



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

Immediate

No. _____

Dated 08th April, 2015

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads and Sr. COAs/COAs/AOs
of all the CSIR Laboratories/Institutes,

Sub: Information regarding unfilled posts that have remained vacant for more than 01 (one) year.

Sir,

It is desired by the Competent Authority that a report be furnished by all Labs/Instts. regarding details of vacant positions in Scientific/Technical/Administrative/Isolated Categories etc., as per the attached proforma, which have remained unfilled/vacant for more than one year in terms of Para 2.5 (ii) of MOF letter No.7(1)/E.Coord/2014 dated 29.10.2014 endorsed by CSIR vide letter No. 5-1(17)/2008-PD dated 07.11.2014.

The aforementioned information as sought for may be forwarded to CSIR Hqrs. immediately, but not later than 10th April, 2015 positively through e-mail followed by copy by post in confirmation thereof.

Yours faithfully,

(Signature)
08/04/15
(Anjum Sharma)

Under Secretary (Lab. Admn.)

E-mail: anjum@csir.res.in

FAX: 011-23714788

Telefax: 011-23738606

Encls: As above

Copy to:

1. US O/o DG, CSIR
2. PA to JS (Admn.)
3. PA to Sr. DS (LA/HR)
4. Head, IT with the request to upload it on the CSIR website.
5. Office copy.

PROFORMA

Name of the Lab/Instt. _____

Details of vacant posts which are not filled up for more than 01 (one) year

| Category of post | Sanctioned strength | No. of unfilled posts because of 01 (one) year limit in terms of Para 2.5 (ii) of MOF letter No.7(1)/E.Coord/2014 dated 29.10.2014 endorsed by CSIR vide letter No. 5-1(17)/2008-PD dated 07.11.2014 | Break-up of position in Col. No. 3 | | | | | Remarks |
|------------------------------------|--|--|------------------------------------|----|-----|-----|------|---------|
| 1 | 2 | 3 | 4 | | | | | 5 |
| S&T Group | | | SC | ST | OBC | PWD | Gen. | |
| I | | | | | | | | |
| II | | | | | | | | |
| III | | | | | | | | |
| IV | | | | | | | | |
| Total-A | | | | | | | | |
| Non-Tech. Group | | | | | | | | |
| A Designation wise | Sr. COA/COA/AO/Sr. DFA/DFA/FAO/SPO | | | | | | | |
| B Gazetted | SO(G/FA/SP) PS | | | | | | | |
| B Non-Gazetted | Asstt. G-I (Gen/FA/SP) Sr. Steno | | | | | | | |
| C Designation wise | Asstt. Gr. II & III (Gen/FA/SP) Jr. Steno | | | | | | | |
| Driver | | | | | | | | |
| Erstwhile Group D | | | | | | | | |
| Isolated category Designation wise | Sr. Hindi Officer/Hindi Officer/Sr. & Jr. Hindi Translator/ Security Officer/Sr. Security Assistant/Security Assistant/Head Security Guard/Security Guard/Jr. & Sr. Cost Accountant/Receptionist | | | | | | | |
| Canteen Staff | | | | | | | | |
| Total-B | | | | | | | | |
| Total A+B | | | | | | | | |