



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

No. 3-2(a)/CASE-2013-E.I

Dated 20/03/2015

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

The Directors/Heads of all CSIR Laboratories / Institutes

**Sub: Induction Training Programme for Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited under Combined Administrative Services Examination (CASE) – 2013 and others - reg**

Sir,

I am directed to state that CSIR-HRDC, Ghaziabad is organizing "Induction Training Programme" for newly recruited Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I recruited through CASE-2013. The training programme is scheduled to be conducted from **20<sup>th</sup> April to 22<sup>nd</sup> May 2015**.

In this connection, kind attention is invited to the Terms and Conditions of appointment to the posts of Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I under CSIR-CASE-2013; whereby they shall undergo **compulsory residential training**. After completion of the training, there shall be an examination. Qualifying this examination is a pre-requisite for completion of their probationary period.

Therefore, it is requested to kindly depute all Assistants (General/Finance & Accounts/Stores & Purchase) Grade-I appointed through CASE-2013, who could not attend the earlier compulsory training at HRDC held from 23<sup>rd</sup> June, 2014 to 25<sup>th</sup> July, 2014, as well as other Assistants who have been recruited during the last 2-3 years and have not attended any Induction Training Programme. The participants will be entitled for TA/DA on training as per rules and the same shall be borne by the respective Labs/Instts.

Nominations may be sent to the Scientist-In-charge, HRDC latest by **27<sup>th</sup> March, 2015** under intimation to this office. Further details will follow from Head, HRDC.

Yours faithfully,

(Umesh Gupta)  
Section Officer

Copy to:-

1. Head, Human Resource Development Centre, (HRDC), Sector, 19 Central Government Enclave, Kamla Nehru Nagar, PB. No. 10, Ghaziabad - 201 001 (UP) –w.r.t. their e-mail dated 03/03/2015.
2. Heads - HRDG, HRDC, IPU, URDIP & 4PI
3. Sr. DS (CO), CSIR Hqrs.
4. Deputy Secretary, CSIR Complex, Library Avenue, Pusa, New Delhi – 110012.
- ✓ 5. Head, IT Division, CSIR Hqrs – for uploading this circular on CSIR website.
6. Office Copy.