



सां/No. : 5-1(211)/2014-PD

दिनांक/Dated: 23.09.2021

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

**सेवा में/To:** सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख  
The Directors/Heads of all National Labs./Instts./Units of CSIR

**विषय/Sub.:** Amendment in CSIR - Administrative Services Recruitment & Promotion Rules, 2020 - Regarding

**महोदय/Sir / महोदया/Madam,**

I am directed to state that GB, CSIR in its 196<sup>th</sup> meeting held on 25.05.2021 has approved the amendments in CSIR Administrative Services Recruitment & Promotion Rules, 2020. The amended Rules has been attached at **Annexure.**

This may be brought to the notice of all concerned for information guidance and compliance.

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

**संलग्न/Encl. : यथोपरि/As above**

**प्रतिलिपि/Copy to:**

1. Sr. CoA/CoA/AO of all National Labs./Instts./Units of CSIR
2. प्रमुख, आईटी डिवीजन - इस सर्कुलर पत्र को वेबसाइट और नीति रिपोजिटरी पर उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
3. कार्यालय प्रति / Office copy

<b>Part – II: GENERAL CADRE</b> <b>Section – II : Recruitment and Promotion</b>	
<b>Existing Rule</b>	<b>Amended Rule</b>
<p><b>7. Junior Secretariat Assistant (General) (Pay Level 2)</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-HQ based on their vacancy positions.</p>	<p><b>7. Junior Secretariat Assistant (General) (Pay Level 2)</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the open competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.</p>

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**Part – III: STENOGRAPHIC CADRE**  
**Section – II : Recruitment and Promotion**

Existing Rule	Amended Rule
<p><b>6. Junior Stenographer (Pay Level 4)</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs. /Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 27 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications.</p> <p>While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute /CSIR-HQ based on their vacancy positions.</p>	<p><b>6. Junior Stenographer (Pay Level 4)</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs. /Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 27 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications.</p> <p>While the proficiency in stenography will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.</p>

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<b>Part – IV: FINANCE AND ACCOUNTS CADRE</b> <b>Section – II : Recruitment and Promotion</b>	
<b>Existing Rule</b>	<b>Amended Rule</b>
<b>1. Senior Deputy Financial Adviser / Senior Controller of Finance &amp; Accounts (Pay level 13):</b>  Recruitment to this Post shall be made by promotion on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Deputy Financial Advisers/Controllers of Finance & Accounts in Pay Level 12 and who have rendered not less than 5 years of approved service in that Post.	<b>1. Senior Deputy Financial Adviser / Senior Controller of Finance &amp; Accounts (Pay level 13):</b>  Recruitment to this Post shall be made by selection method by promotion on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Deputy Financial Advisers/Controllers of Finance & Accounts in Pay Level 12 and who have rendered not less than 5 years of approved service in that Post.
<b>2. Deputy Financial Adviser / Controller of Finance &amp; Accounts (Pay level 12):</b>  Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers holding the post of the Finance & Accounts Officers in Pay Level-11 who have rendered not less than 5 years of approved service in that Post.	<b>2. Deputy Financial Adviser / Controller of Finance &amp; Accounts (Pay level 12):</b>  Recruitment to this Post shall be made by selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers holding the post of the Finance & Accounts Officers in Pay Level-11 who have rendered not less than 5 years of approved service in that Post.
<b>3. Finance &amp; Accounts Officer (Pay level 11):</b>  Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers holding the post of the Section Officers (Finance & Accounts) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.	<b>3. Finance &amp; Accounts Officer (Pay level 11):</b>  Recruitment to this Post shall be made by selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst officers holding the post of the Section Officers (Finance & Accounts) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.

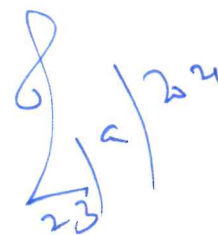
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Existing Rule	Amended Rule
<p><b>7. Junior Secretariat Assistant (Finance &amp; Accounts) (Pay Level 2)</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-HQ based on their vacancy positions.</p>	<p><b>7. Junior Secretariat Assistant (Finance &amp; Accounts) (Pay Level 2)</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the open competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.</p>

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<b>Part – V: STORES AND PURCHASE CADRE</b> <b>Section – II : Recruitment and Promotion</b>	
<b>Existing Rule</b>	<b>Amended Rule</b>
<b>1. Senior Controller of Stores &amp; Purchase (Pay level 13):</b>  Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Controllers of Stores & Purchase in Pay Level 12 and who have rendered not less than 5 years of approved service in that Post.	<b>1. Senior Controller of Stores &amp; Purchase (Pay level 13):</b>  Recruitment to this Post shall be made by selection method by promotion on the basis of merit on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Controllers of Stores & Purchase in Pay Level 12 and who have rendered not less than 5 years of approved service in that Post.
<b>2. Controller of Stores &amp; Purchase (Pay Level 12):</b>  Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Stores & Purchase Officers in Pay Level 11 who have rendered not less than 5 years' of approved service in that Post.	<b>2. Controller of Stores &amp; Purchase (Pay Level 12):</b>  Recruitment to this Post shall be made by selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Stores & Purchase Officers in Pay Level 11 who have rendered not less than 5 years' of approved service in that Post.
<b>3. Stores &amp; Purchase Officer (Pay Level 11):</b>  Recruitment to this Post shall be made by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Section Officers (Stores & Purchase) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.	<b>3. Stores &amp; Purchase Officer (Pay Level 11):</b>  Recruitment to this Post shall be made by selection method by promotion on the basis of merit on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates from amongst the officers holding the post of Section Officers (Stores & Purchase) in Pay Level 8/10 who have rendered not less than 8 years' of approved service in that Post.



Existing Rule	Amended Rule
<p><b>7. Junior Secretariat Assistant (Stores &amp; Purchase) (Pay Level 2):</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The selected candidates shall be allotted to each National Laboratory/Institute/CSIR-HQ based on their vacancy positions.</p>	<p><b>7. Junior Secretariat Assistant (Stores &amp; Purchase) (Pay Level 2):</b></p> <p>Recruitment to this Post shall be made on local basis by CSIR Hqrs. and its National Labs./Instts., by direct recruitment, on the basis of result of open competitive written examination held from time to time from amongst candidates possessing minimum educational qualification of 10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DOPT from time to time. Age not exceeding 28 years, relaxable in case of SC/ST/OBC/PWD candidates as per rules. There is no age limit for departmental candidates provided they possess the prescribed qualifications. While the proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the open competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.</p>

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