

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- 110 001



6-3(102)/2011-E-III

21.09.2011

No. _____

Dated _____

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To The Directors of all CSIR National Laboratories/Institutes

Sub : Filling up of one post of Staff Officer to DG, CSIR on deputation basis.

Sir,

I am directed to inform you that CSIR Hqrs., New Delhi intends to fill up one post of **Staff Officer to DG, CSIR**, on deputation basis in the Pay Band of Rs. 37400-67000 (PB-4) plus Grade Pay Rs.8700/- by calling applications from amongst the Common Cadre Officers in CSIR. The applicant should have a Bachelor's Degree in any subject from a recognized university and have minimum three years experience as Deputy Secretary/Controller of Administration/Deputy Financial Adviser/Controller of Finance & Accounts/Controller of Store and Purchase/Sr. Principal Private Secretary in CSIR or its Laboratories/Institutes.

The crucial date for determining the eligibility for the post will be 1st January, 2011. The candidate must have thorough knowledge of CSIR Rules & Regulations and Bye- Laws and should be well versed in computer application and internet use. The candidate should also have good interpersonal skills. The Recruitment Rules for the post was circulated vide **CSIR letter No. 3-33(113)/2004-E-I dated 08.03.2007.**

You are, therefore, requested to circulate the information to all DS/COA/DFA/CoFA/ CoSP/Sr.PPS and forward the application(s) of eligible interested candidates of your Laboratory/Institute to CSIR Hqrs. in the enclosed proforma, duly verified latest by **5th October, 2011.** Applications received after this date will not be entertained.

Kindly acknowledge receipt.

Yours faithfully,

(A.K. Mukherjee)

Deputy Secretary(CO)

Encl : Proforma of Application

Copy to :

1. Head of Divisions (IIRDC, IIRDG, PPD, USD, RAB, ISTAD, ESD, URDIP)
2. All DS/COA/DFA/CoFA/CoSP of CSIR Hqrs. and its Labs/Instts.
3. US to DG, CSIR
4. US to JS(A), CSIR
5. PA to FA, CSIR
6. PS to CVO, CSIR
7. PS to LA, CSIR
8. PS to Sr.DS (CO)
9. IT Division with the request to make this available on CSIR website.
10. Office copy.

**Council of Scientific & Industrial Research,
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001**

APPLICATION FOR THE POST OF STAFF OFFICER TO DG, CSIR

1. Name of the Lab/Instt.....
2. Name of the Applicant.....
3. Designation
4. Date of Birth
5. Whether SC/ST/OBC
6. Date of Appointment and length of service on the post of Deputy Secretary/Controller of Administration/ Deputy Financial Adviser/Controller of Finance & Accounts/Controller of Stores & Purchase/Sr. Principal Private Secretary.
 - (a) Date of Appointment.....
 - (b) Length of service
7. Enclose attested copies of following educational documents;
 - (a) Matriculation Certificate, (b) Degree Certificate, and
 - (c) certificates of higher educational qualifications, if any.
8. Job Experience;
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Dated:

Signature of Applicant