

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110 001.**

Establishment – I Section

No. 3-4(C)/2023-E.I

Dated : 19.10.2023

Sub Posting/Transfer requests of Group 'A' and 'B' CCOs - reg.

Meeting of DPCs for Group 'A' posts for Vacancy Year 2024 are to be convened. Accordingly, it is requested that:

- (a) CCOs who are to be considered for promotion against the VY 2024, as per the eligibility list issued vide CSIR letter No. 3-3(b)/2024-E.I dated 11.10.2023, are required to be sent their option for posting in the proforma at **Annexure I.**
- (b) Other Group 'A' & 'B' CCOs who wish to make a fresh request for Posting/Transfer, may also forward their requests, in the proforma at **Annexure - II.**

Accordingly, Option/Requests in the prescribed Proforma (Annexure -I or Annexure-II), may be sent through email (both in PDF and Word file) to the email ID **kamleshwar@csir.res.in** only, latest by **07.11.2023**, followed by hard copy, duly forwarded by Lab/Instt.

It may kindly be noted that mere submission of the request does not give any right for Posting/Transfer at the desired place. The Posting/Transfer shall be decided by the Competent Authority based on functional needs, availability of vacancies and other circumstances.



(L.S.Negi)

Sr.Deputy Secretary

**To
All Group 'A' & 'B' CCOs
(Through CSIR Website)**

OPTION FORM FOR POSTING

(To be filled by CCOs who are to be considered for promotion against the VY 2024, as per the eligibility list issued vide CSIR letter No. 3-3(b)/2024-E. I dated 11.10.2023.)

Reference: CSIR Web Notification No. 3-4(C)/2023-E. I dated 19.10.2023

| | | | |
|----|-------------------------------|---|-------------|
| 1. | Name of the Officer | : | _____ |
| 2. | Designation | : | _____ |
| 3. | Lab/Instt | : | _____ |
| 4. | Option for Posting | : | (i) _____ |
| | (in order of Preference) | : | (ii) _____ |
| | | | (iii) _____ |
| 5. | Option for Difficult Station* | : | (i) _____ |
| | (in order of Preference) | : | (ii) _____ |

I understand that in case of my promotion I shall be posted out of my present place of posting and I undertake to abide by the transfer/posting orders.

Signature _____

Dated: _____

***Difficult Stations:**

- (1) CSIR- Central Electrochemical Research Institute, Karaikudi, Tamilnadu
- (2) CSIR- Central Electronics Engineering Research Institute, Pilani, Rajasthan
- (3) CSIR- Central Institute of Mining and Fuel Research, Dhanbad, Jharkhand
- (4) CSIR- Central Salt and Marine Chemicals Research Institute, Bhavnagar, Gujrat
- (5) CSIR- Institute of Himalayan Bioresource Technology, Palampur, H.P.
- (6) CSIR- North East Institute of Science and Technology, Jorhat, Assam
- (7) CSIR- National Institute of Oceanography, Goa

Note : The request may be emailed to Email ID **kamleshwar@csir.res.in** latest by **07.11.2023**. Thereafter, hard copy along with documents, if any, may be sent through proper channel to Sr.Deputy Secretary (E-I), CSIR HQ.

Annexure-II

APPLICATION FORM FOR SEEKING TRANSFER/POSTING BY CCO
(To be filled by CCOs who wish to make a fresh request for Transfer from the present place)

Reference: CSIR Web Notification No. 3-4(C)/2023-E. I dated 19.10.2023

| | | |
|----|---|--|
| 1. | Name & Designation | |
| 2. | Name of Lab/Instt | |
| 3. | Date/Period since when posted at same Lab./instt. (Years & Months) | Date: Period:Years Months |
| 4. | Labs/Instts already served and period spent | |
| 5. | Choice of Station(s) where transfer is sought | i. ii. iii. |
| 6. | Reasons for seeking transfer: - a) Medical - Self/ Spouse/ Children/Parents/Dependent family member b) Education c) Completion of tenure at difficult station c) Any other Please specify with supportive document, if any | |
| 7. | Clause of TPC Guidelines dated 01.01.2019 under which transfer/ retention is sought | |
| 8. | Any other remarks | |
| 9. | List of Documents enclosed | |

The above details are correct to the best of my knowledge and belief. I understand that any political or outside influence/pressure/letter either from myself self or from my family members (parents, spouse, children etc.) will attract provisions of Rule 20 of CCS (Conduct) Rules, 1964 against him.

Signature of CCO with Date

Note:-

1. No Column should be left blank
2. The request may be emailed to Email ID kamleshwar@csir.res.in latest by **07.11.2023**. Thereafter, hard copy along with documents, if any, may be sent through proper channel to Sr.Deputy Secretary (E-I), CSIR HQ.

3/3