

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
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सा०/No. : 5-1(211)/2014-PD

दिनांक/Dated: 15.07.2021

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Subject: Filling up of vacancies of administrative cadre (Gen./F&A/S&P/Steno.) at Lab level reg.

महोदय/Sir / महोदया/Madam,

Kind attention is invited to CSIR-CDRI letter No. 5(107)/2015-स्था. I dated 10-06-2021 wherein the lab has sought few clarifications on the above subject which have been considered/examined by the competent authority.

Following the Restructuring and Review of Administrative Cadres in CSIR, the CSIR Administrative (Recruitment & Promotion) Rules, 2020 were circulated vide CSIR Circular letter No 5-1(211)/2014-PD dated 22-06-2020, effective from 01-01-2020, and consequently the revised Sanctioned Strength of General, Finance & Accounts, Stores & Purchase, Stenographic Cadre of CSIR Labs/Instts were communicated on 16-07-2020. Also considering, the various instructions issued by DoPT and DoE, MoF esp. OM No 7(1)/E. Coord-I/2017 dated 12-04-2017, the following is clarified with the approval of DG, CSIR and in consultation with FA, CSIR:

Sl No.	Clarification Sought	Reply/Comments
1	Whether recruitment to the post of Jr. Secretariat Assistant (JSA) is to be carried at Lab/Instt. level or centrally at CSIR-Hqrs. Level	Recruitment to the post of Jr. Secretariat Assistant (JSA) is to be made on local basis by its respective national Labs/Instts.
2	Period of one year for the purpose of recruitment of revised Sanctioned Strength to the post of Jr. Secretariat Assistant (JSA) will be counted from 01.01.2020 or 16.07.2020.	Keeping in view the aforesaid instructions, all CSIR labs/Instts shall fill up all the vacant administrative posts (Gen./F&A/S&P/ Steno.) at the earliest. Further, all CSIR labs/Insts are directed to initiate the recruitment process immediately.

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3	Whether recruitment to the post of Jr. Secretariat Assistant (JSA) is to be carried out on the overall revised Sanctioned Strength or Enhanced Strength.	Recruitment to the post of Jr. Secretariat Assistant (JSA) and other administrative posts is to be carried out on the overall revised Sanctioned Strength adjusted against existing manpower and taking into consideration of Post-based-Roster Positions, notified vide CSIR letter dated 16-07-2020 to respective Labs/Instts.
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Further, all CSIR Labs/Instts are requested to inform the status of recruitment/selection process to the above posts in the prescribed Proforma by 20-07-2021.
(Annexure - I).

भवदीय/Yours faithfully

(राजीव शर्मा / Rajeev Sharma)
उप सचिव (नीति प्रभाग) / DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

Note: The information sought in Annexure-I pertains to JSA and its equivalent in Admin Admin OQ.

Name of Lab/Instt.....

I. Details of post for which recruitment/selection process initiated

Sr No	Name of the post i.e JSA (Gen./F&A/S&P) & Jr.Steno.	Date of issue of Notification/ Advertisement	Stage of Selection process

II. Details of post for which recruitment process not initiated i.e no notification/advertisement issued

Sr No	Name of the post i.e JSA (Gen./F&A/S&P) & Jr.Steno.	Please assign reason thereof

Name & Signature of Sr/CoA/CoA/AO