

Council of Scientific and Industrial Research
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

Research, Project Planning and Business Development Directorate
अनुसंधान, परियोजना योजना तथा व्यवसाय विकास निदेशालय

No. 6/1/CSIR Guidelines/2019-RPPBDD

4th September 2019

Office Memorandum

कार्यालय ज्ञापन

Subject: Recruitment of Consultants in CSIR – Engagement Procedure reg.

1. CSIR has in place Guidelines for Technology Transfer and Utilization of Knowledgebase-2017 (Guidelines-2017). The Chapter 9 of the Guidelines-2017 is related to Engagement of Technical and Business Development Consultants, which contains details about eligibility, scope, type of consultants, terms of consultancy including time period, range of fixed fee & variable fee and approving authority at CSIR lab level and CSIR hqrs level. These guidelines have been well practiced over the years.
2. For some time, a need was being felt for minor expansion in Guidelines-2017 for defining the procedure to be adopted for engagement of the consultants, as ease of doing business measure.
3. DG, CSIR has been pleased to approve the procedure for recruitment of consultants in CSIR (as was available in Guidelines-2005), as minor expansion to Guidelines 2017 for compliance by CSIR labs/ CSIR hqrs, as follows:

Broadly two types of consultants are envisaged in the Guidelines viz. (i) Fixed fee consultant and (ii) Variable Fee consultant. The procedure for engaging the two types of consultants is as follows:

- i. The Fixed Fee consultant(s) to be engaged is to be recommended by a Committee as under:
 - a. For Laboratory: Chairman of Research Council of the laboratory, an expert in the area to be nominated by the Director and the Director;
 - b. For Headquarters: Member GB/AB and an expert in the area, both to be nominated by DG, CSIR and Head of the Directorate/ Division/ Unit seeking engagement of consultant(s); and
 - c. In case of urgency, the decision of the members of the Committee can be obtained by circulation of the proposal by the Director in case of the laboratory and by the Head of the concerned Directorate/ Division/ Unit in case of CSIR Hqrs.
 - ii. The Variable Fee consultant to be engaged is to be recommended as under:
 - a. For Laboratory: Management Council;
 - b. For Headquarters: Director of a laboratory (to be nominated by DG, CSIR), Head, RPPBDD and Head of the Directorate/Division/Unit seeking engagement of consultant(s); and
 - c. In case of urgency, the decision of the members of the Committee can be obtained by circulation of the proposal by the Director in case of the laboratory and by the Head of the concerned Directorate/ Division/Unit in case of CSIR Hqrs.
4. This is part of CSIR's initiatives to build knowledge base through necessary inputs in particular for ease of doing business, science and technology.

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1. Directors of all CSIR labs/ Unit Heads
2. Heads of all Directorates/ Divisions of CSIR hqrs
3. US to Director General, CSIR
4. PS to JS(Admn.), CSIR
5. PS to FA, CSIR
6. IT division for display on the web portal
7. Office Copy

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