



सी एस आई आर - भर्ती एवं मूल्यांकन बोर्ड
CSIR - RECRUITMENT & ASSESSMENT BOARD
वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research



ISO 9001:2008 Organisation

संगीता बैनर्जी

उप सचिव

Sangeeta Banerjee

Deputy Secretary

No. CSIR-RAB/Chairman/Misc./2018

Dated, 24th July, 2018

To

Directors of all CSIR Labs/Instts / Units

Sub: Engagement of Consultants in CSIR – Modification in Guidelines

Sir,

Kindly refer to Circular No. CSIR-RAB/Chairman/Misc./2018 dated 05th March, 2018 (copy enclosed) issued under signature of Chairman, RAB on the subject of engagement of 'Consultants' in CSIR. It is hereby clarified that guidelines in the referred circular do not pertain to the cases of staff who are to be hired / engaged as 'Consultants' for non-R&D work viz support staff for routine activities of the Lab/Instt. in different areas (e.g. administrative work, civil, electrical works, horticulture works, medical doctors, nurses etc.)

2. However, where the issue pertains to hiring /engagement of 'Experts' for R&D work / Technology Utilization / S&T Guidance / Technology Transfer, the queries / correspondence relating to the subject viz. compliance to the guidelines / intimation to DG,CSIR may be forwarded to CSIR H'qrs. (RPPBDD Division) for appropriate clarification / advice / action at their end.

This issues with the approval of the Competent Authority

Hindi version follows.

Yours faithfully

(Sangeeta Banerjee)
Deputy Secretary, RAB



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डॉ. सतीश आर. वटे

अध्यक्ष

Dr. Satish R. Wate
Chairman

To

No.CSIR-RAB/Chairman/Misc./2018

Dated, 05 March, 2018

Directors/Heads of all CSIR Labs/Instts./Units.

Subject : Engagement of Consultants in CSIR – Modification in Guidelines

Dear All,

Kindly recall my letter No. CSIR-RAB/Chairman/Misc. /2017 dated 27th October, 2017 (copy enclosed for ready reference). After detailed discussions and review of the existing guidelines by DG, CSIR, it has been decided that in addition to the existing provisions following approved guidelines will be in place for engagement of fixed fee Consultants:-

A. Consultants with the per month fee of: Rs. 75,001/- and above

- (i) The engagement of consultant(s) for a period of 1 year with a per month fee of **Rs. 75,001/- and above** will be done in the respective Labs/Instts/H'qrs. through an Open Advertisement which would be publicised on website of the concerned Laboratory/Institute/H'qrs. as well as websites of all the Council Labs/Instts. and also through advertisement in Employment News and at least one national newspaper (Hindi/English). The candidature of the consultant(s) will be considered by a Committee of two internal experts in the area, and an expert from another CSIR Lab/Instt, constituted with the approval of the Director of the laboratory under intimation to DG, CSIR. The committee should include a Group IV scientist from the Management Council of the Laboratory/Institute. The final appointment will be made with the approval of DG, CSIR.
- (ii) In case of extreme urgency, the consultant can be engaged at the Laboratory/Institute/H'qrs. level through the recommendations of a Committee of experts in the area, constituted with the approval of the Director of the Laboratory/Institute or Director General in case of H'qrs. for a maximum period of 6 months only (without any future extension, unless step A (i) is followed), giving due justification for the urgent need under prior intimation to DG, CSIR. The approval of DG, CSIR will have to be sought for the appointment of the consultant after the recommendations are made by the committee.

Hence, beyond 6 months, recruitment of consultant(s) will be only after open advertisement.

- (iii) The engagement of consultant for a period beyond 1 year will be done only through open advertisement, following the procedure laid in A (i) above and with the approval of DG, CSIR.
- (iv) The advertisement for recruitment of consultant(s) with a per month fee Rs. 75,001/- and above will be hosted on the website of all the Lab/Instts as well as CSIR H'qrs. website.

Contd..

B. Consultant with per month fee upto Rs.75,000/-

- (i) Consultant(s) to be engaged for a period of up to six months with a per month fee up to Rs.75,000/- can be appointed on the recommendations of a Committee of experts in the area, constituted by the Director of the Laboratory under the chairmanship of RC Chairman, and having one Senior Member of MC of the Laboratory under intimation to DG, CSIR giving due justification. The appointment will be approved by DG, CSIR.
- (ii) The engagement of consultant with per month fee upto Rs. 75,000/- for a period beyond 1 year will be done only through open advertisement, following the procedure laid down in A (i) above and with the approval of DG, CSIR;
- (iii) The advertisement for recruitment of consultant(s) with a per month fee upto Rs.75,000/- will be hosted on websites of all Labs/Instts as well as CSIR H'qrs. website after approval of DG, CSIR.

C. Consultant who is an ex-employee of CSIR

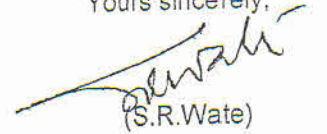
In the event a member of the scientific staff of CSIR assigned to a critical project superannuates and a suitable replacement has not been identified, she/he may be appointed as a Consultant for a period of six months by following the procedure outlined in A(ii) above.

D. Other conditions.

- (i) ~~Director of the Laboratory will be responsible for maintaining the transparency in the procedure of engagement of consultant(s); and~~
 - (ii) The aforesaid guidelines will not be applicable for hiring administrative consultant(s).
2. *These modifications in the guidelines for engagement of consultants form part of the 'CSIR Guidelines for Technology Transfer and Utilization of Knowledgebase'.*
 3. The modifications are effective from the date of issue of this letter.
 4. The SOPs for engagement of Quick Hire Fellows is in final stage of preparation and will be issued shortly after obtaining due approval from DG, CSIR.

With kind regards,

Yours sincerely,


(S.R.Wate)

डॉ. रातीश आर. वटे / Dr. Satish R. Wate
अध्यक्ष / Chairman
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