

No. : 5-1(11)/2008-PD

Dated 23.02.2023

From : Joint Secretary (Admn.)

To : The Directors/Heads of all National Labs./Instts./Units of CSIR

Sub.: Composition of Selection Committee / Departmental Promotion Committee for various posts under Isolated Categories where Director of Lab./Instts. or JS(Admn), CSIR is the Appointing Authority – reg.

Madam / Sir,

In supersession of CSIR Letter dated 25.07.2007, 26.07.2010 and in continuation of CSIR letters dated 11.11.2019 and 07.07.2020, I am directed to state that GB, CSIR in its 200th meeting held on 17.12.2022 has approved the constitution of Selection Committee/ Departmental Promotion Committee for recruitment and promotion for the various posts under the Isolated category where Director/JS(Admn.) is the Appointing Authority, as under:

A. Composition of Selection Committee / Departmental Promotion Committee for Group A posts under Isolated Category

Nominee of Director [Joint Secretary (Admn.) in case of Hqrs.] not below the Pay Level 13-A	Chairman
Sr.DS/Sr.CoA/DS/CoA from CSIR-Hqrs. or sister Lab/Instt.	Member
Sr.CoA/CoA of the concerned Lab/Instt.* [Sr. DS/DS (Central Office) in case of Hqrs.]	Member (ex-Officio)
Sr.CoFA/CoFA of the concerned Lab/Instt.* [Sr.DyFA/ DyFA(Audit) in case of Hqrs.]	Member (ex-Officio)
External Expert from Central/State Govt. (including its Statutory Body/Autonomous Body/ PSU)	Member

* in case Sr.CoA/CoA or Sr.CoFA/ CoFA is not posted in the concerned Lab/Instt., or on refusal by an Ex-officio Member from the Committee, the same may be nominated from Sr.DS/Sr.CoA/DS/CoA or Sr.DS/Sr.CoFA/DyFA/CoFA from CSIR-Hqrs. or sister Lab/Instt.

Quorum: Chairman, External Expert, and one other Member.


1/2

B. Composition of Selection Committee / Departmental Promotion Committee for Group B & Group C posts under Isolated Category.

Nominee of Director [Joint Secretary (Admn.) in case of Hqrs.] not below the Pay Level 13	Chairman
Sr.DS/Sr.CoA/DS/CoA/US/AO from CSIR-Hqrs. or sister Lab/Instt.	Member
Sr.CoA/CoA/AO of the concerned Lab/Instt.* [Sr. DS/DS/US (Central Office) in case of Hqrs.]	Member (ex-Officio)
Sr.CoFA/CoFA/FAO of the concerned Lab/Instt.* [Sr.DyFA/DyFA/FAO (Audit) in case of Hqrs.]	Member (ex-Officio)
External Expert from Central/State Govt. (including its Statutory Body/ Autonomous Body/PSU)	Member

* in case Sr.CoA/CoA/AO or Sr.CoFA/CoFA/FAO is not posted in the concerned Lab/Instt., or on recusal by an Ex-officio Member from the Committee, the same may be nominated from Sr.DS/Sr.CoA/DS/CoA/US/AO or Sr.DS/Sr.CoFA/ DyFA/CoFA/FAO from CSIR-Hqrs. or sister Lab/Instt.

Quorum: Chairman, External Expert, and one other Member.

Note - I: Instructions/guidelines regarding the representation of SC, ST, OBC, Minority, and Women, etc. on the Selection Committee issued by Govt. of India from time to time shall be followed for the constitution of the Selection Committee for Recruitment to the posts under Isolated Category.

Note - II: Representative of SC/ST shall be associated in Departmental Promotion Committee wherever SC/ST candidate(s) is/are being considered for promotion.

Note - III: Members in the Selection Committee/Departmental Promotion Committee shall be a Group-A Level Officer and at least one level above the post to which selection/promotion is to be made.

2. Further, GB, CSIR in its aforesaid meeting has also approved the amendment to the composition of the Selection Committee in Rule 9 of the Recruitment Rules of the post of Guest House Attendant notified vide CSIR letter No. 7-3(7)/2004-R&A dated 21.12.2005 with the Composition of Selection Committee for Group 'C' as at Table under Para 'B' above.

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

4. Hindi version will follow.

Yours faithfully,


(M Arun Manikanda Bharathi)
Under Secretary (PD)

Encl.: As above

Copy to:

1. CSIR website.
2. Office copy

2/2

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



Circular No. 362

No. 17(92)/8/2000-EII (PPS)

Dated 25th July, 2007

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

Directors/Heads of all National Labs./Instts

Sub: Constitution of Selection Committee/Departmental Promotion Committee for Isolated posts.

Sir,

I am directed to state that a number of references are being received seeking advice for constitution of Selection Committee/DPC for considering cases under isolated category. The DG, CSIR has been pleased to decide that Selection Committee/Departmental Promotion Committee for appointment/promotion of all Gr. 'A', 'B' & 'C' category posts under isolated category, may be as under:-

CATEGORY 'A' & 'B'

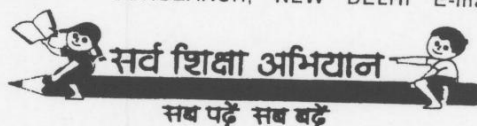
{Constitution of Selection Committee/Departmental Promotion Committee for Sr. Hindi Officer, Sr. Hindi Officer (SG), Receptionist, Security/Watch & Ward Assistant, Security Officer to be considered for promotion in the scale of Rs.8000-13500 & 10,000-15200 and Sr. Hindi Translator, Hindi Officer, Receptionist, Security/Watch & Ward Assistant, Law Officer and Security Officer to be considered for selection/promotion in the scale of Rs.5500-8000 & 6500-13500}

1.	Director or his nominee {not below the rank of Sci. IV(5)} In case of CSIR Hqs. Joint Secretary (Admn.)	Chairman
2.	Sr. Dy. Secretary/Sr. COA/Dy. Secretary/COA from CSIR Hqs/Sister Lab./Instt.	Member
3.	Sr. Controller of Administration/COA of Lab./Instt.** In CSIR Hqs., Deputy Secretary (Central Office)	Member (Ex-Officio)
4.	Sr. Controller of Finance & Accounts/CoFA of Lab./Instt.** In CSIR Hqs. Deputy Financial Advisor (Audit)	Member (Ex-Officio)
5.	Outside Local Experts from Central/State Govt./ Organization/Autonomous Body/PSU	Member
6.	One SC/ST/Minority community representative. (in case post is reserved for SC/ST or candidate belonging to minority community is being considered)	Member

** In case Sr. COA/COA or Sr Dy.FA/Dy.FA is not posted in the same Lab./Instt., Sr. COA/COA or Sr Dy.FA/Dy.FA from sister Lab./Instt. may be nominated.

Contd....2/-

Phones : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI E-mail : csirhg@sirnetd.ernet.in



CATEGORY 'C'

{Constitution of Selection Committee/Departmental Promotion Committee for Jr. Hindi Translator, Drivers, Receptionist and Security/Watch and Ward Assistant to be considered for selection/promotion in the scale of Rs.3050-4590, 4000-6000, 4500-7000, 5000-8000}}

1.	Director or his nominee {not below the rank of Sci. IV(3)} In CSIR Hqs., JS(A) or his nominee	Chairman
2.	Dy. Secretary/Under Secretary from CSIR Hqs. or COA/AO of sister Lab/Instt.	Member
3.	Controller of Finance & Accounts/F&AO of Lab/Instt. In CSIR Hqs. Deputy Financial Advisor (Audit)	Member (Ex-Officio)
4.	Sr. COA/COA/AO of sister Lab./Instt. In CSIR Hqs., Deputy Secretary (Central Office)	Member (Ex-Officio)
5.	Outside Local Experts from Central/State Govt./ Organization/ Autonomous Body/PSU	Member
6.	One SC/ST/ Minority community representative. (in case post is reserved for SC/ST or candidate belonging to minority community is being considered)	Member

Accordingly, in future, Selection Committee/DPC for isolated category posts may be constituted in accordance with the above provision. It may be brought to the notice of all concerned in your Lab./Instt. for information, guidance and necessary action.

Yours faithfully,

(Sushil Kumar)

Sr. Deputy Secretary

Copy to :-

1. Sr.COAs/COAs/AOs of all Labs/Instts.
2. Sr.Dy. FAs /Dy. FAs/Sr. F&AOs/F&AOs of all Labs/Instts.
3. Staff officer to DG, CSIR
4. US and PS to JS (Admin.)
5. PS to FA, CSIR
6. CVO, CSIR
7. Head, URDIP, IPMD, HRDC, RDPD & TNBD
8. Legal Adviser, CSIR
9. All Dy. Secretary/Under Secretary in CSIR Hqrs. and CSIR Complex
10. Head, RAB, CSIR Complex
11. Dr R B Misra, Secretary, Staff Side, JCM, Industrial Toxicology Research Institute, Post Box No.80, MG Marg, Lucknow - 226 001
12. Head, IT Division - with the request that this circular may be made available in CSIR website.

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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, राफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

Circular n



No. 5-1(11)/2008-PD

Dated 6th July, 2010

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all
National Labs./Instts. of CSIR.

Sub: Constitution of Departmental Promotion Committee for considering promotion of incumbents holding isolated post in the Pay Scale of Rs. 15600-39100 in PB-3 with Grade Pay of Rs.7600 - Sr. Hindi Officer (SG) -reg.

Sir,

I am directed to state that a number of references were being received seeking constitution of Selection Committee/DPC for considering cases of incumbents holding isolated posts for promotion to the scale of Rs.15600-39100 in PB-3 with Grade Pay of Rs.7600. DG, CSIR has been pleased to approve following composition of Selection Committee/DPC for consideration of such incumbents for promotion to the scale of Rs.15600-39100 in PB-3 with Grade Pay of Rs.7600.:

1.	Director/Joint Secy.(Admn.) (for CSIR Hqrs.) or his nominee (not below the rank of Scientist IV(6))	Chairman
2.	Sr. Controller of Administration of the Lab./Instt. In CSIR Hqrs. Sr. Deputy Secretary*	Member
3.	Sr. Controller of Finance & Accounts of the Lab./Instt. For CSIR Hqrs. Sr. Deputy Financial Adviser (Audit)*	Member
4.	One outside local Expert from Central/State Govt./Organization/Autonomous Body/PSU not below the rank in PB-4 in the scale of Rs.37400-67000 with Grade Pay of Rs.8700 or equivalent in IDA pattern	Member
5.	Sr. DS, CSIR Hqrs. (if posted)	Member
6.	One SC/ST/Minority community representative (in case post is reserved for SC/ST or candidate belonging to minority community is being considered)	Member

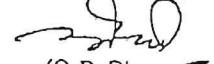
*In case Sr. COA/Sr.DS or Sr.Dy FA is not posted in the same Lab./Instt./CSIR Hqrs., Sr. COA/Sr. Dy.FA from the sister Lab./Instt. may be nominated.

Contd/-

The constitution of DPC for promotion of incumbents to the scale of Rs.15600-39100 with Grade Pay of Rs.6600 has already been notified vide Circular No.17(92)/8//2000-E.II (PPS) dated 25.7.2007, (copy enclosed).

Attention is also invited to CSIR Circular letter of even number dated 29.5.2009 (copy enclosed) delegating powers to Directors/Heads of Instt./Labs. to approve recommendations of DPC for promotion of such incumbents in the scale of Rs.15600-39100 in PB-3 with Grade Pay of Rs.5400 and above and issue promotion orders at the Laboratory level. Since promotion in the Grade Pay of Rs.7600 is within PB-3 DPC may be held at Laboratory level and promotion orders issued accordingly with the approval of Director of Laboratory concerned.

Yours faithfully,


(O.P. Dhawan)
Under Secretary

Copy to:

1. Sr. COA/COA/AO of all Labs./Instts.
2. Sr. Dy. FA/Dy.FA/F&AO of all Labs./Instts.
3. PS to DG, CSIR
4. PS to JS(Admn.)
5. PA to FA, CSIR
6. PS to CVO, CSIR
7. Legal Adviser, CSIR
8. Under Secretary(CO)/Deputy Secretary (Complex)
9. Head, URDIP/IPMD/HRDC/PPD/ISTAD/USD/HRDG
10. All Dy. Secretaries/Under Secretaries in CSIR Hqrs. & CSIR Complex
11. Head, RAB, CSIR Complex, Pusa, New Delhi
12. Secretary, JCM(Staff Side), Indian Institute of Chemical Technology, Uppal Road, Hyderabad 500 007
13. Head, IT Division with the request to make this circular available on the website.

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



सां/No. 5-1(315)/2015-PD

दिनांक/Dated: 11.11.2019

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

सेवा में/ To: सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान
The Directors/Heads of all National Labs./Instts. of CSIR

विषय/Sub: **Amendment in the Recruitment Rules for the posts of Driver [Level -2, as per 7th CPC] [PB-1 Rs. 5200-20200 GP Rs. 1900/- Pre-revised] [Isolated post] – reg.**

महोदय/Sir/ महोदया/Madam,


I am directed to refer to CSIR letter No. 5-1(315)/2015-PD dated 08.04.2016 and to state that Governing Body, CSIR in its 192nd meeting held on 23rd August, 2019 has approved the following amendment in the Recruitment Rules for the post of Driver [Level -2, as per 7th CPC] [PB-1 Rs. 5200-20200 GP Rs. 1900/- Pre-revised] [Isolated post] as a consequence of discontinuation of interview for various junior level posts in line with the instructions of DoPT, Govt. of India.

Sl. No	Post/ Designation	Existing Mode of Selection	Amended Mode of Selection
1.	Driver [Level-2 as per 7 th CPC] [PB-1 Rs. 5200-20200 + GP Rs. 1900/- as per 6 th CPC]	10 th Class pass or equivalent With 5 years driving experience in LMV/ HMV Age: 28 years. Ref.: [CSIR letter No. 17/92/8/2000-EII dated 30.01.2003. Trade Test Ref.: (CSIR letter No. 5-1(315)/2015-PD dated 08.04.2016.	Essential qualification: (i) Possession of a valid driving license for LMV & HMV. (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iii) Experience of driving a motor car for at least 3 years; and, (iv) Pass in 10 th standard. Age Limit: 27 years. Eligible candidates applying for these posts will be invited for skill test. Those who qualify in the skill test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

The Recruitment Rules for the post of Driver as contained in CSIR letter No. 17/92/8/2000-EII dated 30.01.2003 and 5-1(315)/2015-PD dated 08.04.2016 stands amended accordingly. The syllabus for the written test and constitution of the selection committee will be notified separately.

It is requested that the above decision may kindly be brought to the notice of all concerned in your Lab./Instt. for guidance and compliance.

भवदीय/ Yours faithfully,


(Siddhartha Dey)
Under Secretary

प्रतिलिपि/Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. कार्यालय प्रति/Office copy.



दिनांक/ Dated: 07.07.2020

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

विषय/ Sub: सुरक्षा अधिकारी के पद के लिए संशोधित भर्ती नियम
Revised Recruitment Rules for the post of Security Officer-reg.

महोदय/Sir / महोदया/Madam,

In pursuance of the DoPT OM No. 39020/01/2013-Estt.(B) dated 09.10.2015 and No. 39020/01/2013-Estt.(B)-Part dated 29.12.2015, regarding discontinuation of interviews in recruitment to Group 'C', 'D' (reclassified as Group 'C') and Non-Gazetted Group 'B' posts], I am directed to state that Governing Body at its 194th meeting held on 28.04.2020 has approved the following mode of selection for the post of Security Officers:

Sl. No.	Details of Service	Existing Mode of Selection	Revised Mode of selection
1.	Post - Security Officer	Interview by duly constituted committee.	<p>(i) Candidates applying for these posts possessing the existing essential qualifications & age will be invited for a physical and personality assessment test which will be qualifying in nature.</p> <p>(ii) Those who qualify in the physical and personality assessment test will be invited for a written test.</p> <p>(iii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.</p>
2.	Essential Qualification: "Ex-Servicemen JCO (Subedar or higher rank) OR equivalent rank in other Para-military forces with minimum of 10 years' experience in security. However, number of years of experience shall be 05 years in case of Short Service Commissioned Officers and incumbents holding the position of Assistant Commandant in CRPF / BSF / ITBP etc. carrying the pay scale of Rs. 8000-13500 (pre-revised). In the case of Inspector from Para Military Forces, the number of years of experience required shall be 10 years".		
3.	Pay Scale - Pay level - 7 of the 7 th CPC pay matrix		
4.	Age limit - 35 years		

jsa

2. The Recruitment Rules for the post of Security Officer as contained in CSIR letter No. 17/92/8/2000-EII dated 30.01.2003 stands amended to above extent with effect from date of this notification.
3. The syllabus of the written test and details of the physical and personality assessment test along with constitution of the committee will be notified separately.
4. It is requested that the above instructions may kindly be brought to the notice of all concerned for compliance and necessary action.

भवदीय/Yours faithfully



(बी के सिंह /BK Singh)

उप सचिव / Deputy Secretary (Policy Division)

प्रतिलिपि/Copy to:

1. 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.
2. कार्यालय प्रति / Office copy.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI - 110001

No. 7-3(7)/2004-R&A

Date 21-12-2005

To

The Directors of all CSIR Labs. /Insets.

Sub: Recruitment Rules for the post of Guest House Attendant.

Sir,

I am directed to inform that the Governing Body of CSIR in its 165th meeting held on 13th September 2005 has approved the Recruitment Rules for the post Guest House Attendant. Copy of the Recruitment Rules is enclosed for information/compliance. These recruitment rules will be effective date of notification.

The Hindi version of the above rules are also enclosed alongwith.

Encls. As above

Yours faithfully,

-Sd-

(Sushil Kumar)
Deputy Secretary
Ph. No. 23738606

Copy to: -

1. All DS/CoA / US/ AOs of lab/Instt./CSIR Hqrs./ Complex with request for wide display.
2. Chairperson, RAB
3. Sr. PPS to DG, CSIR
4. PPS to JS (Admn.)
5. Office of F.A CSIR
6. Legal Advisor
7. Committee Section
8. CSIR Website
9. Office Copy
10. Head, URDIP

Recruitment Rules for the post of Guest House Attendant.

1. **Title of the Rules:** "Recruitment Rules for the post of Guest House Attendant".
2. **Enactment:** These Rules shall come into force with effect from the date of notification.
3. **Scope/Applicability:** These Rules shall govern recruitment and selection to the post of 'Guest House Attendant' in the Guest Houses of CSIR Hqrs. and its Laboratories./Institutes.
4. **Definition:** All words and abbreviations in these Rules shall have the same meaning and definition/interpretation as given in the Rules & Regulations and Byelaws of CSIR.
5. **Classification:** The post shall be classified as an Administrative post.
6. **Scale of Pay:** The scale of pay prescribed for the post shall be Rs. 2550-55-2660-60-3200.
7.
 - a) **Qualification & Experience :** Middle Pass/8th Standard Pass with 2 years experience of working in a reputed Guest House/Hotel or Matriculation/10th Pass
 - b) **Age:** The age limit for the post shall be 28 years, relaxable in case of SC/ST/OBC category as per rules.
8. **Job Requirements:** The job requirements of this post will include, interalia upkeep and maintenance of Guest House especially rooms, providing services to guests' viz., serving of eatables. Any other job assigned from time to time by the office. The incumbent will be required to work in shift duties also.
9. **Constitution of Selection Committee:** The Selection Committee for the post shall be constituted by the Director of the Laboratory/Institute (Joint Secretary (Admn.) in case of CSIR Hqrs) as follows:-
 - a) Controller of Administration/
Deputy Secretary (from sister
Laboratories/Institutes/CSIR Hqrs. - Chairman
 - b) Controller of Administration/
Administrative Officer/Under Secretary
of the Laboratory/Institute/CSIR Hqrs. - Member
 - c) Controller of Finance & Accounts/
Deputy Financial Adviser/ - Member

Finance & Accounts Officer of the

Laboratory/Institute/CSIR Hqrs.

d) Manager/In-charge, Guest House

Member

e) Representative of SC/ST/OBC and
Minority Community

(Quorum: Three members including the Chairman)

Screening Committee, if any, shall be constituted out of members of the Selection Committee.

10. **Mode & Recruitment Procedure:** Recruitment to the post shall be made through open selection.

The recruitment procedure for this post shall remain same as that of recruitment procedure for other Group 'D' (Administrative) posts of the same scale..

11. **Panel:** As far as possible, the Selection Committee shall prepare a panel of candidates, on the basis of merit, which shall be valid for a period of one year.

12. **Probation:** The candidate appointed to the post shall be on probation for a period of one year from the date of joining the post, which may be extended or curtailed at the discretion of the competent authority.

13. **Appointing Authority:** Director of a National Laboratory/Institute and Joint Secretary (Admn.) in case of CSIR Hqrs.

14. **Fixation of Pay:** The pay of the appointees to this post shall be fixed as per rules; however, higher start can be considered on the recommendation of the Selection Committee.

15. **Career Progression:** The persons appointed to the post shall be governed by CSIR provisions applicable to the isolated category of posts in the matter of career progression i.e. promotion shall be considered after 11 years of service in the grade.

16. **Power to relax:** In case of any difficulty in operation of these rules, DG, CSIR may relax any of the provisions.

17. **Interpretation:** Any query/clarification relating to interpretation of these Rules shall be decided by Director-General, CSIR.