

**Council of Scientific & Industrial Research
Planning and Performance Division**

OFFICE MEMORANDUM

No.4/CMG/2016-PPD

July 4, 2016

From: PPD, CSIR Headquarters, New Delhi

To: Directors of CSIR Labs

Sub: Revised guidelines relating to engagement of project staff in Contract Research and Plan Projects/NMITLI Scheme under National Laboratories Scheme

The revised guidelines relating to the hiring of Project Staff in Contract Research and Plan Projects were issued by CSIR on 14.10.2011 vide letter No.4/CMG/2011-PPD.

Department of Science & Technology vide its OM No. SR/S9/Z-09/2012 dated October 21, 2014 has revised the emoluments for research personnel employed in R&D Programmes of the Central Government Department w.e.f. October 1, 2014. CSIR-Human Resource Development Group (CSIR-HRDG) vide its OM No.6/Fellowship (ENH)/2k14/EMR-I dated March 19, 2015 has also revised the amount of fellowship w.e.f. October 1, 2014. Some of the laboratories have expressed that with the announcement of increased fellowship paid to Junior Research Fellow (JRF), Senior Research Fellow (SRF), Research Associate and other categories of staff engaged in R&D in the country they are finding it increasingly difficult to hire project staff within the prescribed remuneration packages. Many of the project staff have directly requested for enhancement in their remuneration.

DG, CSIR had constituted to a committee to revisit the amount of stipend being given to project staff in Contract Projects, Plan Projects and NMITLI Scheme. Based on the report of the committee, remuneration of project staff is revised as given below:

I. Stipend/Remuneration

Designation	Qualification	Stipend (in Rs.)
Project Assistant-I	B.Sc. / Diploma in Engg. or equivalent (55%)	15,000/-
Project Assistant-II	M.Sc./BE (55%) or equivalent	25,000/-
Project Assistant-III	M.Sc. /BE (55%) or equivalent	28,000/-

	plus two years of experience or M.Pharm. / M.Tech. / MBBS (55%)	
Research Associate-I	M.Tech./M.Pharm. (55%) or equivalent with two years of experience/MD/Ph.D.	36000/-
Research Associate-II	Ph.D. with two years of experience.	38,000/-
Research Associate-III	Ph.D. with 4 years of experience	40,000
Project Scientist	As per 'Y'	As per 'Y'

'Y'- Project Scientist:

Rang e	Qualification and Experience	Emoluments
0	M.Sc./B.E./B.Tech. degree with outstanding academic career and age below 25 years	Rs.40000
1	ME/M.Tech/M.Vet.Sc./M.D/Ph.D (Sc./Engg.)-submitted with uniformly outstanding academic record and clear potential for high quality R&D work and age below 40 years	Rs.48200/50600/53000/55400/57800
2	ME/M.Tech/M.Vet.Sc./M.D with three years experience/MBBS+Ph.D/Ph.D (Sc./Engg.)- with outstanding academic record and proven ability for high quality R&D work and age below 40 years.	Rs.56100/58900/61700/64500/67300
3	ME/M.Tech/M.D/M.Vet(Sc)/MBBS+Ph.D/Ph.D (Sc./Engg.) or equivalent degree in respective discipline, with original work as evidenced by highly innovative patents or outstanding publications-evidence of leadership, with minimum of 5 years' R&D experience and age below 40 years.	Rs.87600/92000/96400/100800/105200

4	ME/M.Tech/M.D/M.Vet(Sc)/ MBBS+Ph.D/Ph.D (Sc./Engg.) or equivalent with 10 years of experience; outstanding academic career and professional work as reflected in publications, patents, involvement in major projects etc. and age below 45 years.	Rs.93300/98000/102700/107400/1121 00
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- a) The House Rent Allowance (HRA) payable to Project Scientists should not exceed the amount payable to CSIR Scientists of equivalent level; and
- b) The Annual Increment should not exceed 3% per annum.

In an exception to above recommendation, Project Staff employed on Grant-in-Aid Projects funded by Government Departments such as DST, DBT, and DAE etc. will be paid stipend and other benefits as approved by the funding agencies.

II. Other benefits

- (a) Wherever possible accommodation will be provided to project staff. If accommodation is not possible then they will be paid HRA as per rule. Further, project staff will be provided dispensary facility if available. Project Staff engaged as temporary project manpower shall be covered under group medical insurance scheme offered by insurance companies and expenditure shall be debited from the project staff.
- (b) For appointment of close relatives of CSIR Officers/Staff members as Project Staff, Laboratories should strictly follow the guidelines issued by CSIR vide letter No.4-73/2006-E-II dated 23.01.2008.
- (c) The entry for Project Staff is possible at any level indicated in the table. Candidates once recruited at a particular level can move on to higher level based on experience and/or acquiring qualifications of higher level. Minimum residency period at a given level shall be of 2 years for moving to higher level, but not more than three years at the same level. The tenure of Project Staff shall be co-terminus with the project. However, under no circumstances the tenure should be allowed to exceed five years duration and any extension beyond two years / movement from one level to next shall be subject to performance review by a committee appointed by Director.

III. Recruitment Procedure

Each laboratory has to deal with its own situation and respond to environmental factors and challenges. There is no prescription that will meet with every laboratory's problems. CSIR therefore would like to give flexibility to laboratory

leadership to devise ways and means to attract and retain the talent. Laboratories are allowed to devise their own recruitment procedure for recruitment of Project Staff. However, it may be borne in mind that all human resource development should focus on career growth of recruited person while at the same time not jeopardizing the interest of the projects.

Laboratories may be permitted to do campus recruitment from National Institutes or Universities located in the region and prepare a panel of candidates to be offered employment based on the vacancies as they arise.

In the case of urgency or non-availability of sufficient candidates, candidates who have passed any national level test such as CSIR-UGC lectureship (NET), GATE, BINC etc. conducted by UGC/CSIR/ICMR/DBT/DST etc. can be directly appointed on the project with the approval of Director without going through a formal interview by a committee if found otherwise suitable by the Project Leader/Head of a Division.

In some projects, if an emergent situation arises due to sudden resignation of the Project Assistants affecting the deliverables of the project in a time bound manner, in such cases as a onetime exception, a Project Assistant whose term has expired on another project may be appointed on the project under consideration or a Project Assistant may be shifted from one project to another for the remaining duration of the project with the approval from the laboratory Director. Any subsequent employment of the Project Assistant on the same project for an extended period or on any new project can be considered as fresh appointment based on his/her application and selection made by following the prescribed procedure with the condition that total period of engagement of Project Assistant in different projects either in the same lab or different labs/Institutes should not exceed 5 years in any case.

Character Certificate of the candidate being selected as a project staff may be verified by a Gazetted Officer including CSIR Scientist. Further, each laboratory has to sign a Secrecy Agreement and an Intellectual Property Agreement (either separately or combined) with the Project Staff. Each laboratory may devise these agreements as per their requirements in consultation with their business development/ legal team.

The validity of panel of waitlisted candidates may be kept up to one year for smooth functioning of ongoing projects.

IV. Age

Age limit for Project Assistant at level I/II/III will be as 28/30/35 years respectively with five years relaxation for statutory groups and women. Age limit for RA will be governed by CSIR-HRDG Guideline while for Project Scientist it will be based on the age limit given in the table.

V. Special Consideration for Women

CSIR would like to focus on the role of women as it believes that Indian science needs to use educated women force to leverage for India to become developed nation by 2020. Keeping this in mind wherever feasible, married women shall be permitted flexible timings and also be allowed part time employment say for four hours a day with corresponding 50% of remuneration. With advances in communication technology in certain sectors it is possible to work from home (telecommuting) and deliver the output on the daily basis from home. Laboratories may consider this on a case-to-case basis.

VI. Facilities

- (i) The facility of Ph.D. registration shall be allowed to those Project Assistants who have worked for a minimum period of two years and have at least cleared CSIR-UGC lectureship (NET), or GATE examination or published at least one paper in international peer reviewed ISI indexed journals. However, at any given time not more than 30% of Project Assistants shall be allowed to register for Ph.D. Over and above this, laboratories may like to fix the criteria to control the quality. It will be ensured that Ph.D. registration does not become a tool for extension of the tenure of Project Assistants beyond five years.
- (ii) In case of Contract Projects, a suitable honorarium subject to maximum of two months stipend per year of service shall be given to the project staff on a pro rata basis on successful completion of the projects and on receipt of entire project fees from the client. Such staff shall be considered as part of the either "Innovators & Principal Contributors" or "S & T and other staff who contribute direct inputs to the specific development / activity" for distribution of honorarium. This is subject to project staff being a member of the project completion team. If any Project Assistant / Research Associate/ Project Scientist resigns during the duration of the project or if his/her services have been terminated due to unsatisfactory performance, he/she will not be entitled to receive any honorarium. The recommendations of Project Leader on the quantum of honorarium payable to project staff will have to be approved by the standing committee to be appointed by the Director. In case the honorarium distribution is delayed due to some reasons, the monies due to project staff shall be intimated to their last known address requesting them to collect the same. If whereabouts of such project staff are not known at the time of honorarium distribution, after exhausting all the attempts to locate the project staff, the monies shall be deposited in the Lab Reserve.
- (iii) TA/DA: Project Assistants at levels I, II, & III and Research Associates engaged at levels I, II, III during official tour will be entitled for TA/DA as per entitlement of JTA(I),JRF(II),SRF(III) and RA respectively.

Similarly, Project Scientists on official tour will be entitled for TA/DA as per entitlement for Group IV scientists.

- (iv) Depending upon needs of the projects, it may be necessary to impart training in certain specialized areas. In order to retain good candidates, it is also felt desirable to register Project Staff for specialized training in the relevant field of study. The course fees for specialized training or tuition fees for higher education can be debited to the contingency portion of the externally funded projects subject to an upper limit of Rs. 20,000 in a year/person. This facility may be extended to those persons who have worked for a minimum period of one year and in cases they leave the services before completing two years or before completing the course whichever is later, the amount spent on higher education /professional development will be recovered or reimbursement may be given after completion of course or two years from the date of joining whichever is later. Laboratories may like to fix the criteria or evolve mechanism to select the candidates to be supported for higher education. It may be noted that provision of this benefit / facility is subjected to availability of funds under contingency head of the project and as per guidelines developed by each laboratory. It does not confer any automatic right of support for higher education to every project staff employed on the externally/internally funded projects in CSIR.
- (v) Project staff shall be permitted to avail leave as per the existing rule (12 days leave in a year). However, in extra-ordinary circumstances Principal Investigator of the Project and/or Director of the laboratory may provide relaxation in the rules considering the exigency.
- (vi) Service certificate to project staff may be issued by the Administration indicating "To whomsoever it may concern". Any other recommendation letter for Post-Doctoral Fellowship or Doctoral Fellowship could be issued by Project Leader / Head of the Division provided they do not commit on any administrative angle etc.
- (vii) Depending upon availability, the laboratories may also provide transport facilities to project staff as is being done in some labs for regular staff members on payment of suitable charges.
- (viii) The project staff shall be extended the subsidized facilities such as cafeteria, sports, picnics and other staff welfare activities as provided to Research Fellows. Nominal subscription would be recovered from project staff towards these facilities as done in case of Research Fellows.

Management Council in each laboratory is empowered to decide the flexibilities and facilities to be extended except basic qualifications and remuneration (total monetary compensation on Stipend + HRA etc. not to

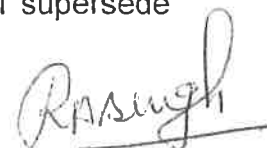
exceed as provided in these guidelines) and on the conditions that all expenditure on such extra facilities if any will be debited to non-governmental funded projects.

VII. Miscellaneous

The above revised guidelines are to be followed by all laboratories / institutes. Director / COA will be responsible to ensure compliance of these instructions. No request should be forwarded to CSIR for any relaxation.

Labs / institutes are required to submit annual statement of project staff with manpower statements in first week of January of every year.

These guidelines shall come into effect from July 1, 2016 and will supersede other OM's issued on the subject.



(R.P. Singh)
Senior Principal Scientist

Copy to:

1. Directors of all the laboratories
2. COA/AO of all National Labs/ Instts.
3. F&AO of all National Labs/Instts.
4. Heads of Divisions at CSIR Hq.
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