, petitioner could not defined the classification sought to be made among the Sr. Hindi Officers on the basis of the dates of promotion, when the respondent maintain the higher pay scale of Rs. 10000-15200 in respect of those Sr. Hindi Officers who were appointed prior to 2.8.2000 and after 30.1.2003 there was no justification to grant the lower pay scale of Rs. 8000-13500 to those promoted in the said period. There is no rationale basis for this classification, as all officers in the cadre of Sr. Hindi Officers are performing the same functions and discharging the same responsibility under the same employer as held by the Tribunal, there is no basis for fixing the cut off date.
9. Consequently, we find no merit in the present petition and dismissed the same.

(72)

**Sub:-Addition in Qualification for the post of Security Assistant in CSIR and its Laboratories/Institutes –reg.**

The undersigned is directed to invite attention to CSIR letter No.17/92/8/2000-E.II dated 30.01.2003 notifying that the qualification for the post of Security Assistant as "JCO in Army or other Paramilitary Forces with five years experience in the work of security

In this regard references are being received in CSIR Hqrs from Laboratories/Institutes seeking clarification as to whether ex-servicemen are also eligible to apply for the post of Security Assistant or only serving JCOs in army are eligible to apply. After a careful consideration of the matter, the Director General, CSIR in his capacity as Chairperson of the Governing Body of CSIR has accorded approval for addition of the word "Ex-servicemen" in the qualification for the post of Security Assistant and the same may now be read as "Ex-servicemen, JCO in Army or other Paramilitary Forces with five years experience in the work of security", subject to ratification by the Governing Body in its forthcoming meeting.

Hindi version follows.

*Copy of CSIR letter No. 4-6(13)/2012-HR(E.II) dated 16.3.2015*

(73)

**Sub:-Modification in Qualification for the post of Security Assistant in CSIR and its Laboratories/Institutes –reg.**

In partial modification of this office memorandum of even number dated 16.03.2015 on the subject cited above, attention was drawn to CSIR letter No.17/92/8/2000-E.II dated 30.01.2003 notifying that the qualification for the post of Security Assistant as "JCO in Army or other Paramilitary Forces with five years experience in the work of security'.

In this regard references are being received in CSIR Hqrs. from Laboratories/Institutes seeking clarification as to whether 'ex-servicemen' are also eligible to apply for the post of Security Assistant or only serving JCOs in army are eligible to apply. After a careful consideration of the matter, the Director General, CSIR in his capacity as Chairperson of the Governing Body of CSIR has accorded approval modification in the qualification for the post of Security Assistant and the same may now be read as "Ex-servicemen, JCO in Army or equivalent

in other Paramilitary Forces with five years experience in the work of security", it will be placed before the Governing Body, CSIR in its forthcoming meeting for ratification.

Hindi version follows.

*Copy of CSIR letter No. 4-6(13)/2012-HR(E-II) dated 25.3.2015*

**(74)**

**Sub:- Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr. III – clarification reg.**

**Ref: CSIR-SERC letter No. A1(614)88-Rct. Dated 12.5.2015**

In continuation of CSIR letter No. 7-4(3)/2006-R&A dated 12<sup>th</sup> March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC/SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.

For examples:- For a typing test of 10 minutes:-

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320 =16
Admissible mistakes	:	19-16=3

**As per formula:  $\frac{\text{No. of words (-) Number of Mistakes}}{10}$**

= (320/10)-3

= 32-3

= 29 w.p.m

For computing the typing speed for skill test on computer for the post of Asstt. Gr. – III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.4.2014.

*Copy of CSIR letter No. 5-1(116)/2011-PD dated 13.7.2015*

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
**APPLICATION FORM FOR THE POST OF LEGAL ADVISER ON DEPUTATION BASIS**

[PLEASE USE SEPARATE SHEET(S), IF REQUIRED]

1. Name (in full and Capital letters) : Shri./Dr./Smt./Ms. \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Category (UR/OBC/SC/ST) : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Age as on 10.12.2015  
(Years/Months/Days) : \_\_\_\_\_
6. Correspondence Address : \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

7. Permanent Address : \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

8. Mobile No. : \_\_\_\_\_

9. Office Landline No. : \_\_\_\_\_

10. Email ID : \_\_\_\_\_

11. Name, Designation, Address and  
Contact No. of the Concerned Officer  
In your Present Organization : \_\_\_\_\_

12. Educational Qualification (Please attach self-attested copies relevant certificates/documents). Originals will be seen at the time of Interview)

Examination Passed	Year of Passing	Percentage & Division	University/Board	Subject Studies

13. Details of Employment in chronological order. Enclose a separate sheet duly authenticated your organization, if space below is insufficient.

Name of the Post Held	Name & address of Organization and also specify whether it is a Central Govt./State Govt./Autonomous Body/PSU/Universities/Others	Date (From – to)	Pay Band and grade Pay, Present Basic Pay & Gross Salary	Job Profile/Nature of duties & responsibilities*

\*In this column, applicant should give detailed information of the nature of duties and the issues/matters being dealt by him/her.

14. In case the present employment is held on  
deputation/contract basis, please state

- a. Date of initial appointment : \_\_\_\_\_
- b. Period of appointment on deputation/contract : \_\_\_\_\_
- c. Name of the parent office/organization  
to which you belong : \_\_\_\_\_
15. Any other Information you wish to share : \_\_\_\_\_
16. Please state clearly whether in the light of  
Entries made by you above, you meet the  
requirement of the post : \_\_\_\_\_

I hereby declare that all the particulars given in this Application are true, complete and correct to the best of my knowledge and belief and nothing has been concealed.

Place:

Date :

Signature of the Applicant

Name : \_\_\_\_\_  
(in capital letters)

(75)

**Sub:- Social Security benefits to manpower engaged on outsourcing basis reg.**

I am directed to forward herewith Cabinet Secretary, Government of India D.O. Letter No.391/1/2/2015-CA.V dated 11th August, 2015 on the above subject for information, guidance and compliance.

*Copy of CSIR letter No. 5-1(17)/2008-PD dated 19.8.2015*

D.O. Letter No.391/1/2/2015-CA.V dated 11<sup>th</sup> August, 2015

As you are aware, Ministries/Departments, Public Sector Undertakings (PSUs) and other bodies under the Government of India are engaging manpower/services on outsourcing basis. However, it is seen that in many cases, such outsourced personnel are not getting the social security benefits that they are entitled to.

2. The Employees' Provident Funds and Miscellaneous Provisions Act, 1992 and the Schemes framed thereunder aim to provide social security in the form of Provident Funds, Pension and Insurance to all the employees who are employed for wages, in or in connection with the work of an establishment. Similarly, Employees' State Insurance Corporation (ESIC) provides health related security to such employees. Further, the Employees' Provident Fund Organization (EPFO) and ESIC, that are entrusted to administer the Act, can take recourse to prosecution for non-coverage of outsourced staff. In case of default, the Principal Employer is liable to penal action.



3. Therefore, Ministries/Departments, PSUs and other bodies need to ensure that the contractor who is providing outsourced staff is registered with EPFO and ESIC and that payment to the contractor is made only after verifying that social security cover is being extended to such staff. There is a provision on the official website of EPFO, [www.epfindia.com](http://www.epfindia.com) under the “establishment search option” to verify whether the contractors are regularly depositing Provident Fund contributions in respect of their employees. A similar facility is available on ESIC website.
4. I would request you to look into the matter and see that, as Principal Employer, your Ministry/Department extends the legally entitled social security benefits to the outsourced staff working in your Ministry/Department, PSUs & other bodies.

(76)

**Sub:- Request for publishing pointer Advt. for the post of Legal Adviser for CSIR Hqrs.**

We intend to fill up one post of Legal Adviser in the pay band of Rs. 15600-39100 carrying Grade pay of Rs. 7600/- (PB-3).

You are, therefore, requested to publish our enclosed pointer advertisement for the above post at the earliest possible edition but not later than 19th December, 2015 edition.

*Copy of CSIR letter No. 7-3(3)/2011-E.III dated 3.12.2015*

CSIR invites bright and young legal professionals for the position of Legal Adviser

Advt. No. CO/03/2015

Council of Scientific and Industrial Research (CSIR) established in 1942, is an autonomous body under Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt, of India. It is one of the foremost and largest publicly funded scientific and industrial research organizations in the country having 37 constituent national laboratories/institutes located all over India.

CSIR is looking for bright, young and professionally qualified persons for the position of Legal Adviser at its Headquarters in New Delhi.

The post is in Pay Band-3 (Rs. 15600-39100), Grade Pay of 7600/- plus allowances as per Central Govt, rules as made applicable to CSIR.

The position of Legal Adviser is one of the key positions in the organizational matrix of CSIR. The incumbent of the position plays important role of advising the Director General, Directors of national laboratories/Institutes and Joint Secretary (Admn.), CSIR on matters pertaining to interpretation of rules, procedures, service matters of employees and other legal matters

relating to the affairs of CSIR including drafting of contracts/agreements, MOUs, arbitrations, court cases, labour laws etc.

The candidate for the post should meet the following age, qualification and experience requirement:

Upper Age Limit: 37 years as on 22.01.2016

Qualification & experiences: LLM/ 5-year Integrated LLB(Hons.) degree and 5 years experience of handling service matters;

OR

LLB with 8 years experience of handling service matters.

Desirable : Experience of at least two years at Bar

Relaxation: Age limit is relaxable for SC/ST/OBC and certain other categories, as per GOI instructions on the subject. No age limit for departmental candidates.

**Selection process:** The candidates short-listed by a duly constituted Screening Committee shall be interviewed by a Selection Committee. Merely possessing the prescribed qualification and experience shall not entitle a candidate to be called for interview. For this purpose, the Screening Committee may adopt a higher criteria; such a decision of the Committee shall be final. The short-listed candidates shall be informed of the date, time and venue of interview by post/e-mail. The appointment may be made on regular basis/deputation/contract.

**How to apply:** Interested candidates (Indian citizens) may apply 'on-line' at [www.csir.res.in](http://www.csir.res.in). No other form of application will be accepted.

Online application will be available on CSIR website upto 22.01.2016 (5.30PM).

Candidates should keep a print-out of the online application for their record.

A duly signed print-out of the computer generated application form (hard copy) alongwith self attested copies of certificates, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable, should be sent in an envelop superscribed "Application for the post of Legal Adviser" by post so as to reach the Joint Secretary (Admn.), CSIR, Anusandhan Bhawan, Rafi Marg, New Delhi-110001 within a week from the last date of online application.

Those working in Govt, departments, PSUs and autonomous bodies should send the print-out of their applications through proper channel.

## **TERMS AND CONDITIONS FOR APPOINTMENT OF LEGAL ADVISOR ON CONTRACT BASIS**

- I. Full time: Appointment as Legal Advisor on contract will be made on full time basis against a regular sanctioned post. The appointee shall be on whole time appointment of CSIR and shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of contract.
- II. Appointing Authority: The Appointing Authority for this contract appointment is Director General, CSIR.
- III. Pay: The person appointed on contract shall be paid a consolidated remuneration of Rs.80,466/- per month. Also in case of a retired officer it will not be more than the emoluments last drawn before retirement.
- IV. Tenure: The contract appointment shall be initially for a period of one year. The tenure for contract appointment can be extended for a term to be decided by the Appointing Authority. The total tenure of contract appointment shall not exceed three years or till the age of 58 years whichever is earlier. The contract can be terminated at any time, on either side, by giving three month's time notice or by paying one month's salary, without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment.
- V. Age limit: The age limit for contract appointment is 55 years.
- VI. Leave: Total leave admissible shall not exceed 30 days for 12 months service.
- VII. DA/CCA/HRA or any other relief is not admissible. The appointee shall not be entitled to Council/ Government accommodation.
- VIII. Travel Allowance/Telephone/Conveyance charges and other facilities may be allowed as per rules applicable to any serving officer of equivalent grade.
- IX. Person appointed on contract basis can be assigned, in addition to the specific task for which appointed, any other duties by the Director-General, CSIR.
- X. The appointee shall not be entitled to any benefit like Pension, Gratuity, Medical Attendance Treatment, Seniority, promotion etc. or any other benefits available to the council servant, appointed on regular basis.
- XI. The appointment to the said post will be subject to medical certificate of fitness from the competent medical board and verification of character and antecedents from the concerned authority.
- XII. Any other conditions of contract service not covered herein will be governed by relevant rules and orders issued by the Government of India from time to time.

- XIII. If any declaration given or information furnished by the appointee-proves to be false or if he is found to have wilfully suppressed any material information, he/she shall be liable for removal from contract appointment and any other action as deemed fit by CSIR.

(77)

**Subject:- Discontinuation of interviews for various junior level posts in CSIR – reg.**

- (1) DoPT OM No. 39020/01/2013-Estt (B) dated 9.10.2015  
(2) DoPT OM No. 39020/01/2013-Estt.(B) dated 29.12.2015

In pursuance of the Office Memoranda issued by Govt. of India, Ministry of Personnel, Public Grievances & Pensions (DoPT) referred above and acceptance of the recommendations of the Committee of Secretaries regarding 'Discontinuation of interviews at the lower level posts', DG, CSIR as Chairman, Governing Body has approved that in supersession of all the instructions issued earlier, the practice of interview in the following non-gazetted posts in CSIR, while conducting recruitment against direct recruitment quota (DRO) vacancies through all modes be discontinued with immediate effect.

S.No	Post/Designation	Pay Scales/Grade Pay in Rs.	Pay Scales/Grade Pay in Rs.	Category Mode of Selection	Revised Mode of Selection
1	Technical Assistant {erstwhile Group III(1) & III(2)}	9300-34800+GP 4200 (PB-2)	Technical	Interview	Trade Test/Skill Test
2.	Group II (Technical)	5200-20200 + GP 1900 (PB-1)	Technical	Trade Test & Interview	Trade Test
3.	Group-I (Lab Attendant)	5200-20200 + 1800 (PB-1)	Technical	Trade Test & Interview	Trade Test
4.	Assistant Gr. –I (Gen/F&A/S&P) (erstwhile Assistant)	9300-34800 + GP 4600 (PB-2)	Administrative	Written Test & Interview	Written Test
5.	Assistant Gr. III (Gen./F&A/S&P) (erstwhile LDC)	5200-20200 + GP 1900 (PB-1)	Administrative	Written Test & Interview	Written & Typing Test
6.	Jr. Hindi Translator	9300-34800 + GP 4200 (PB-2)	Isolated	Written Test & Interview	Written Test
7.	Security Assistant Watch and Ward Assistant and Ward Assistant	9300-34800 + GP 4200 (PB-2)	Isolated	Interview	Skill/Physical Test & Personality Assessment Test
8.	Receptionist	9300-34800 + GP 4200 (PB-2)	Isolated	Interview	Personality Assessment Test

9.	Driver	5200-20200 + GP 1900 (PB-1)	Isolated	Trade Test & Interview	Trade Test
10.	Group-D (Non-Tech) & Safaiwala / Washboy (Canteen) and Bearer, Tea/Coffee Maker (Canteen) (Now classified as Group " and Known as MTS staff)	5200-20200 + GP 1800 (PB-1)	Administrative	Written Test & Interview	Trade Test

Thus, wherever, Recruitment Rules specify the process of recruitment which includes conduct of interview the same stands amended accordingly. However, it is clarified that Trade Test/Skill test, Physical Test (PT) and Personality Assessment Test being different from interview, such tests may continue to be undertaken.

Further, keeping in view of the various ongoing recruitment process in Group B & C posts in CSIR Hqrs./ Labs./Instts. the following is clarified:-

- I. In cases of notification(s) for employment to posts against direct recruitment quota vacancies, already issued before 31.12.2015 for recruitment, with interview as a component and the process is completed and offer of appointments have been issued, in such cases vacancies are to be filled up on the terms and conditions of recruitment rules already advertised.
- II. In cases of notification(s) for employment to posts against direct recruitment quota vacancies, already issued before 31.12.2015 for recruitment with interview as a component and interview has already been conducted but result has not been declared, in such cases merit list for selection is to be made on the basis of written marks only & without adding the marks of interview.
- III. In case of notifications(s) for employment to posts against direct recruitment quota vacancies, already issued before 31.12.2015 for recruitment with interview as a component and interview has not been conducted, a small corrigendum may be issued in the same newspapers stating that as per latest GOI instruction there will be no interview.
- IV. In case where notification(s) for employment to posts against direct recruitment quota vacancies, already issued for recruitment after 31.12.2015 with interview as a component, the same may be re-notified as per the amended Rule

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

*Copy of CSIR letter No. 5-1(315)/2015-PD dated 8.4.2016*

F.No. 39020/01/2013-Estt.(B) dated 9<sup>th</sup> October, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

Subject:- Discontinuation of interviews for various junior level posts in the Government of India – recommendation of Committee of Secretaries (CoS).

The undersigned is directed to refer to this Departments D.O. letter of even No. dated 4.9.2015 whereby it was requested that an exercise for identifying lower level posts in your Ministry/Department for which interviews could be dispensed with should be undertaken.

2. In this connection it is informed that the Committee of Secretaries (CoS) in its meeting held on 14.9.2015, while considering a note on the subject mentioned above has made the following recommendations:-
  - i. Interview will be dispensed with for all Group 'C' and Group 'D' which are now reclassified as Group 'C' posts. Interview should also be discontinued for non-gazetted posts of Group 'B' category.
  - ii. The process of doing away with interview for these post will be completed by 31.12.2015.
  - iii. Specific and isolated Group 'B' non-gazetted posts for which any particular department considers interview absolutely essential, clearance of Department of Personnel & Training would need to be obtained. It is clarified that since the skill test and physical test are different from interview such tests may continue.
  - iv. In those cases pertaining to non-gazetted Group 'B' posts and Group 'C' & 'D' posts, where Recruitment Rules specify the process of selection which includes conduct of interview, the Ministries/authority concerned will take necessary steps to carry out the requisite amendment to the Recruitment Rules immediately.
  - v. For advertisements already done for selection with interview as a component, the posts could either be re-advertised, or if urgency or any other reason requires so, the ongoing process may be completed.
3. It was also suggested that a periodic review of the progress made in the implementation of 'No Interview Requirement for junior level posts by the authorities/Secretaries concerned. DoPT will monitor the overall progress and bring up status report by the first fortnight of January, 2016.
4. In view of the above recommendations and as requested earlier you may please inform this Department about the decision/progress made in this regard in your Ministry/Department. The status report may kindly be furnished by 16.10.2015.

F.No. 39020/01/2013-Estt.(B)-Part dated 29<sup>th</sup> December, 2015 of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

The undersigned is directed to refer to this Department's D.O. of even number dated 04.09.2015 and subsequent OM's dated 09th October 2015, 09th November, 2015 on the above subject seeking detailed information on the progress made/action taken in the matter.

2. It is informed that Secretary (Personnel) had convened meetings on 14<sup>th</sup> December, 2015 and 17th December, 2015 to review the progress of implementation of the "No Interview Requirement Proposal" and to get the updated status on the decision/progress made by the various Ministries/Departments. Keeping in view the queries raised by the representative of various Ministries/Departments the following is once again clarified:-
  - (a) The decision to discontinue interview for recruitments is for all Group 'C' Group 'D'(which are now reclassified as Group 'C' Posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts.
  - (b) The 'No Interview Requirement" proposal has to be implemented for all the junior level posts in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings.
  - (c) Instructions issued by the Department of Public Enterprises on 14th December 2015 vide OM No. DPE-GM to all Administrative Ministries concerned with CPSES under them with advice to dispense with the practice of interview (copy enclosed).
  - (d) The timelines set regarding completing the process of the discontinuation of interview by 31.12 2015 has to be adhered to strictly. From 1<sup>st</sup> January, 2016 there will be no recruitment with interview at the junior level posts as mentioned at 2(a) above, in Government of India Ministries/Departments/attachedOffice/SubordinateOffice/Autonomous Bodies/Public Sector Undertakings, All the advertisement for future vacancies will be without the Interview as part of the recruitment process.
  - (e) The interviews will be done away even in cases where in the past the selections used to be made purely on the basis of performance, in the interview.- The Ministries/Departments/Organizations' will consider revising the scheme for selection for such cases.
  - (f) It is also clarified that as Skill Test or Physical Test is different from Interview, and they may continue. However, these tests will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests.
  - (g) In case of specific posts where the Ministry/Departments wants to continue undertaking Interview as a process of recruitment, a detailed proposal seeking exemption will have to be sent to the DoPT with the approval of the Minister/Minister In-Charge.
3. All the Central Ministries/Departments are therefore requested to ensure that necessary action in respect of their Ministry/Department/Organizations- are completed within the stipulated time. A consolidated report with the details of the decision

taken/progress made in this regard should also be furnished to this Department at the earliest and not later than 7th January, 2016, Report so to be furnished with the approval of the Minister/Minister In-Charge shall include the details of the name and number of posts where the interview is discontinued and posts for which the exemption has been sought within the purview of the administrative Ministries/Departments.

4. A soft copy of the consolidated information may also be sent to this Department at [sumita.singh@nic.in](mailto:sumita.singh@nic.in).

(78)

**Sub:- Constitution of a Committee to resolve the issues relating to isolated Categories of staff in CSIR – reg.**

Director General, CSIR has been pleased to constitute a Committee comprising the following members to resolve the issues relating to isolated categories of staff (i.e. Security Asstt./Officer, Receptionists, Rajbhasha Staff, Drivers, etc.) working in CSIR Hqrs. and its National Labs./Instts. and give its recommendations so that the same are placed before the competent authority for consideration:

1.	Dr. P.S. Ahuja, Former DG, CSIR	Chairman
2.	Prof. B.K. Mishra, Director, CSIR IMMT & Chairman, CSIR RAB	Member
3.	Joint Secretary (Admn.), CSIR	Member
4.	Sr. DS (Admn.), CSIR Hqrs.	Member Convenor

The Committee shall submit its recommendations to DG, CSIR at the earliest.

*Copy of CSIR letter No. 5-1(12)/2008-PD dated 5.9.2016*

(79)

**Sub:- Constitution of a Committee to resolve the issues relating to isolated Categories of staff in CSIR – reg. – Corrigendum**

In continuation to this Office Memorandum of even number dated 5.9.2016, the designation of Prof. B.K. Mishra, in the serial No. 2 of this OM dated 5.9.2016 may be read as “Director, CSIR, IMMT, Bhubaneswar & Head, Human Resource Directorate, CSIR Hqrs”.

*Copy of CSIR letter No. 5-1(12)/2008-PD dated 8.9.2016*



(80)

**Sub:- Discontinuation of interviews for various junior level posts in CSIR – Ratification thereof.**

I am directed to state that the Governing Body in its 187<sup>th</sup> meeting held on 1.6.2016 has ratified the decision of the Competent Authority as notified vide CSIR circular letter of even number dated 8.4.2016.

It is requested that the above ratification may kindly be brought to the notice of all concerned for their information, guidance and necessary action.

*Copy of CSIR letter No. 5-1(315)/2015-PD dated 4.10.2016*

(81)

**Sub: Career development of staff belonging to isolated categories of posts regarding.**

Based on the Department of Personnel and Training, Government of India Om No. 39020/01/2013-Estt(B), dated 9.10.2015 and 29.12.2015 and subsequently, CSIR letter No. 5-1(315)/2015-PD dated 8.4.2016, I am directed to state that the Governing Body, CSIR in its 188<sup>th</sup> meeting held on 22<sup>nd</sup> November, 2016 ha approved the following mode of Recruitment in CSIR for the posts as mentioned below:

S.No.	Post/Designation	Existing mode of Recruitment	Amended mode of Recruitment
1.	Jr. Hindi Translator 9300-34800 +GP 4200 (PB_2)	Interview [CSIR letter No. 17/92/8/2000-E.II dated 30.1.2003 & letter No. 17(92)/8/2000-E.II(PPS) dated 25 <sup>th</sup> July, 2007]	Selection to these positions are to be made on the basis of open written competitive examination.

Henceforth, all the recruitment for the above mentioned post may be made as per the above provisions. The above modification to the Rules will come into force from the date of issue of this letter.

The syllabus from the open written competitive examination, details regarding the pattern of the examination, number of questions, method of marking, etc., will be notified by CSIR shortly and the same will be effective from the date of such notification.

It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

*Copy of CSIR letter No. 5-1(315)/2015-PD/Iso. Dated 9.11.2017*