

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESERCAH  
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001**

No. 3-2(h)/2021-E. I

Dated: 27.12.2021

**OFFICE MEMORANDUM**

**Sub : Creation of Recruitment Cell/Section at CSIR complex, New Delhi as a part of Establishment-I Section (E-I Section) of CSIR Hqrs - reg.**

In order to expedite the Direct Recruitment/Departmental Promotion Examination process in CSIR on regular basis, DG, CSIR has been pleased to approve creation of a separate Recruitment Cell on permanent basis with dedicated manpower at CSIR Complex, New Delhi to deal with following matters: -

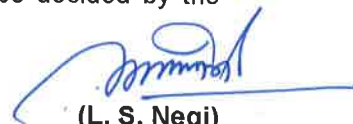
Subjects	Details
Direct Recruitment to the Posts of SO(Gen/F&A/S&P)/ASO(Gen/F&A/S&P)	All matters from vacancies calculation/compilation process, finalization and declaration of result etc.
Departmental Promotion Examination to the Posts SO(Gen/F&A/S&P)/PS/ASO(Gen/F&A/S&P)	All matters from vacancies details, notification, selection process, finalization and declaration of result etc.

2. The constitution of Recruitment Cell/Section will be as under:-

Name of Post	Nos
Deputy Secretary/Under Secretary	01
Section Officer (General)	02
ASO/SSA/JSA	03

3. This Recruitment Cell/Section is established at Examination Unit CSIR Cx., New Delhi so that they may get support of domain area from the Examination Unit and this Cell will directly report to Sr. DS/DS at CSIR Hqrs holding overall charge of Establishment-I Section (E-I Section) of CSIR Hqrs, New Delhi. Further, the posting of Officers/Officials will be decided by the Competent Authority in due course of time.

4. Other modalities regrading functioning of above Recruitment Cell/Section will be decided by the Competent Authority in due course of time.

  
(L. S. Negi)  
Sr. Deputy Secretary

Copy to:-

1. Directors of all CSIR Labs/Instts
2. Heads – HRDG/HRDC/IPU/URDIP/4PI/TKDL
3. Head – HRDG CSIR Cx. with the request to provide necessary arrangement/logistics.
4. Office of DG, CSIR
5. Office of JS (Admn.), CSIR
6. Office of FA, CSIR
7. Office of CVO, CSIR
8. LA, CSIR
9. Sr. Dr. DS (HR)
10. Sr. DS CSIR Cx.
11. Sr. DS (CO)
12. O&M and Vigilance Section, CSIR HQ
13. IT Division - with the request to host this OM on CSIR website
14. CCO ACR Cell.
15. Guard File
16. Office copy