

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-110001



No. 6-3(102)/Staff Officer/2007-E.III

Dated 1<sup>st</sup> July, 2009

From

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To

The Directors of all CSIR National Laboratories/Institutes

**Sub.: Filling up of one post of Staff Officer to DG, CSIR**

Sir,

I am directed to inform that CSIR Hqrs., New Delhi intends to fill up one post of Staff Officer to DG, CSIR, on deputation basis in the Pay Band of Rs.37400-67000 (PB-4), Grade Pay Rs.8700/- by calling applications from amongst the Common Cadre Officers in CSIR. The applicant should have a Bachelor's Degree in any subject from a recognized university and have minimum three years experience as Deputy Secretary/Controller of Administration/ Deputy Financial Adviser/Controller of Finance & Accounts/Controller of Store and Purchase/Sr. Principal Private Secretary in CSIR or its Laboratories/Institutes.

The crucial date for determining the eligibility for the post will be 1<sup>st</sup> of January, 2009. The candidate must have thorough knowledge of CSIR Rules & Regulations and Bye-Laws and should be well versed in computer application and internet use. The candidate should also have good interpersonal skills. The Recruitment Rules for the post circulated vide **CSIR letter No.3-33(113)/2004-E-I dated 8.3.2007 is enclosed.**

You are, therefore, requested to circulate the information to all DS/COA/DFA/CoFA/CoSP/Sr.PPS and forward the application(s) of eligible interested candidates of your Laboratory/Institute to CSIR Hqrs. in the enclosed proforma, duly verified latest by **9<sup>th</sup> July, 2009**. The applications received after this date will not be entertained.

Kindly acknowledge receipt.

Yours faithfully,

(Ram Sarup)

Under Secretary (CO)  
Telefax: 011-23710543

Encls: 1. Proforma of Application  
2. Copy of Recruitment Rules

Copy to:

1. Heads of Divisions (HRDC, HRDG, PPD, IPMD, USD, RAB, ISTAD, ESD, IT Division, URDIP)
2. All DS/COA/DFA/COFA/COSP/Sr.PPS of CSIR Hqrs and its Labs / Instts.
3. PS to DG, CSIR
4. PS to JS(A), CSIR
5. PA to FA, CSIR
6. PA to CVO, CSIR
7. PS to LA, CSIR
8. PA to Sr. DS(PD)
9. PA to COSP

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3-33(113)/2004-E.I

08.03.2007

No. \_\_\_\_\_

Dated \_\_\_\_\_

From \_\_\_\_\_

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

To \_\_\_\_\_

The Directors of all National Laboratories / Institutes.

Sub: Recruitment Rules for the post of Staff Officer to DG, CSIR in the pay scale of Rs. 14300-400-18300.

Sir,

I am directed to state that the Governing Body of CSIR in its 168<sup>th</sup> meeting held on 8<sup>th</sup> December, 2006 has approved the Recruitment Rules for the post of Staff Officer to DG, CSIR (Rs. 14300-400-18300), as follows:-

1. Title of the Rules : Recruitment Rules for the post of Staff Officer to DG, CSIR.
2. Enactment: These Rules shall come into force from the date of notification by CSIR.
3. Scope / applicability: These Rules shall govern recruitment and selection to the post of Staff Officer to DG, CSIR at CSIR Hqrs.
4. Definition: All words and abbreviations in these Rules shall have the same meaning and definition / interpretation as given in the Rules & Regulations and By-laws of CSIR.
5. Scale of Pay : Rs. 14300-400-18300.
6. Classification : The post shall be classified as ex-cadre post.
7. Minimum Educational Qualification: Bachelor's Degree in any subject from a recognized University.
8. Experience : Minimum three years' experience as Deputy Secretary / Controller of Administration / Deputy Financial Adviser / Controller of Finance & Accounts / Controller of Stores & Purchase / Sr. Principal Private Secretary in CSIR or its Laboratories / Institutes.

Contd. 2/-

The candidate must have thorough knowledge of CSIR Rules & Regulations and Bye-Laws and should be well versed in computer application and internet use. The candidate should also have good Interpersonal skills.

The crucial date for determining the eligibility for the post will be 1<sup>st</sup> January of the year in which recruitment is held.

9. Job Requirement : To manage the secretariat of DG and to provide secretariat / administrative support to DG, CSIR by way of managing his schedule, scrutiny of files, preparation of notes for DG, CSIR, monitoring actions on issues including briefing to DG, CSIR and follow up of important administrative activities. He / She should be able to assist DG, CSIR in his interaction with the other Labs. / Instts. of CSIR as well as other Ministries / Departments / Organisations including international agencies.
10. Mode of Recruitment : Recruitment to this post shall be made by deputation on the basis of merit by borrowing officer from the General Administration / Finance, Stores & Purchase cadre and Sr. PPS and shall not be absorbed on the said post. The period of deputation shall be determined by the DGCSIR. On completion of the deputation period, the incumbent shall be repatriated to his / her own cadre in the grade from which he / she was deputed to the post of Staff Officer.

11. Constitution of Selection Committee: The Selection Committee for the post shall be constituted by the Director-General, CSIR as follows:

- |  |   |          |
|--|---|----------|
| a) DG, CSIR or his nominee   | - | Chairman |
| b) Two Directors of CSIR Labs. / Instts.   | - | Member   |
| c) Joint Secretary (Admn.)   | - | Member   |
| d) Financial Adviser, CSIR   | - | Member   |
| e) Representative of SC/ST<br>(at the level of Joint Secretary to<br>Govt. of India) | - | Member   |

(Quorum: Four Member including the Chairman)

The Screening Committee will be constituted by the DG, CSIR from amongst the members of the Selection Committee consisting of at least three members, which will short-list the candidates to be invited for interview.

12. Appointing Authority: Director General, CSIR.

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13. Fixation of pay: The pay of the appointee to this post shall be fixed as per rules

14. Power to relax qualifications and other provisions

The DG, CSIR may at his discretion relax the qualification and experience.

Further, in case of any difficulty in operation of these rules, DG, CSIR may relax any of the provisions.

Any clarification relating to Interpretation of these Rules shall be by the decision of Director-General, CSIR.

Yours faithfully



( S.C. Tyagi )  
Deputy Secretary

Copy to:

1. DS (CO), CSIR Hqrs.
2. DS, CSIR Complex, New Delhi
3. Head, HRDC, Ghaziabad
4. Head, IPMD
5. Head, RAB, CSIR Complex
6. Head, URDIP, Pune
7. Staff Officer to DG, CSIR
8. US, Office of J.S. (Admn.)
9. PA to FA, CSIR
10. PA to CVO, CSIR
11. Dr. R.B. Mishra, Secretary Staff Side, JCM, ITRC, Lucknow
12. Office copy