



No. 3-2(g)/2014-EI

Dated 25/09/2014

The Directors/Heads of all CSIR Labs/Instts

Sub : Procedure for Conducting Examinations for Recruitment Purposes - reg

Sir,


I am directed to state that CSIR vide letter No. 14(6)/2000-E.II dated 04/01/2001 had notified that for conducting open as well as departmental examinations, the job of setting the question papers and evaluation of answer sheets should invariably be assigned to the outside experts in the relevant disciplines from the State/Central Govt. recognized educational/professional institutions only.

In the light of the fact that the examination pattern in CSIR has a considerable component of CSIR specific syllabus relating to General Administration, Finance & Accounts and Stores & Purchase related activities. Therefore, at times the outside experts may not be well conversant with the CSIR systems as an organization and its rules and procedures.

The Competent Authority has, therefore, reviewed the above instructions and approved the following methodology:-

- (i) In case difficulties are experienced in following the aforesaid CSIR letter dated 04/01/2001, the job of setting the question papers and evaluation of answer sheets may be assigned to the serving/retired officers of the level of Deputy Secretary or equivalent.
- (ii) While conducting the examination, strict confidentiality for setting the question papers and evaluation of answer scripts need to be maintained.
- (iii) At least two sets of question papers should be got prepared. The final selection of question paper be made with the approval of the appointing authority or by the designated officer or a team (as decided by the appointing authority).

Yours faithfully,


(Rajeev Sharma)
Under Secretary

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