

Council of Scientific & Industrial Research

Planning and Performance Division

OFFICE MEMORANDUM

No.4/CMG/2011-PPD

October 14, 2011

Sub: Guidelines for Engagement of Project Staff in Plan, Contract R&D and Non-CSIR Funded Projects

1. The Background

- A. CSIR has in place two sets of guidelines for the hiring of Project Staff. For Contract R&D Projects the guidelines were issued by CSIR vide letter No.4/CMG/.2007-TNBD dated 19.12.2007 and for Eleventh Five Year Plan Projects under National Laboratories Scheme, the guidelines were issued vide OM No.Guidelines/EFYP/2007-RDPD dated October 1, 2007.
- B. Concern regarding existence of two sets of guidelines on the same subject and problems associated in implementing them were expressed by the laboratories from time to time. In view of the same and to streamline the hiring and retention of project staff in CSIR, the two guidelines in place have been revised, unified and harmonized by a committee constituted by DG, CSIR.
- C. The new guidelines developed by the committee constituted have been approved by DG, CSIR for implementation.
- D. The new guidelines shall supersede earlier guidelines.

2. The Guidelines

The guidelines are described below:

A. Project Category, Selection Criterion, Designation, Qualification and Remuneration

CSIR laboratories shall recruit Project Assistants / Project Associates / Project Scientist / Project Fellows / Sr. Project Fellows / Research Associates/Quick Hire Scientists as per the details given in the table below:

Table: Details of Project Category, Selection Criterion, Designation, Qualification and Remuneration

Sr.No.	Project Category	General Features	Designation	Qualification	Remuneration
1.	Grant-in-Aid (GAP) Projects	Guidelines of the Funding Agency are to be followed with respect to both designation and remuneration.			
2.	CSIR Contract R&D Projects with industry or non government agencies	Positions co-terminus with the project Selection through aptitude test and/or interview	i) Project Assistant (non PhDs) ii) Project Associate (PhDs)	To be decided by the laboratory	As per project need / market demands / budget allocation Laboratory to evolve an internal policy Approval by the Management Council
3.	Non-CSIR Funds	Positions co-terminus with the project Selection through interview	Project Scientist	PhD	As provided by funding organization
4.	CSIR Plan Fund Projects including NMITLI Projects with specific deliverables	Positions co-terminus with project Selection through interview	i) Project Fellow (PF) ii) Sr.Project Fellow (SPF)	JRF Qualifications as per HRDG Guidelines SRF Qualifications as per HRDG guidelines	Rs.16000 p.m. Rs.18000 p.m.
		Positions co-terminus with project Selection through interview	Research Associates (PhDs)	As per HRDG guidelines	As per HRDG guidelines
		Positions co-terminus with project Selection through interview	Quick Hire Scientist (QHS)	As per QHF Scheme	As per QHF Scheme

B. Other benefits

- (i) Wherever possible accommodation will be provided to project staff, otherwise, HRA will be paid as per rule. Further, project staff will be provided dispensary facility if available. CSIR Labs may evolve and introduce Group Insurance Scheme for project staff based on CSIR-NCL model.
- (ii) 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.
- (iii) As indicated in the table, Project Staff could be appointed at any level. Movement from one level to next shall be subject to performance review by a committee appointed by the Director. The tenure of Project Staff shall be co-terminus with the project.

C. Recruitment Procedure

Laboratories with the approval of Management Council shall evolve recruitment procedure for project staff.

D. Age

Age limit will be as per HRDG Guidelines for Project Fellow, Senior Project Fellow and Research Associates. It will be decided by the laboratory in case of Project Assistants and Project Associates. Age limit shall be relaxable for statutory groups and women as per rule.

E. Special Consideration for Women

Indian science need to gainfully use qualified women so as to enlarge the catchment for identified activities. CSIR would thus like to focus on the role of women. Keeping this in view 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.

F. Facilities

- (i) The facility of Ph.D registration shall be allowed to those Project Staff who have worked for a minimum period of two years and have at least cleared CSIR-UGC lecturership (NET), or GATE examination or published 2 papers in international peer reviewed journals. Over and above this,

laboratories may like to fix the criteria to ensure the quality. It will be ensured that Ph.D. registration does not become a tool for extension of the tenure of Project Staff beyond five years.


- (ii) In case of Contract R&D 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 / Project Associate 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 staff will be entitled for TA/DA as per JRF, SRF and RA respectively while on official tour.
- (iv) Project staff shall be permitted to avail leave as per the existing rule. 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.
- (v) 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.
- (vi) 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.
- (vii) The project staff shall be extended the subsidized facilities such as cafeteria, sports 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.

G. Implementation of the Guidelines

The guidelines are to be followed by 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 date of issue of this OM; the revised remuneration to the project staff in service will be paid from 1st October, 2011.


(Sudeep Kumar)
Head, PPD

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 Hqs.
5. DS(CO)/DS (PD)/DS(RAB)/LA, CSIR and DS, CSIR Complex, New Delhi.
6. US, Office of DG, CSIR
7. PPS & US to JS (Admn.), CSIR
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